



METRO EAST INFERNO FEMALE HOCKEY ASSOCIATION

Policies and Procedures Manual

OCTOBER 12, 2021



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INTRODUCTION

This document provides Policy and Procedure information for Coaches, Managers, Volunteers, and Members of Metro East Inferno Female Hockey Association (MEIFHA). These Policies and Procedures are designed to ensure that MEIFHA Members deliver and/or receive a positive hockey experience.

This document applies to all Coaches, Managers, Volunteers and Members of Metro East Inferno Female Hockey Association without exception.

This document supplements Hockey Nova Scotia (HNS) and Hockey Canada (HC) guidelines and does not replace or supersede any of their bylaws, regulations or policies.



DEFINITIONS, ABBREVIATIONS & EXPLANATIONS

“Annual General Meeting” - the MEIFHA meeting open to all Members held on a date, to be determined by the Executive, at the end of each Hockey Season and prior to the beginning of the following Hockey Season.

“Annual Operating Budget” - the financial/accounting document setting out in detail the proposed revenues and expenses for a hockey season, the sufficiency of which will be determined by the Executive.

“Hockey Canada Mentorship Program” - a major mentorship program where experienced coaches are trained to work with younger less experienced coaches.

“Hockey Canada Initiation Program” - a program based on the philosophy of fun and enjoyment for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun versus competition and games.

"CAR" – Child Abuse Registry Check

"CRC" – Criminal Record Check

“Discipline Committee” - the committee responsible for all game related discipline and hearings, made up of members of the Executive.

“Executive Board” - the elected and appointed members of the MEIFHA who are responsible for the overall management of the Association. Throughout this document, the Executive Board may be identified as the Executive, Board or Executive Committee.

"FHA" – Female Hockey Association

"Fundraised Money" – All funds (other than parental contributions) which are raised through an approved Fundraising Activity. This also includes all forms of Sponsorship (even if a parent owns the company which has provided the Sponsorship). *If you are unsure whether funds or a tangible item is considered as fundraised, it is your responsibility to contact the Financial Assistance Coordinator for clarification.*

"Fundraising Activity" – A planned event that has been *approved* by the Financial Assistance Coordinator to raise money for a team toward *approved* expenditures.

“Hockey Canada” is the governing body for amateur hockey in Canada. Throughout this document Hockey Canada may be identified as HC.

“Hockey Nova Scotia” is the governing body for amateur hockey in Nova Scotia. MEIFHA is a member of Hockey Nova Scotia. Throughout this document, Hockey Nova Scotia may be identified as HNS.

“Hockey Season” - the period beginning August 1st and concluding April 30th of the following calendar year.



DEFINITIONS, ABBREVIATIONS & EXPLANATIONS (CONT'D)

“Hockey Team” - a registered group of players who are all qualified in a Division comprised of not less than twelve (12) players (Exclusive of affiliated players) and not more than nineteen (19) players.

“Import Player” - a player who resides outside the boundaries of the MEIFHA.

“Ineligible Player” - a player who is not properly or fully registered in good standing with MEIFHA.

“Interim Budget” – The sum of Actual Allowable expenditures “to date” and Projected Allowable Expenditures by a team for a given Hockey Season

“Legal Guardian” - a person whom is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.

“Majority” - one vote more than fifty per cent (50%) of the votes cast.

“Metro East Inferno Female Hockey Association” – the recognized governing body for female hockey within the boundaries of Cole Harbour Bel Ayr Minor Hockey Association, Dartmouth Whalers Minor Hockey Association, East Hants Minor Hockey Association and Eastern Shore Minor Hockey Association, which comprise the Metro East zone. The Executive Board of Directors are charged with conducting the business of female hockey in accordance with the Bylaws and Constitution of the Association and the Policies & Procedures of the Association. Throughout this document, the Association may be identified as MEIFHA or the Association.

“Metro East Inferno Female Hockey Association Member”- has been approved as a member by the Executive, or is a member of coaching staff, manager, official, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the MEIFHA. Throughout this document, a MEIFHA Member may be referred to as Member.

“MHA” – Minor Hockey Association

“Nova Scotia Female Hockey League” – the hockey league in which Metro East Inferno teams participate. Throughout this document the league may be referred to as NSFHL. MEIFHA is a member of the NSFHL. The MEIFHA President or another appointed member of the Executive to communicate and correspond or liaise between MEIFHA and the league.

“Parent Member” – Parent or Legal Guardian of a player.

“Parental Contribution” – Funds received from a parent's personal financial contribution.

“Past President” - the formerly elected President who will assist the Executive Board of Directors in the management of the MEIFHA.

“Players” - registered player members in good standing.



DEFINITIONS, ABBREVIATIONS & EXPLANATIONS (CONT'D)

"Player Contribution" – The total of the proceeds of a player or that player's parent member at a Fundraising Activity and that player's Parent Contribution which is contributed toward the Team Operating Budget.

"President" - an elected member of the Executive Board of Directors who is in charge of the management of the Executive Board of Directors.

"Regular Meeting" - the MEIFHA meeting held monthly over the course of the Hockey Season.

"Sponsorship" – Monies paid directly to MEIFHA or directly to a MEIFHA team by a Business, Company or Corporation.

"Suspension" - a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member. A suspension must stipulate a length of time or number of hockey games or type of hockey games or combination thereof.

"Team Budget" – Projected allowable expenditures by a team for a given season

"Team Operating Expense" – the total of actual allowable and approved expenditures by a team in a given hockey season upon the hockey season's end.

"Team Treasurer" – Volunteer position on a team whose responsibilities include (but are not limited to) the following duties; manage the team bank account, manage the Team Budget and interim expenditures, collect Parental Contributions, collect Fundraised Monies. *The Team Treasurer must be at arm's length to the Coach and Team Manager. In no case shall the Team Treasurer be the same person as the Head Coach or Team Manager, or related to them.*

"VSC" – Vulnerable Sector Check



POLICY # 1.0 – MEIFHA EXECUTIVE BOARD

- a) The MEIFHA Executive Board are the elected and appointed members who are responsible for the overall administration of the Association's By-Laws, Policies and Procedures. The specific Executive Board roles and their responsibilities and authority, defined in **MEIFHA By-Law SEVEN and By-Law EIGHT** are as follows:
- Past President
 - President
 - Executive Vice-President
 - Vice-President Hockey Operations
 - Vice-President Finance
 - Vice-President Administration
 - Development Coordinator
 - Registrar
 - Secretary
 - Ice Scheduler
 - Division Coordinator (U7, U9, U11, U13, U15, U18)
 - Coach Coordinator
 - Risk Management Coordinator
 - Financial Assistance Coordinator
 - Equipment Manager
 - IT Coordinator
 - Community Events Coordinator
 - Referee-In-Chief
- b) The MEIFHA Executive shall meet regularly throughout the calendar year as per **MEIFHA By-Law TEN**. Regular meetings will take place during the evening hours of the first Sunday of the month. If the Monday following the first Sunday of the month is a holiday, then the regular meeting shall either take place on the following Sunday.
- c) All written communication to MEIFHA members must first receive written approval from the President or Executive Vice-President.
- d) Some topics of discussion are sensitive and often confidential. MEIFHA Executive Board members shall be cognizant of this and will be subject to a non-disclosure agreement. The non-disclosure agreement is in place for the privacy and protection of Metro East Inferno Female Hockey Association and its membership.
- e) An MEIFHA Officer shall be copied in any written communication by an Executive member to the Regional Director, any Hockey Nova Scotia representative or any representatives of Leagues in which MEIFHA plays. MEIFHA Officers are defined in **MEIFHA By-Law 7.1**.

EXECUTIVE MENTORSHIP

MEIFHA Executive members who have vacated their position at the end of their term (referred to as “mentor”) are expected to mentor their replacement until December 31st of the year the new board member was elected. The mentor may attend regular board meetings during the mentoring time period but shall not be entitled to vote at these meetings.



POLICY # 2.0 – BOUNDARIES

Players wishing to play female hockey in Nova Scotia must register online with one of six geographical zones based on where they live. These zones are made of the regions represented by Hockey Nova Scotia's current Minor Hockey Association (MHA) borders. Registration is done online through the Hockey Canada Online Registration System.

The MEIFHA is the recognized governing body for female hockey within the Female Metro East zone. This includes players who live within the borders of the Cole Harbour MHA, Dartmouth MHA, East Hants MHA and Eastern Shore MHA.



POLICY # 3.0 – CATEGORIZATION, TEAM STRUCTURE & OPERATIONS

The MEIFHA is set in place to provide opportunities for female hockey players within the Metro East Zone to play the game of hockey at the level they are capable of and wish to play within a competitive structure. The MEIFHA participates in leagues operated under the auspices of Hockey Nova Scotia.

Categorization of Teams & Players

All Players registered in the MEIFHA agree to abide by the rules and regulations of Hockey Nova Scotia (HNS) and Hockey Canada (HC). Some of these rules and regulations determine the level that MEIFHA teams must compete at in terms of provincial competitions. This also applies to the league in which MEIFHA participates.

Team Operations

- a) All Coaches, Parents and Players must work together to set values, define team direction and ensure ALL participants are aware of the team's goals and values.
- b) The Team Manager and Team Head Coach cannot be the same person or be related to each other.
- c) The Team Treasurer must be at arm's length to the Head Coach and Team Manager. ***In no case shall the Team Treasurer be the same person as the Head Coach or Team Manager, or related to them.***
- d) Team disciplinary guidelines should be implemented for the upcoming season. These guidelines will not supersede MEIFHA's disciplinary policies, but are meant to work in addition to or in parallel.
- e) Teams are responsible to complete a team contract, signed by all Coaches, Players and Parents, which shall be submitted to the Division Coordinator of that team's division.
- f) All MEIFHA teams must hold a mandatory Parent Meeting at the start of the season to discuss operations, volunteer requirements, team finances as well as anything else related to the hockey season.
- g) Though not mandatory, teams are encouraged to hold interim parent meetings to ensure that they are on track and following the guidelines set at the beginning of the year.
- h) At a minimum, one Team Official must be represented at all Association Coach/Manager meetings and Development Sessions.
- i) All Hockey Canada (HC), Hockey Nova Scotia (HNS) and MEIFHA Policies & Procedures must be followed with respect to the hockey season and team operations.



POLICY # 4.0 – PLAYER REGISTRATION & FEES

- a) The MEIFHA will determine Registration dates on an annual basis. This information will be presented to the IT Coordinator for advertisement on the MEIFHA website.
- b) The Registrar shall prepare a written communication for Registration requirements, which will ultimately be distributed to MEIFHA members via email.
- c) The Registrar shall present the Executive with an accurate listing of all players, after registration has been completed. This shall be updated on a monthly basis with copies available to MEIFHA Executive.
- d) An Early Bird Registration Fee discount of \$25.00 is available to our membership. In order to qualify for the Early Bird discount, Registration fees must be paid in full on or before August 31st of the current hockey season.
- e) Registration Fees are encouraged to be paid in full at the time of registration, however, payment options are available as follows:

Up to August 31st	33%
Due September 15th	33%
Due October 15th	Balance owing

Note: A \$25 Late Payment Fee will be applied if full Registration Fees are not received by October 15th of the current hockey season.

- f) All Registration Fees, including concession fees (i.e. Late Fees, NSF cheques) must be paid in full on or before October 31st of the current hockey season. No Player will be permitted to participate in any practice, game, or any other MEIFHA sanctioned event until full payment is received.
- g) All Registration Refunds will be subject to a \$15 administration fee.
- h) All cheques returned NSF will be subject to a \$15 fee.
- i) A 10% Discount will be applied to the Registration Fee for one (1) sibling when three (3) or more siblings are registered with MEIFHA or any of the four (4) MHA's (Cole Harbour, Dartmouth, East Hants, Eastern Shore).
- j) All Import Players trying out for U18 AA and U15 AAA teams will not be considered registered until they make the team. If they do not make the team and subsequently do not play for any other MEIFHA team then all Registration Fees other than the tryout fee will be returned.



POLICY # 4.0 – PLAYER REGISTRATION & FEES (CONT'D)

- k) Refunds of Registration Fees will be given for players who cease playing hockey with MEIFHA **due to reasonable circumstance** according to the following schedule:

Date Player Leaves	Refund Amount (subject to administration fee)
Up to October 1st	100%
Oct. 2nd - Oct. 31st	75%
Nov. 1st - Nov. 30th	50%
Dec. 1st - Dec. 30th	25%
After Jan. 1st	0%

- l) Exceptions will be made for Players with extenuating circumstances. These can include but are not limited to a Player moving away from the Metro East Zone or suffering injuries that prevent the Player from playing the remainder of the season. Before exceptions can be made for medical reasons, supporting documentation, signed by a physician, must be submitted to the Division Coordinator for presentation to the Executive.

Notwithstanding,

- i. No Refunds will be processed after February 1st.
- ii. The Hockey Canada Insurance Premium portion of the Registration Fee shall be forfeited and not be eligible for refund once a Player has participated in any MEIFHA organized ice-session (Conditioning Camp, Tryouts, etc.)



POLICY # 5.0 – ON ICE OFFICIALS REGISTRATION & FEES

- a) The MEIFHA currently does not have its own Officials. Under the guidance of Hockey Nova Scotia Female Referee-In-Chief, MEIFHA utilizes registered HNS Officials from the MHA's within the Female Metro East Zone.
- b) The MEIFHA Referee-In-Chief manages all matters related to officiating and liaises with the MHA Referee-In-Chiefs within the Female Metro East Zone.
- c) All Officials must be registered, certified and insured through Hockey Nova Scotia.
- d) A (3) Three-Official system should be used for all U11 and U13 games, all U15 AA, A or B games and all Community "C" games.
- e) A (4) Four-Official system should be used for all U15 AAA and all U18 AA games.
- f) All U9 games shall follow Hockey Nova Scotia/Hockey Canada guidelines for officiating requirements.



POLICY # 6.0 – NUMBER OF PLAYERS ON A TEAM

The MEIFHA Executive will determine the number of Players per Team, based on the number of registrations received in each division. This will be determined on a year-to-year basis. The following guidelines will be considered, in conjunction with any rules and requirements of Hockey Canada (HC) and/or Hockey Nova Scotia (HNS).

U18	17 skaters	2 goalies
U15	15 skaters	2 goalies
U13	15 skaters	2 goalies
U11	15 skaters	2 goalies
U9	15 skaters	2 goalies
U7	TBD	n/a

Further to the guideline above, there may be circumstances, due to registration numbers and/or late registrants, where more than 15 skaters will be placed on a U9, U11, U13 or U15 team. In cases where there are multiple teams in one Division and Category, the MEIHA Executive will consider each Team's circumstance before placing additional skaters on a Team.



POLICY # 7.0 – PLAYER REGISTRATION & RELEASES

- a) All Players registered with the MEIFHA must be properly Registered in the Hockey Canada Registration (HCR) System.
- b) Any Player can be added to a Team on or before February 10th of the current Hockey Season provided:
 - ✦ That Player has not signed with another Team for the current season, or
 - ✦ They have received a Player Release from another Team or Association prior to January 10th of the current Hockey Season.
- c) No Players eligible to play with MEIFHA will be released to, or permitted to try out with, another association unless:
 - There is no MEIFHA team for that player to be registered with.
 - Granted a Player Release by the MEIFHA Executive.
- d) If a Player is to be released from a Team the following rules apply:
 - ✦ Two defined members of the MEIFHA Executive must sign Player releases;
 - ✦ The President and either the Registrar or Executive Vice-President shall have signing authority;
 - ✦ No Player can be released if she is suspended; and
 - ✦ No Player can be released after January 10th of the current playing season.
- e) Only nineteen (19), two (2) of which must be Goaltenders, can be registered on a Team at any one time.
- f) Any Coach, Manager or Team Official who adds an ineligible player to a game sheet for the purpose of playing in that game is deemed to have played an ineligible player. The offending Coach or Team Official will be suspended as per Hockey Nova Scotia guidelines. This means that the person will not be eligible to hold a position in any club or on any team during such suspension.



POLICY # 8.0 – PLAYER AFFILIATION, MOVEMENT & ACCELERATION

Player Affiliation

The purpose of the player affiliation program in the MEIFHA is to assist teams where they may have an injury(s) or do not have enough players to compete in a game situation. The affiliation agreements allow a higher-level team to “bring up” identified players or Affiliate Players (AP's) from a lower level team. In most cases, the Affiliated Players (AP's) are “brought up” in the case of an injury situation. Coaches who bring up Affiliated Players (AP's) and then sit their own team's rostered players will be disciplined by the MEIFHA.

- a) All MEIFHA player affiliations (AP's) shall be executed under the rules and guidelines of Hockey Nova Scotia.
- b) MEIFHA reserves the right to determine on a yearly basis how Association teams will be affiliated. The process that Coaches and Teams must follow when using Affiliated Players (AP's) is as follows:
 - The Coach of the higher level team first makes contact with the Coach of the AP and asks for permission;
 - The Coach of the AP contacts the parents of the AP and asks for availability and permission;
 - Once agreed and permission is granted by the lower-level team, it is the responsibility of the higher-level Coach to notify, *in writing*, the MEIFHA Division Coordinator and the HNS Metro East Zone Regional Director. The AP Coach should also be included in the written notification.
 - Higher-level Teams or Coaches must not contact the Affiliated Player (AP) directly. All communication must be conducted Coach to Coach or Team Official to Team Official.
 - All Affiliated Players (AP's) must be clearly indicated on the game sheet
 - It is the Coach's responsibility to track the number of games played by an AP so not to exceed the number of games permitted under Hockey Nova Scotia (HNS) regulations.

Player Movement

Player movement may take place, however only within the guidelines of Hockey Nova Scotia and after consultation with player, parents, coaches, the MEIFHA Division Coordinator and with the approval of MEIFHA Executive.

Player Acceleration (Exceptional Player)

The purpose of this policy statement is to provide a process for a hockey player who has demonstrated exceptional skill and ability during the evaluations and preseason to play above the evaluated level or above her normal age category. This is to allow the development of a Player's abilities; by advancing her to the division which best suits her. Any Player acceleration shall follow the guidelines and process provided within Hockey Nova Scotia (HNS) regulations. Note that there is a detailed process and potentially significant cost associated with Player Acceleration.

Identification

Identification of hockey players eligible for acceleration can include but is not restricted to, any member of the association, Executive or involved coaching staffs. Upon approval from the Executive, the completion of the acceleration process will follow Hockey Nova Scotia guidelines with the assistance of the Hockey Nova Scotia Female Metro East Zone Regional Director.



POLICY # 9.0 – PLAYER DRIVING

Players are not to drive themselves to any out of town games (+100 Kms one-way), except where other travel arrangements cannot be provided. In those cases, the following guidelines will be in effect:

- a) While travelling to all out of town games, players must exhibit a "Driving within the Law" attitude and follow the "rules of the road". Failure to do so could result in travelling privileges being revoked for that Player and/or Team.
- b) Players must inform Team Management that they are driving and how many people are travelling with them.
- c) The Hockey Canada Insurance program covers "Transportation directly to and from the arena or venue." This may include any reasonable Team sanctioned stops. Sanctioned stops may include but are not limited to, team meals, vehicle consumables and vehicle repairs.
- d) Drivers must have a valid driver's license and adequate insurance.



POLICY # 10.0 – TRAVEL PERMITS

- a) Travel permits are subject to Hockey Nova Scotia rules and regulations.
- b) The Hockey Nova Scotia (HNS) Metro East Zone Regional Director is responsible for receiving any travel permit requests from Association members. Upon approval the document shall be returned to the originating Team. Verification for out of zone travel will now be considered complete.
- c) No MEIFHA Team shall be permitted to play exhibition or tournament inter branch games of any kind, without the written permission of Hockey Nova Scotia and MEIFHA.
- d) To obtain permission to take a Hockey Nova Scotia (HNS) and MEIFHA team for an Inter-branch trip, the following procedures must be followed:
 - The Team must first obtain written invitations from the out of branch team or organization.
 - The letter of invitation MUST include the full details of where and when the competition will be held.
 - Upon receipt of the invitation the Team must notify the MEIFHA Division Coordinator by email of its request to participate in stated event. The Division Coordinator will advise the MEIFHA Executive Committee of the request and IF approved, the Team will apply for the required travel permit. Notice of travel intent should be received by the MEIFHA forty-five days (45) prior to the day of the event.

All MEIFHA Bylaws, Policies and Procedures apply to all Team members while participating in this event.



POLICY # 11.0 – NUMBER OF GAMES AND TOURNAMENTS

MEIFHA refers to Hockey Nova Scotia Regulations in determining the maximum number of games and/or tournaments. The current maximums are as follows:

TEAM	GAMES	TOURNAMENTS
U18 AA & A	65	3
U15 AAA, AA & A	65	3
U15 C	65	3
U13 AAA, AA & A	60	3
U13 C	60	3
U11 AA, A & B	45	3
U11 C	45	3
U9 Intermediate	25	3
U9 Development	20	3

The maximum number of games noted above are defined as all exhibition, league and tournament games. A tournament would count as three (3) games. The above cap includes all hockey except for Regional, Conference, Day of Champions, Provincial Championships and League Playoff games.



POLICY # 12.0 – ICE ALLOTMENT

- a) Registration Fees set by the Executive at the beginning of each season shall include the base ice allotment of twenty (20) 1-Hour On-Ice practices, all Regular Season and Playoff AWAY games and the first hour of each Regular Season and Playoff HOME Game, usually beginning the first week of October. The MEIFHA will strive to provide full ice practices for all U11 to U18 teams when possible. The MEIFHA Ice Scheduler will strive to provide each team with one (1) practice and one (1) home game per week. Throughout the course of the year, circumstances may be such that team ice schedules change.
- b) Each year, the Ice Scheduler will attempt to assign a minimum of twenty (20) 1.5 Hour Practices for all AAA & AA teams. Teams will be billed by MEIFHA for the additional 0.5 Hour per practice.
- c) Teams will be billed for any ice assigned or purchased over and above the total allotment noted in (a) above.
- d) Each year after reviewing the number of registrants and number of teams, the MEIFHA Executive may assign early morning ice slots to enable each Team to have their regular weekly practice.
- e) If any Team cancels their scheduled ice time, the Ice Scheduler will then distribute this ice time throughout the MEIFHA on an equal basis and keep a record of this distribution.
- f) Cancellations cannot be made in the current block-booking arrangement with many of the arenas in which MEIFHA hold ice contracts. All efforts must be made by teams to ensure allotted ice time slots are used. Teams are responsible for the ice time allotted to them by the Ice Scheduler. Trading or selling practice ice time slots must adhere to the guidelines provided by MEIFHA, which may vary from season to season, depending on MEIFHA ice contracts.
- g) Cancelled home games may be subject to reimbursement from the individual Team to the MEIFHA.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM

Metro East Inferno's Code of Conduct program shall herein after be referred to as "For the Love of Female Hockey".

PHILOSOPHY

Participation in hockey, whether as a Player, Coach, or Spectator, should be enjoyable. People should have a love of the game and look back on their experience with fond memories. As such, it is important that the conduct of Spectators, Coaches and Players amongst themselves be carried out in a mature and professional manner, both on and off the ice.

The MEIFHA views this program as a support mechanism, to the many excellent volunteers, coaches and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. We see this program as a vehicle to assist them to further these values and make hockey even better and more enjoyable.

The Code of Conduct Program is a celebration of the positive elements of the game. The MEIFHA encourages all participants to support our program, "For the Love of Female Hockey", to make our game and Association even better.

OBJECTIVES

To provide a program that plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness.

To promote acceptable conduct that supports a number of principles:

- RESPECT FOR PERSONS
- PROTECTION FROM HARM
- DEVELOPMENT OF ETHICAL CONDUCT TOWARD OTHERS
- NOTIONS OF JUSTICE, FAIRNESS AND EQUITY
- CARING ATTITUDES
- FREEDOM TO ENJOY - TO FLOURISH
- RESPECT FOR THE GAME

All Members must abide by these principles.

This program is not a process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behavior.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM (CONT'D)

WHAT IS UNACCEPTABLE BEHAVIOUR?

- a) An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (Player, Coach, Spectator or Official) or any elected or appointed member of the MEIFHA Executive.
- b) An individual is also displaying unacceptable behavior if they are acting in any manner that would discredit the MEIFHA, their team, another team, another member or themselves.
- c) When there is a situation of “Unacceptable Behavior”, the responsibilities of the MEIFHA, Coaches, Parents, Spectators and Officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

Some incidents that may classify as unacceptable behavior include, but are not limited to:

1. Profanity by Players or Team Officials;
2. A Player who receives a Game Misconduct, Gross Misconduct or Match Penalty;
3. A Team assessed two or more bench minors in one game;
4. A Coach or bench assistant who is ejected from a game;
5. A Team, who in the opinion of the President or his/her designate, is being assessed too many penalties of a serious nature;
6. A team member or team follower (Parent or Spectator) who brings discredit to the Team and the MEIFHA through violent, abusive, or gross behavior, on or off the ice;
7. Participating in illegal activities while representing MEIFHA
8. A Parent or Guardian who exhibits conduct unbecoming to the integrity of the Metro East Inferno Female Hockey program; and
9. Any Team that fails to utilize ice time without prior notification.

Two MEIFHA Executive situations that will warrant disciplinary action are:

1. Any elected or appointed member of the MEIFHA Executive who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the MEIFHA Executive who, by a vote of the Executive Committee, is deemed to be doing an unsatisfactory job, shall by a seventy-five per cent (75%) majority vote be relieved of his or her duties.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM (CONT'D)

MEIFHA SPECIFIC RULES

- a) All Coaches, Players, Parents and Team Officials shall ensure they complete the appropriate MANDATORY pledge form, before league play begins. Failure to do so will result in a temporary disqualification from the Association pending a review by the Division Coordinator.
- b) The use of illegal drugs by any Player, Coach, Team Official, Parent, Spectator, MEIFHA Executive member or Official (at any time during the season) at a sanctioned MEIFHA function is strictly prohibited. Offenders will face suspension and/or disqualification from the Association. The length to be determined by the Discipline Committee.
- c) All suspensions received from Hockey Nova Scotia shall be reviewed by the MEIFHA Executive. The Executive, depending on the severity and/or type of infraction, may allot additional suspensions.

COMPLAINT PROCEDURE

- a) The reporting of unacceptable behavior by a MEIFHA Executive member, Coach, Player, Parent, Spectator or Official is the triggering event of the complaint handling procedure.
- b) This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.
- c) Complaints and incidents must be reported in writing to the President or Executive Vice-President of the MEIFHA for review and action.

ENFORCEMENT OF DISCIPLINE

Under **By-Law EIGHT**, the Executive of the MEIFHA have the power, authority and duty to discipline Members who demonstrate behaviors and conduct that is not appropriate in a minor hockey setting.

Two different enforcement of discipline stages are possible, namely:

- STAGE 1 - The Discipline Process
- STAGE 2 - The Appeal Process

STAGE 1 - THE DISCIPLINE PROCESS

STANDARD SUSPENSIONS

Where the HC current Rule Book / HNS Regulations dictate a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the Coach in consultation with the Division Coordinator, as a matter of routine will implement the suspension.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM (CONT'D)

NON-STANDARD SUSPENSIONS

When incidents occur, which may warrant disciplinary action, the Coach(es) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Division Coordinator, Vice-President Hockey Operations and Coach(es), shall meet, investigate the incident, and determine the applicable sanction. In investigating the incident, they may consult such Game Officials, Players, Parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

The Coach(es) implements the sanctions with the Player(s). A file must be created and established with the Division Coordinator until the end of the season. The file will be maintained and kept with the Secretary of MEIFHA. The Division Coordinator must inform the Executive Vice-President of the sanction or discipline as soon as is possible.

Further, the President or his designate shall have the power to suspend summarily any Player, Coach, Trainer, Manager, Official or Spectator of any Team under the auspices of the Association for any conduct on or off the ice that at the sole discretion of the President is deemed to be unbecoming or detrimental to the game.

The President or his designate, in conjunction with the arena staff, shall have the power to prevent summarily any spectator from viewing any game or other activity or entering the facility to view such game or activity under the auspices of the Association. This includes any conduct, which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Furthermore, the President or his designate shall have the power to suspend summarily any Player, Coach, Team Official or the Team to which the Spectator is attached.

The power and delegation granted to the President allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. The Association is prepared to enforce these provisions as required, as they are an integral part of the reporting and enforcement initiatives.

Sanctions that may be applied to any Player, Team Official, Team follower, Parent, or member, include:

1. A verbal reprimand,
2. A written reprimand,
3. A suspension,
4. An expulsion, or
5. A combination of the above.

Regardless of any of the above, all issues of abuse and harassment as defined by Hockey Nova Scotia and Hockey Canada will be dealt with as prescribed by the Child Protection Laws of Nova Scotia and Canada.

Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified period.

Suspensions when applied to Parents, Coaches, or Team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM (CONT'D)

STAGE 2 - APPEAL OF DISCIPLINE

Notwithstanding the above, should a Coach, Player, or Parent/Guardian feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

Any appeal of discipline must occur within seventy-two (72) hours of notification of the original discipline being communicated. The appeal must be in writing to the Executive Vice-President.

The Executive Vice-President, on receiving a written appeal or request shall convene a Discipline Committee Meeting.

The Discipline Committee shall consist of a Division Coordinator, other than the Division Coordinator involved in a Stage 1 decision, the Vice-President Hockey Operations and another MEIFHA Executive member approved by the President, and shall be no less than three (3) people.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset, but shall be confirmed in writing with copies logged with the MEIFHA Secretary.

The Executive Vice-President shall report the outcome of the hearing to the President.

Should the offending party(ies) not agree with the outcome of the hearing, the offending parties may request a hearing at the next regular meeting of the MEIFHA Executive. The request must be in writing to the MEIFHA Secretary, who upon receiving the request shall place the item on the agenda for the next regular meeting of the MEIFHA Executive, and inform the President, Executive Vice-President and respective Division Coordinator of its receipt.

The MEIFHA Executive may provide up to thirty (30) minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the MEIFHA Executive will discuss the case in private.

The MEIFHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the MEIFHA Executive of an appeal shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Nova Scotia and Hockey Canada.

Sanctions that may be applied to any Coach, Player, Team Official, Team follower, Parent/Guardian, or member, include:

1. A verbal reprimand,
2. A written reprimand,
3. A suspension,
4. An expulsion, or
5. A combination of the above.



POLICY # 13.0 – CODE OF CONDUCT PROGRAM (CONT'D)

Regardless of any of the above, all issues of abuse and harassment as defined by Hockey Nova Scotia and Hockey Canada will be dealt with as prescribed by the Child Protection Laws of Nova Scotia and Canada.

Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified period.

Suspensions when applied to Parents/Guardians, Coaches, or Team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

MEIFHA may add disciplinary measures to any HNS suspension.



POLICY # 14.0 – SOCIAL MEDIA POLICY

INTRODUCTION

Social media, professional networking sites, blog sites, and personal web sites are all useful technologies. Every team member has an opportunity to express and communicate online in many ways, and Metro East Inferno Female Hockey Association encourages an online presence.

Above all else, everyone needs to use good judgment on what material makes its way online.

This social media policy sets forth guidelines and rules that Metro East Inferno Hockey teams should follow for all online communications in reference to MEIFHA.

Your online presence reflects on MEIFHA and your Team, but also influences how people perceive you. Be aware that your actions captured via images, posts, or comments can never totally be erased and could impact future opportunities.

TEAM RULES

Each Team may establish team-specific rules, but in general, the following rules apply to Players and Team Officials while they are at MEIFHA sponsored events (games, practices, tourney, and Team events).

1. Under no circumstances is picture taking within the dressing room permitted at any time. Failure to comply with this policy could result in the offenders' expulsion from MEIFHA.
2. Do not include, post photos or mention personal information of/about teammates or staff members without their permission; respect your teammates' right to privacy.
3. Do not make team-related announcements prior to them being made official or getting permission to do so from MEIFHA, i.e. injuries, lines, lineups, being named to team, being named a captain, etc.
4. Players and hockey personnel cannot use social media to make or promote any comments that could have negative impact on the team; ask first whether the comments could cause a distraction for the team.
5. No photographs or videos posted from team activities are allowed without consent from those appearing in the photo or video.
6. No public criticizing of officials, opposition, parents / guardians or event organizers.



POLICY # 14.0 – SOCIAL MEDIA POLICY (CONT'D)

GUIDELINES/BEST PRACTICES

You are responsible for anything that you post, write or link to on any social media platform; you cannot totally erase something you have posted, so think before you post or make something public.

- Be professional, courteous and respectful.
- Do not use profanity or words/terms that could be interpreted as prejudice.
- Always assume your post will be read and/or seen by friends, family, teammates, coaches, opponents, media and potential employers or sponsors; this also goes for photos posted on any social media platforms –always assume that the photo posted in a private photo album will eventually find its way into the public domain.
- Consider your long-term professional and personal goals when you post jokes, pranks or behind the scenes anecdotes; Future employers, teams and schools check social media platforms in assessing whether they want individuals representing their organization.
- Be vigilant about identity theft as a public figure.
- Use passwords that are difficult to guess/hack; use a combination of letters and numbers to give your account an additional level of security.
- Be cautious of following, promoting or re-Tweeting and sharing posts by individuals who use offensive language, are disrespectful or consistently look to engage followers in arguments or fights - you will be associated with those individuals if you are following, 'Like'-ing, re-Tweeting or sharing their information.
- Do not ask to be followed or 'liked', just because you are looking for good numbers, but instead give fans a reason to subscribe to your service.
- Always take a moment to reconsider before posting any information or photo; if I was a follower, would I want to read this? Is this appropriate? Could this be interpreted wrongly and become a distraction?
- Proofread for typing errors.
- Do not blame Twitter when things go wrong. Take ownership of the content you provide. Twitter is the vehicle, but you are responsible for how you use it.
- Regularly check your follower list. If a bio looks interesting, follow them.
- Use "unfollow" or "block" on Twitter/Facebook for followers that are going over the line, but do not announce it to everyone.
- Stay away from public debates or exchanges with individuals on social media platforms.
- Keep your Tweets short - they are more likely to be read if they're 50 characters or less.

Security and police always recommend that you tweet where you have been and not where you are going.



POLICY # 15.0 – GRIEVANCE or COMPLAINTS PROCESS

From time to time, there may be issues between members of the MEIFHA. The MEIFHA uses a twenty-four (24) hour cool-down period. This means that if any one member of the MEIFHA has a grievance (e.g., an issue with a coaching decision) with another member of the MEIFHA that cannot be immediately and calmly resolved, the member with the grievance shall not pursue the matter any further for a period of at least 24 hours.

- a) In any event, all grievances at a team level shall be addressed to the respective Division Coordinator.
- b) Resolution not received at the above level shall be directed to the Grievance Committee.
- c) All Grievances must be initiated in writing to the President or Executive Vice President of the MEIFHA.
- d) Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- e) The Executive Vice-President of the Association shall convene the Grievance Committee. Members of the Grievance Committee shall be the Vice-President Hockey Operations, Secretary, Respective Division Coordinator and one other Executive member. In the event of a conflict of interest, the Executive will name another designate.
- f) The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.
- g) All decisions shall be subject to appeal to Hockey Nova Scotia under HNS guidelines, regulations and bylaws.



POLICY # 16.0 – DRESSING ROOM SUPERVISION

MEIFHA adheres to the Hockey Nova Scotia Dressing Room Supervision Policy with respect to Female Hockey dressing rooms.

Hockey Canada (HC) and Hockey Nova Scotia (HNS) work diligently to protect all participants from all forms of Bullying, Harassment and Abuse whether Emotional, Physical or Sexual. HC and HNS consider any form of Bullying, Harassment and Abuse to be totally unacceptable and will do everything possible to prevent this behavior from taking place within all Minor and Female Hockey dressing rooms. To this end HC/HNS will promote awareness of all forms of Bullying, Harassment and Abuse by providing Educational materials and Programs for Participants, Parents, Coaches, Volunteers and Staff members.

It is the Policy of HC/HNS that there shall be no Bullying, Harassment, or Abuse permitted whether Physical, Emotional or Sexual of any Participants in any of the HC/HNS Programs. HC/HNS expects every parent, coach, volunteer and staff member to Safeguard the Welfare of all Participants and to Protect them from any form of Violence.

To that end HNS requires all Coaches/Bench staff and member Minor Hockey Associations to provide supervision for all Minor/Female Hockey dressing rooms before, during and after all games and practices. HNS requires that Minor/Female players should be supervised at all times, HNS requires MHAs/ Coaches to follow the “**Two Deep Method**” of supervision recommended by Hockey Canada. A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the “**Two Deep Method**” of supervision. Supervising personnel must be members of the team staff or adults who have completed either “Speak Out” or the “Respect In Sport” for volunteers and have submitted their record checks [CAR & CRC] to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms.

All Minor Hockey Associations within HNS are required to develop a Dressing Room Supervision Policy that supplements this HNS policy and this it is to be to be communicated to all members within that Association.

Failure to comply with this HNS Policy will result in Disciplinary action being taken by the appropriate HNS Council through the HNS Discipline Coordinator. A **first Offence** will result in a letter of reprimand being issued to the Head Coach and copied to the team’s Minor Hockey Association. A **Second Offence** will result in an Indefinite Suspension being issued to the Head Coach and an investigation being conducted by the appropriate HNS Council.

The intent of this Policy is to ensure the Safety of all participants in the Minor and Female Hockey Programs within HNS.



POLICY # 17.0 – FAIR PLAY CODES

PLAYERS

I will play hockey because I want to, not because others or coaches want me to. I will play by the rules of hockey and in the spirit of the game. I will control my actions, knowing that negative actions can spoil the activity for everybody. I will respect my opponents and do my best to be a true team player. I will remember that winning is not everything and that having fun, improving hockey and life skills, making friends and doing my best are also important. I will acknowledge good plays by those on my team and those of my opponents. I will remember that coaches and officials are there to help me; I will accept their decisions and show them respect.

PARENTS

I will not force my daughter to participate in the game of hockey. I will remember that my daughter plays hockey for her enjoyment, not for mine. I will encourage my daughter to play by the rules and to resolve conflict without resorting to violence or hostility. I will teach my daughter that doing one's best is as important as winning. I will make my daughter feel like a winner every time by offering praise for competing and trying hard and will never allow her to feel defeated by the outcome of the game. I will never ridicule or yell at my daughter or other players for making a mistake or for losing a game. I will applaud good plays by my daughter's team as well as their opponents. I will never question the official's judgement or honesty and will support all efforts to remove verbal and physical abuse from the game. I will respect and show appreciation to the coaches who give their volunteer time to coach my daughter's team.

COACHES

I will be reasonable when scheduling games and practices remembering that players have other interests and obligations. I will teach my players to play fairly and to respect the rules, officials and opponents. I will ensure that all players get equal instruction, support and playing time. I will not yell at the players I coach, ridicule them for making mistakes or for playing poorly. I will build confidence in the players and remember that players play to have fun. I will remember Players; Parents, Officials and Spectators need a coach they can respect. I will continue to upgrade my coaching skills and work in co-operation with officials for the betterment of the game.

SPECTATORS

I will remember that participants are not playing to entertain me but are playing for their enjoyment. I will abide by all facility rules and regulations and respect the official's decisions. I will never ridicule a player for making a mistake and will give positive comments that will motivate and encourage continued effort. I will not support violence of any type and will express my disapproval in an appropriate manner to the coaches and officials. I will show respect for my team's opponents and applaud excellence on both teams.

OFFICIALS

I will ensure that each player has an opportunity to perform to the best of her abilities, within the rules of the game. I will avoid any situation that threatens the safety of the players and maintain a healthy environment for competition. I will not permit the intimidation of any player by words or actions. I will not tolerate unacceptable behavior towards officials, other players, spectators or myself. I will be objective and consistent in calling infractions, regardless of my personal feelings toward a team or individual player.



POLICY # 17.0 – FAIR PLAY CODES (CONT'D)

MEIFHA EXECUTIVE MEMBERS

Executive members shall expect no special rights or privileges and understand that they have an obligation to abide by the By-Laws, policies and procedures of the MEIFHA. Failure to do so could result in dismissal from the Executive Committee. Members should accept that because you are a representative of the MEIFHA, your actions either positive or negative reflect back on all other members of the organization.



POLICY # 18.0 – COACH SELECTION PROCESS

The Coach Coordinator and/or the Vice-President Hockey Operations shall present a list of coaching candidates to the Executive for review. The Coach Selection Committee must approve all coaching appointments in any given year. The Executive of MEIFHA reserves the right to reject any coach application if the applicant is deemed to be unacceptable to them as well as if the applicant has demonstrated unacceptable behavior previously or in past seasons.

All coaches in MEIFHA must meet the minimum requirements for certification as indicated by Hockey Nova Scotia and Hockey Canada. All teams must have coaches certified at the NCCP Coach level.

Coaching Certification

LEVEL	INITIATION	NCCP	HTSP	RESPECT IN SPORT
U18		✓	✓	✓
U15		✓	✓	✓
U13		✓	✓	✓
U11		✓	✓	✓
U9	✓		✓	✓

Coach Selection Criteria

All coaches must complete an application form prior to being considered for a coaching position. Applications should be returned to the Coach Coordinator and/or Vice-President Hockey Operations prior to September 1 of any season. All coaches will be evaluated and selected based upon the information provided on the application form as well as a mandatory interview meeting. All coaches will be required to sign a Code of Conduct contract before being accepted as a coach in MEIFHA. All coaches will be required to participate in Coach Mentorship Programs or Mandatory Certification Programs.

Evaluation by Parents & Players

The MEIFHA recognizes that excellence in player development is largely determined by qualified committed coaches. To ensure that quality coaching is afforded to all players, MEIFHA supports a growth, supervision and evaluation program for its member coaches. The goal of the evaluation program is designed to reinforce an individual’s positive coaching tactics and to also provide recommendations and support in the areas of growth.

Criminal Record Check (CRC) / Vulnerable Sector Check (VSC)

All Team Officials (Coach(es), Manager, Trainer) and Dressing Room Chaperones must submit a valid criminal record check (CRC) and Vulnerable Sector Check (VSC) to the Risk Management Coordinator no later than December 1st of each season. The MEIFHA will bear the costs associated with obtaining a CRC/VSC, if any.

CRC/VSC Review Policy

Copies of the CRC & VSC first go to the Risk Management Coordinator and if, in his or her opinion, it warrants action be taken by the MEIFHA the matter will be referred to the President.



POLICY # 19.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS

The Player Evaluation and Team Selection Process should be consistent and fair, provide enough flexibility to allow all participants to adapt to changes as required, and meet the overall philosophy and objectives.

PHILOSOPHY AND OBJECTIVES

- a) To provide a fair, consistent, and effective evaluation that will result in the players participating in a category that best suits their skill level.
- b) Provide a fair opportunity for all Players to be evaluated in as many situations as possible.
- c) To have all "AAA", "AA" and "U11A" category teams made up of the highest level of skilled Players as to ensure the most competitive team possible.
- d) To be well organized and use an efficient number of Volunteers.
- e) To provide Volunteer Evaluation Facilitators with hockey experience.
- f) To run well-organized evaluation ice-times.
- g) To provide evaluation ice times that provide Players a fair opportunity to exhibit their skills and how they think and play the game.
- h) To remove politics from the decision-making process. Parents involved in the process must be removed from influencing the decision-making process with respect to their child.
- i) To attempt to place Players on teams with Players of similar skill level.
- j) To administer an open and transparent evaluation and selection process for Coaches, Players, and Parents.

EVALUATION TEAM

- a) The Evaluation Team consists of the Division Coordinators, the Head Coach, the Vice-President Hockey Operations and Independent Evaluators.
- b) Each on ice session will be evaluated by a minimum of three (3) evaluators for position Players and where possible, one (1) goaltender evaluator.
- c) The Evaluation Team will be educated on the MEIFHA Player Evaluation Process and meet with the Division Coordinator/Vice-President Hockey Operations prior to the start of the process.
- d) The Evaluation Team must check in with the Division Coordinator/Vice-President Hockey Operations prior to each ice session; attendance will be recorded.
- e) Only the members of the Executive will have access to the confidential documentation and other information relative to the evaluation process.

EVALUATION PROCESS

- a) All Players will be assigned an identification number or pinnie at the start of evaluations.
- b) The Players' next ice session will be posted on the MEIFHA website no later than noon the day following their last ice session.
- c) At the start of each ice session, players will be given a numbered jersey or pinnie to be worn for that session. Evaluators will rate the Players by number only, names will not be provided.
- d) All ice sessions will be used to evaluate skills and work ethic.



POLICY # 19.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS (CONT'D)

- e) Each player will be evaluated on a minimum of two (2) ice sessions. This process is consistent from level to level. For clarification and in the case of "AAA" and/or "AA" ("U11A") evaluations, the two (2) minimum ice sessions to attend must be prior to the first round of releases.
- f) Evaluations begin the moment a Player steps on the ice. It is the Player's responsibility to be ready to show their best.
- g) Players will be ranked by means of the MEIFHA Evaluation Form. These forms will be recorded and analyzed by the Independent Evaluator, who will then provide results and a basis for player movement.
- h) All MEIFHA Evaluation Forms will be kept in the MEIFHA office or in the custody of the Vice-President Hockey Operations.
- i) All ice sessions will be used to evaluate personal hockey skills and game play in accordance with the MEIFHA Player Evaluation Guidelines.
- j) MEIFHA Evaluation Forms are confidential and will be turned in to the Vice-President Hockey Operations at the end of each evaluation session.
- k) Evaluators are not to discuss their opinions with other Evaluators, Coaches, Players or Parents. Evaluators are to sit apart from each other during the ice sessions.
- l) Ice times for all Players will be consistent to ensure all Players have the same number of opportunities to prove themselves.
- m) Preliminary placement of all Players on respective teams, based solely on evaluation results, will be completed at the end of the designated evaluation sessions. However, if deemed necessary by the Evaluation Team, additional session(s) may be scheduled to further evaluate closely ranked groups to ensure the process is fair to all.
- n) Following the preliminary placement of Players, "AAA" and "AA" ("U11A") coaches reserve the right to move up to five (5) players based on their performance in team practices and exhibition games. Coaches may move additional players (i.e., in excess of 5), but must receive approval from the MEIFHA Executive to do so. It must be kept in mind that building a Team requires Coaches to consider a Player's skill set along with their effort and attitude, something that is difficult to assess through the preliminary placement process.
- o) Goaltenders will be evaluated during regular try-out sessions. Depending upon the need, as determined by the Evaluation Team, goaltenders may also be evaluated during a separate position specific session.
- p) In cases of multiple teams at the same division and category of play, all Coaches will attend a Team Balancing Meeting with the Division Coordinator and Vice-President Hockey Operations. The purpose of the meeting is to use the player evaluation results to create balanced teams. MEIFHA will do their best to accommodate team placement requests, however it will not always be possible.



POLICY # 19.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS (CONT'D)

PLAYER ABSENTEEISM AND LATE REGISTRANTS

- a) Attempts will be made to slot late registrants into the appropriate Category as Players missing ice times due to legitimate reasons must not be penalized.
- b) Players who miss evaluations for any reason other than medical will be started at the lowest Category, and be evaluated at that point by higher-Category Coaches and the Category's Division Coordinator. Should upward movement be deemed fair and equitable, the Division Coordinator will make a written recommendation to the MEIFHA Executive for approval.

INJURY SITUATIONS

- a) Where a Player for medical reasons is unable to participate in the Evaluation Process, that Player must provide a note from a licensed medical practitioner indicating:
 - The reason for non-participation to date; and
 - The player's current fitness for participation.
- b) If the Player provides the proper documentation, and is medically cleared to play, the Player will start at the "AA" ("U11A/U18A") Category practice with the "AAA" ("U11AA/U18AA") level coach and the Category's Division Coordinator attending the practice to assist in the evaluation of the player. Should the consensus be that the player be considered for "AAA" or "A" ("U11B") Category participation, the Division Coordinator will make such a written recommendation to the MEIFHA Executive.

FINAL DECISIONS

- a) Final Team decisions will be made by each coaching staff in conjunction with input from the Evaluation Team.
- b) If a concern arises, a written complaint may be submitted to the Division Coordinator within four (4) days of placement of the player. The Vice-President Hockey Operations and Division Coordinator will review all the relevant information pertaining to the issue raised and respond to the complaint. The twenty-four (24) hour rule will apply to all concerns (i.e., the MEIFHA will not entertain inquiries of a heated nature prior to this period lapsing).



POLICY # 20.0 – TEAM FINANCES & FUNDRAISING

POSITIONING STATEMENT

MEIFHA is a volunteer organization that administers the cost sharing of female hockey programs to its members. In the interest of sustainability, we must find reasonable ways to minimize cost without sacrificing our members' hockey experience. MEIFHA supports allowing members and teams using fundraising activity to offset the costs associated with the participation in our female hockey programs. The MEIFHA Executive has developed a policy and set of guidelines to ensure that fundraised monies are utilized in hockey program areas that:

- foster athletic development & physical literacy;
- personal development;
- enhance the female hockey experience

Further, MEIFHA fundraising policies are not designed to restrict teams and members that choose to provide more for their programs but are designed to allow for reasonable fundraising activity to suit a specific hockey program. Additionally, MEIFHA fundraising policies help ensure that certain fundraising activities may continue in the future (sustainability) as well as protect MEIFHA, its members and volunteers from legal issues.

All Coaches and Managers must ensure that during fundraising activities, child safety is paramount. All members of the Association, players and participants, have a responsibility to protect the positive image of the Association and conduct themselves above reproach, when representing themselves as members of the MEIFHA.

FUNDRAISING POLICY

- a) Teams have the option to draw upon Parent Contributions in lieu of Fundraising Activities to support their hockey season program. If this option is exercised, the majority of the parents must be in favor, by way of vote. In order for the vote to be valid, a minimum of 75% of the team families must participate. The results of this vote must be communicated to the Team and written documentation must be provided to the MEIFHA Financial Assistance Coordinator. Team Player banks should be made payable in a minimum of three installments with the final installment due by Feb 15th of the season. Incoming sponsorship money can be accounted for/deducted when determining installment amount owed per family.
- b) Startup/seed funding can be requested within 30 days of the Team formation. Recommended amount is \$200 with a maximum ask of \$350.
- c) All fundraising MUST be approved by the MEIFHA Financial Assistance Coordinator before teams will be allowed to proceed. Failure to follow this rule will see penalties or sanctions being assessed to the Team, including but not limited to denial of any future fundraising activities. Approval is obtained through the approval of the budget worksheet. If a Team wants to start activities in advance of the budget worksheet being submitted, please contact the Financial Assistance Coordinator.
- d) Funds for Team use are available either through Parental Contributions, Sponsorships or Fundraising Activities.
- e) All Team Fundraiser Events must be registered with the MEIFHA Financial Assistance Coordinator. If players are going to be participating in and/or in attendance during the activity, the MEIFHA Financial Assistance Coordinator must be made aware of this. Failure to report a Fundraising Activity could result in disciplinary action from the MEIFHA Executive Committee.



POLICY # 20.0 – TEAM FINANCES & FUNDRAISING (CONT'D)

- f) At the discretion of the Team, proceeds from Fundraising Activities will be divided equally amongst the Player or Parent Members that registered to participate in that Fundraising Activity, and count toward that individual Player Contribution. If individual level sponsorship is obtained and is contributed to a Player's contribution, funds can only be applied to a current hockey season's contribution.
- g) All Team Fundraising activities must be included in the Team Budget with monies accounted for by the Team Treasurer. All income from Fundraising Activities (including but not limited to the following) will be deemed Fundraised Money;
- Monies received for auction items purchased and admittance fees whether they are made by parents or the general public;
 - All income, including cash donations, from bottle drives is considered fundraised money;
 - Monies received for "Jersey Sponsors", whether or not the person or company is a parent of the team
- h) All Team Fundraising activities must be coordinated and supervised by a Team Official (Coach, Assistant Coach, Team Manager, Team Treasurer or adult from the team). Where players are involved in a Fundraising Activity, Players must be supervised by their Parent or by a Coach, Assistant Coach or Team Manager listed on the Team's approved official roster.
- i) For Fundraising Activities where there is a Lottery, Raffle or Games of chance, if the following three elements are applicable:
- The disposition of property (a prize);
 - Any mode of chance whatsoever involved in obtaining the prize;
 - Consideration exchanged for a chance to win the prize (i.e., paying money for a chance to win a prize);

then the Activity will require a license from the Nova Scotia Department of Alcohol and Gaming. This can be obtained for applicable events here:

Refer to <https://novascotia.ca/sns/access/alcohol-gaming/forms-permits.asp>

Pursuant to Nova Scotia Alcohol and Gaming Authority Act, alcohol, alcohol gift cards or other similar items may not be used in part or in whole for a Fundraising Activity. Similarly, the promotion of gambling (i.e. Casino or Poker Nights) is not permitted. If a team knowingly breaches this act, MEIFHA will not assume any responsibility for these actions or actions related to this breach.

- j) **Association 50/50** proceeds sold by Team members will be sent from the Association to the Team Treasurer. Funds are to be applied to Team totals and/or individual Player banks; whatever is decided by the Team at the beginning of the season. The Team decision must be documented in an email to the Team. Once the Team budget is balanced/approved, any credit for the season under \$50 can be sent back directly to the Player's family. Any individual refund over \$50 will be returned by the Team Treasurer to the MEIFHA Vice-President of Finance. These funds will be credited to Player registration for the following season. Money can be transferred to another hockey Association for the following season but if a Player does not return to another hockey Association, the money will be retained by MEIFHA.
- k) **Jersey Sponsors** - Teams may obtain one sponsor at a rate of no more than \$200 per jersey. Each Team will be responsible for obtaining sponsor name bars for their sponsors and having them attached per our Equipment and Jerseys Policy. The cost of Sponsor bars shall come from the sponsorship revenue.



POLICY # 20.0 – TEAM FINANCES & FUNDRAISING (CONT'D)

- l) Teams must limit the total number of Team Fundraising Activities to four (4) per season - unless otherwise approved by the MEIFHA Financial Assistance Coordinator. The Association 50/50 fundraiser does NOT count as one of the four (4) Team Fundraising Activities
- m) The MEIFHA Executive Committee must approve fundraising Activities for special events (such as Hosting Provincial Championship Tournaments, or travelling to Special Tournaments / Events).
- n) Teams may not show any approved Fundraising Activities as having a negative balance on the Team Expenditure worksheet. Should a Fundraising Activity incur a loss, it should be entered on the Team Expenditure Worksheet as \$ 0.00. Teams will be permitted to make application for an additional Fundraising Activity should an approved event incur a loss.
- o) The MEIFHA Executive Committee has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of this request.
- p) All Fundraised Monies can only be withdrawn from the Team account via cheque with two (2) signatories and reference line filled in. Absolutely no CASH withdraws are allowed. Bank cards should be set with limits outlined by the account opening letter from MEIFHA.

ALLOWABLE EXPENDITURES

The purchase of any items not listed below, or the sum of purchases in excess of the approved limits must have prior approval from the appropriate MEIFHA Executive member, or it will be deemed a non-eligible expense. All misappropriated funds will be charged back to the Team's parental contribution allocation. If parental contribution money is not available, the amount will be charged back to each family equally.

- a) The following is a list of items which are provided by MEIFHA and billed to Teams by the MEIFHA and included on our Team Billings Worksheet where teams can use Fundraised Money to offset the total cost:
 - Ice Bill (over and above MEIFHA allotment)
 - Team Official Fees (over and above MEIFHA allotment)
 - Referee / Time Keepers Costs (over and above MEIFHA allotment)
 - League Fees – HNS / NSFHL / South Conference Female
 - Banking Expenses
 - Team Jersey Replacement Fees
 - Other MEIFHA approved expenditures
- b) It is the intent of the MEIFHA to monitor all fundraising projects by MEIFHA Teams.
- c) It is the responsibility of the MEIFHA Financial Assistance Coordinator to approve and/or endorse all fund-raising projects within the Association. Fundraising projects should be submitted to the Financial Assistance Coordinator of the MEIFHA, for review and written approval. It shall be the Financial Assistance Coordinator and the MEIFHA Executive Committee's responsibility to deny requests that could be detrimental to MEIFHA, its teams or its leagues.
- d) It is the responsibility of the Coach and/or Manager of each Team to submit an Income and Expenditure report to the MEIFHA Financial Assistance Coordinator, for all Fundraising Activities.



POLICY # 20.0 – TEAM FINANCES & FUNDRAISING (CONT'D)

- e) All Teams in the MEIFHA must provide a regular financial statement of Team operations to parents of their team and the MEIFHA Financial Assistance Coordinator. A Preliminary Budget, Mid-Year and a Final Budget Report are expected. Deadlines for these submissions will be communicated to all Teams at the beginning of the hockey season. Seed funding cannot be returned to families until final budget approval is granted. MEIFHA reserves the right to apply parent contributions towards unpaid registration balance or apply outstanding Team expenditures to the following season's registration.
- f) Signing authority for team accounts shall be by the Team Manager or Head Coach, and the Team Treasurer. Two signatories cannot live in the same household. The Team Treasurer and Team Manager cannot be the same person or related.
- g) Teams are permitted to take one (1) bus trip per hockey season.
- h) In the interest of sustainability and finding reasonable ways to fundraise, the following limits are in place as maximum allowable Team expenditures for non-ice related expenses.
- Non-Parent Coach Expenses:** Maximum \$2000 (outlined below)
- **Non-Parent Coach Gas:** Gas receipt can be submitted to the Team Treasurer for one vehicle for all trips over 3 hours in total travel
 - **Non-Parent Coach Meals:** Meal receipts can be submitted to the Team Treasurer for one (1) meal for all trips that require 4 hours of total travel, two (2) meals for 6 hours of total travel and three (3) meals for full days. No alcohol can be charged.
 - **Non-Parent Coach Hotel:** One (1) hotel receipt can be submitted to the Team Treasurer for stays where the game is 3 hours from the home rink and the Team is also staying overnight. Two (2) rooms can be submitted on an exception basis provided that it is approved by the Head Coach, Team Manager and Team Treasurer. If the Head Coach is a Non-Parent Coach, please consult with MEIFHA Financial Assistance Coordinator.

<u>Coach Equipment:</u>	Maximum \$300
<u>Off-Ice Development:</u>	Maximum \$500
<u>Team Building:</u>	Maximum \$500
<u>Year end party:</u>	Maximum \$1000
<u>Player Equipment:</u>	Maximum \$100 a player (socks)
<u>Miscellaneous:</u>	Maximum \$300



POLICY # 21.0 – SPONSORSHIP

- a) Major team and/or tournament sponsors must be approved by the MEIFHA.
- b) All sponsor requests shall be forwarded to the MEIFHA Vice-President Finance for review and approval by the Executive.
- c) Major MEIFHA sponsors shall not be approached for individual team donations. A list of major sponsors will likely be prominently identified on the MEIFHA website but in case not, they will be available upon request to the MEIFHA Executive.



POLICY # 22.0 – ON-ICE HELPERS

From time to time hockey teams enlist older hockey players to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the Hockey Canada (HC) Risk Management: On Ice Helpers Policy guidelines which are:

1. Any on-ice helpers must be a current registered member of Hockey Nova Scotia / Hockey Canada. If the individual is not currently registered through a minor hockey association, female hockey program, junior team, senior team or as an associate member, the Association wishing to have this person help must register the individual with Hockey Nova Scotia.
2. All on-ice helpers must wear a CSA certified helmet with chin strap fastened and appropriate face protection required for the player's level of play. A BNQ certified neck guard must also be worn by all minor hockey aged players assisting as an on-ice helper.
3. U13 and below on-ice helpers must wear full gear. All other helpers (above U13) are to wear what is mentioned above with appropriate helmet and face protection for their Division.
4. All on-ice helpers must be under the direct supervision of a certified Team Official and are not to participate in drills.
5. On-ice helpers are permitted to assist Coaches and demonstrate only.
6. Metro East Inferno players may be invited to be a shooter for MEIFHA Goalie Development sessions. In such cases, shooters must wear full equipment, no exceptions.



POLICY # 23.0 – EQUIPMENT AND JERSEYS

- a) The MEIFHA Equipment Manager will distribute all of the MEIFHA equipment at the start of the Hockey Season and record this distribution, ensuring copies of said distribution are kept on file for the current season. Team garment bags and hangers will be issued with the team jersey sets and must be returned at the end of the Hockey Season with the jerseys.
- b) Teams must collect a \$100 Jersey Deposit from each player at the start of the season. The Jersey Deposit shall be post-dated for April 30th of the following calendar year. Jersey sets will not be released to teams until all Jersey Deposits are received by the Equipment Manager. Team Managers must submit a list of all Jersey Assignments via email, to the Equipment Manager no later than November 1st. These will be the official assignments for the Hockey Season.
- c) Team Management is responsible for the return of all assigned equipment and will be held accountable for its return no later than April 15th. Jersey Deposit cheques shall be returned to the Team Manager upon receipt of all jerseys, cleaned, free of all stitched name and sponsor bars, A's & C's and deemed to be in satisfactory condition by the Equipment Manager. All threads must be removed. Teams will be billed for missing garment bags/hangers.
- d) All equipment supplied by the MEIFHA will remain the property of the MEIFHA.
- e) The MEIFHA may be able to provide goaltender equipment for goalies up to and including the U13 age category. The U15 and U18 age categories are responsible to provide this equipment on their own accord.
- f) All players who participate in the MEIFHA on ice activities must wear all mandatory protective equipment as outlined by Hockey Canada and Hockey Nova Scotia. Failure to do so can result in suspension or disqualification from the Association.
- g) All coaches in the MEIFHA must wear a helmet while on the ice, with chin strap properly fastened.
- h) Jerseys and protective equipment are not to be used for non-team functions.
- i) Name bars, C's and A's are not to be pressed onto the hockey sweater; bars are to be stitched (zig-zag) only.
- j) If name bars are pressed onto the sweater the Jersey Deposit for that particular jersey will be held by MEIFHA and used to put toward replacement. The player will not be permitted to keep the damaged jersey.
- k) When supplied equipment is lost or damaged the Team Manager or Coach that signed for the equipment must report the incident to the MEIFHA Equipment Manager.
- l) The MEIFHA Equipment Manager and Vice-President Finance shall complete all Jersey purchases. Jerseys not purchased by the MEIFHA shall not be worn for any MEIFHA sanctioned events. This does not include practices.
- m) Jerseys are not be distributed to team players. They must remain with the Team Management or parent volunteer Jersey Carriers for the duration of the hockey season.



POLICY # 23.0 – EQUIPMENT AND JERSEYS (CONT'D)

- n) MEIFHA supplied equipment for goaltenders, at most, shall include chest protector, blocker pads, trapper glove and blocker glove. All other equipment must be supplied by the goaltender.