FUNDY HIGHLAND FEMALE HOCKEY ASSOCIATION POLICIES

Updated for 2024-2025 Season

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INTRODUCTION

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

This document applies to all Coaches, Managers, Volunteers and Members of Fundy Highland 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 FHFHA 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.

"CRC" – Criminal Records 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 FHFHA 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. FHFHA 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.

“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 FHFHA.

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

"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.

“Fundy Highland Female Hockey Association” – the recognized governing body for female hockey within the boundaries of the Fundy Highland Zone. The 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 FHFHA or the Association.

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

"MHA" – Minor Hockey Association

"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 FHIFHA.

“Players” - registered player members in good standing.

"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 FHFHA meeting held monthly over the course of the Hockey Season.

"Sponsorship" – Monies paid directly to FHFHA or directly to a FHFHA 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.

POLICY # 1.0 – FHFHA BOARD OF DIRECTORS

a) The FHFHA Board of Directors are the elected and appointed members who are responsible for the overall administration of the Association's By-Laws, Policies and Procedures. The specific Board of Directors roles and their responsibilities and authority are defined in FHFHA By-Laws.

b) The FHFHA Board of Directors shall meet regularly throughout the calendar year as per FHFHA By-Law TEN.

c) Some topics of discussion are sensitive and often confidential. FHFHA Board of Directors members

shall be cognizant of this and will be subject to a non-disclosure agreement. The nondisclosure agreement is in place for the privacy and protection of Fundy Highland Female Hockey Association and its membership.

d) An FHFHA 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 FHFHA plays. FHFHA Officers are defined in FHFHA By-Laws.

BOARD OF DIRECTORS MENTORSHIP: FHFHA 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 seven geographical zones based on where they live. These zones are made of the regions represented by Hockey Nova Scotia.

FHFHA is the recognized governing body for female hockey within the Fundy Highland zone. This includes players who live within the borders of the Pictou, Colchester and Cumberland Counties.

POLICY # 3.0 – CATEGORIZATION, TEAM STRUCTURE & OPERATIONS

The FHFHA provides opportunities for female hockey players within the Fundy Highland Zone to play the game of hockey at the level they are capable of and wish to play at, within a competitive structure. The FHFHA participates in leagues operated under the auspices of Hockey Nova Scotia.

Categorization of Teams & Players

All Players registered in the FHFHA agree to abide by the rules and regulations of Hockey Nova Scotia (HNS) and Hockey Canada (HC). The FHFHA ices teams based on criteria provided by HNS, which sets out the divisions, levels and leagues to be offered.

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. Relatives can act as Team Manager and Team Head Coach only with written approval of the FHFHA Executive. The Team Manager must not participate on the bench during games except in emergencies, and only if that person possesses the proper credentials.

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 FHFHA's disciplinary policies, but are meant to work in addition to.

e) Teams are responsible to complete a team contract, signed by all Coaches, Players and Parents, which shall be submitted to the Board of Directors. This shall be submitted at a time as determined by the board.

f) All FHFHA 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. This shall be submitted at a time as determined by the board.

g) Though not mandatory, teams are encouraged to hold parent meetings throughout the season 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 FHFHA Policies & Procedures must be followed with respect to the hockey season and team operations.

POLICY # 4.0 – PLAYER REGISTRATION & FEES

a) The FHFHA will determine Registration dates on an annual basis. This information will be presented on the FHFHA website.

b) The Registrar shall prepare a written communication for Registration requirements, which will be distributed to FHFHA members via email.

c) The Registrar shall present the Board of Directors with an accurate listing of all players, after registration has been completed.

d) Registration Fees are encouraged to be paid in full at the time of registration, however, payment options are available as follows:
    a. 25% due at time of registration
    b. 25% by September 1st
    c. 25% by October 1st
    d. Final 25% by November 1st

e) All Registration Fees, including concession fees (i.e. Late Fees, NSF cheques) must be paid in full on or before November 1st of the current hockey season. No Player will be permitted to participate in

any practice, game, or any other FHFHA sanctioned event after that date until full payment is received, or payment plan arrangements are made.

f) All Registration Refunds will be subject to a $25 administration fee.

g) All cheques returned NSF will be subject to a $25 fee plus any bank fees where applicable.

h) Sibling discount is $75.00 for those families that have 2 or more players in the association (will be applied during registration Checkout).

i) Refunds -Please refer to separate refund policy.

POLICY # 6.0 – NUMBER OF PLAYERS ON A TEAM

The FHFHA 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 season-to-season basis. The following guidelines will be considered, in conjunction with any rules and requirements of Hockey Canada (HC) and/or Hockey Nova Scotia (HNS).

In cases where there are multiple teams in one Division and Category, the FHFHA 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 FHFHA 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 FHFHA will be released to, or permitted to try out with, another association unless:
   - There is no FHFHA team for that player to be registered with.
   - Granted a Player Release by the FHFHA Board of Directors.

d) If a Player is to be released from a Team, the following rules apply: Two defined members of the FHFHA Executive must sign Player releases; The President and either 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) Player releases pertain to only the one current season. After the completion of the season, any players released to FHFHA or released from FHFHA return to their home association.

f) Only nineteen Players (19) can be registered on a Team at any one time, unless approved by FHFHA executive and HNS female council. For the purposes of clarification, see the Hockey Nova Scotia Female Council regulations regarding team roster size and the number of players that may be dressed for a game and for which positions.

g) 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 FHFHA 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 are not permitted to sit their own team’s rostered players in favour of affiliated players. Coaches who bring up Affiliated Players (AP's) and then sit their own team’s rostered players will be disciplined by the FHFHA.

All FHFHA player affiliations (AP's) shall be executed under the rules and guidelines of Hockey Nova Scotia. FHFHA 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:

a) The Coach of the higher-level team first makes contact with the Coach of the AP and asks for permission;

b) The Coach of the AP contacts the parents of the AP and asks for availability and permission;
c) 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 FHFHA Coach Coordinator and the HNS FUNDY HIGHLAND Zone Regional Director, for final approval. The AP Coach should also be included in the written notification.
d) 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.
e) All Affiliated Players (AP's) must be clearly indicated on the game sheet
f) 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 FHFHA Division Coordinator and with the approval of FHFHA Executive.

Player Acceleration:
The FHFHA follows Exceptional Player regulations as established by Hockey Nova Scotia.

POLICY # 9.0 – PLAYER DRIVING

Players are not permitted 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) Travel permits must be approved by the Hockey Nova Scotia (HNS) Fundy Highland Zone Regional Director.
c) No FHFHA Team shall be permitted to play exhibition or tournament inter branch games of any kind, without the approval of Hockey Nova Scotia and FHFHA.
d) All FHFHA Bylaws, Policies and Procedures apply to all Team members while participating in this

event.

POLICY # 11.0 – NUMBER OF GAMES AND TOURNAMENTS

FHFHA refers to Hockey Nova Scotia Regulations in determining the maximum number of games and/or tournaments that each team is permitted to play.

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

POLICY # 12.0 – ICE ALLOTMENT

Registration Fees set by the Board of Directors at the beginning of each season shall include the base ice allotment of twenty (20) weeks of On-Ice practices, all Regular Season and Playoff home games. The FHFHA will strive to provide full ice practices for all U11 to U18 teams when possible. The FHFHA Ice Scheduler will strive to provide each team with two (2) practices and one (1) home game per week. Exceptions can be made upon request of the team and will be granted on an individual basis. Game scheduling is subject to conference scheduling. Throughout the course of the year, circumstances may be such that team ice schedules change. Teams will be billed for any ice assigned or purchased over and above the total allotment noted above. Cancellations cannot be made in the current block-booking arrangement with many of the arenas in which FHFHA 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 FHFHA, which may vary from season to season, depending on FHFHA ice contracts, and must be approved by the Ice Scheduler.

Ice allotment for practices and games will be determined by the Board of Directors under the direction of the Ice Scheduler and will be distributed in an equitable manner based on the percentages of players from each region. This policy is in place in order to ensure that ice is rented and used in a variety of rinks across the zone, and that players from any one area do not bear the burden of travel.

POLICY # 13.0 – CODE OF CONDUCT PROGRAM

Code of Conduct

The code of conduct sets a minimum standard the Fundy Highland Female Hockey Association expects all members to uphold, including athletes, coaches, parents, volunteers, chaperones, and others. The Association is committed to providing a sport environment in which all individuals are treated with respect. Members of the FHFHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying,

including cyber-bullying, will not be tolerated by the Association.

The FHFHA adheres to the Hockey Canada policy on harassment.
http://www.hockeynovascotia.ca/user/File/Governance/Policy%20on%20Prevention%20of%20Harass m ent.pdf
Harassment is a behaviour by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative, uncomfortable feelings for the person, or group of persons, to whom it is directed. Such a person may feel anything from discomfort or embarrassment in the presence of the person or group of people displaying such behaviour, to a feeling of terror or even fear of their safety.

It is the policy of Hockey Canada that harassment and bullying in all its forms will not be tolerated during the course of any Hockey Canada activity or program. Accordingly, all Fundy Highland personnel (volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.
FHFHA is committed to providing a nurturing and enjoyable environment for all members. The FHFHA board of directors wishes to emphasize its zero tolerance policy with respect to abuse and harassment. The consequences for violating abuse and harassment policies include:

a) The filing of an incident report
b) A hearing with the FHFHA Disciplinary Committee
c) Possible temporary suspension from the team or FHFHA activities
d) Possible permanent expulsion from the team or FHFHA activities

The following are all reviewed with zero tolerance by the FHFHA executive and apply to all parents/spectators, players, coaches and officials at all FHFHA sanctioned events (home and away) and all locations of FHFHA sanctioned activities (e.g. rinks, hotels, restaurants, fundraising locations, etc.):

- Cyber bullying (the act of harassment, in the form of threats, name calling, racial slurs, ridicule and intimidation through online sources through social networks, websites, email, and texting). The Hockey Nova Scotia policy on Social Media applies to all members of the FHFHA. www.hockeynovascotia.ca/files/hockey_nova_scotia_social_media_policy.docx
- Sexual abuse/harassment.
- Emotional abuse/harassment (in the form of name calling, threatening, ridiculing, isolating, hazing, or ignoring)
- Physical abuse/harassment (injuring or threatening to injure)
- Neglect (improper attention to injuries, inadequate or unsafe equipment, or improper road trip supervision)
- Obscene language directed to any person at any time
- Racial slurs
- Taunting of players, coaches, officials, or other spectators (by means of baiting, ridiculing, threats of physical violence or actual physical violence)

- Retaliation and/or intimidation against any individual who has filed a complaint
- FHFHA also takes very seriously bullying that can occur on the ice. The FHFHA adheres to the on-ice bullying policy of Hockey Nova Scotia. http://www.hockeynovascotia.ca/user/File/OnIce%20Bullying%20Policy.pdf
- If a player or parent feels that a player is being bullied on the ice and the officials have not noticed or dealt with it, the player or parent should discuss the matter with the coach of their child's team after the game. The coach will then either report the concerns to FHFHA President and monitor the situation to verify that the bullying is taking place (if they have not witnessed it) and report back to the parent or/and FHFHA President. Once reported to the President, it is their job to take the matter to the local Hockey Nova Scotia Female Council representative to review and determine the next course of action. Actions may include but are not limited to:
    - HNS rep will monitor the games
    - Speak with the FHFHA and Coach of the offending player/team
    - Meet with offending player and coach
    - Possible suspension if actions continue

All FHFHA members are reminded that alcohol or drugs have no place in youth sports. Any player caught under the influence (or in possession) of alcohol or drugs will be immediately suspended pending a hearing of the Disciplinary Committee. Under no circumstances should coaches interact with players if under the influence of alcohol, and coaches should not engage in any alcohol consumption around players, including at hotels during tournament travel.

The FHFHA Disciplinary Committee consists of three members and is directed by the FHFHA Risk Manager. Violations/complaints about 1) coach or team official, 2) parent/spectator. Please note that the proper format would be to follow this guideline: 1) Manager, 2) Fundy Highland President 3) Discipline Committee.

For players, a coach may suspend a player for disciplinary purposes up to one game. The Disciplinary Committee must approve suspensions of more than one game.

Parents and coaches should note that the proper channel for game complaints about referees and linesmen is in writing through the FHFHA Referee-In-Chief. It should also be noted that actions directed toward officials after a game may be perceived as threatening or intimidating and may, thus, constitute harassment.

Members of the FHFHA shall always adhere to the Fundy Highland Female Hockey Association operational policies and procedures, to rules governing FHFHA events and activities, and to rules governing any competition in which the member participates on behalf of FHFHA, including tournaments in other provincial zones or provinces.
Failure to comply with this Code of Conduct may result in disciplinary action, including a warning letter, suspension or release from membership, as determined by the Executive.

POLICY # 14.0 – SOCIAL MEDIA POLICY

FHFHA members must adhere to HNS social media policy at all times. https://5647e90c-cdn.agilitycms.cloud/Attachments/HNS%20Social%20Media%20Policy.pdf

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 Fundy Highland 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 Fundy Highland Hockey teams should follow for all online communications in reference to FHFHA.

Your online presence reflects on FHFHA 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 FHFHA sponsored events (games, practices, tourney, and Team events).

a) 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 FHFHA.

b) Do not include, post photos or mention personal information of/about teammates or staff members without their permission; respect your teammates' right to privacy.

c) Do not make team-related announcements prior to them being made official or getting permission to do so from FHFHA, i.e. injuries, lines, lineups, being named to team, being named a captain, etc.

d) 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.

e) No photographs or videos posted from team activities are allowed without consent from those appearing in the photo or video.

f) No public criticizing of officials, opposition, parents/guardians or event organizers.

POLICY # 15.0 – GRIEVANCE or COMPLAINTS PROCESS

From time to time, there may be issues between members of the FHFHA. The FHFHA uses the "twenty-four (24) hour rule". This means that if any one member of the FHFHA has a grievance (e.g., an issue with a coaching decision) with another member of the FHFHA 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.

This rule has several purposes:

- When an issue occurs, it allows each party involved to step back and clear the initial emotional elements
- Provides a clear and concise process for problem resolution
- Provides a clear understanding of what is expected from all parties involved
- Promotes direct communication
- Provides an avenue of fairness and opportunity to every parent, player and coach

The steps outlined below indicate the flow of submitting an issue for resolution. For example, Step One: player/parent, if this does not resolve it, advance to Step Two: team manager, if they are unable to resolve the issue, they advance to Step Three: team coach, etc. . If at any point in the process the person involved with the complaint is part of the process, the complaint should automatically move to the next step.

Communication Flow Chart

- Step One: Player / Parent
- Step Two: Team Manager
- Step Three: Team Coach
- Step Four: FHFHA
- Step Five: HNS Female Council Fundy Highland Regional Director
- Step Six: Chair Female Council
- Step Seven: HNS Executive Director

Under no circumstances shall issues be advanced without first seeking resolution at the correct level.

Complaints related to Executive Committee Members Complaints are to be referred in writing to the President. If the President is unable to resolve the complaint to the satisfaction of the member, the complaint will be referred to a Complaints Committee. The Complaints Committee shall consider the complaint and employ such procedures as it determines to be appropriate. The Complaints Committee will provide advice and recommendations to the President. The complaint will then be considered, together with the advice and recommendations of the Complaints Committee, by the Executive Officers, not to include the Executive Officer to whom the complaint relates, for decision by majority vote.

POLICY # 16.0 – DRESSING ROOM SUPERVISION

FHFHA adheres to the Hockey Nova Scotia Dressing Room Supervision Policy with respect to Female Hockey dressing rooms. https://5647e90c-cdn.agilitycms.cloud/Attachments/Dressing%20Room%20Supervision%20Policy-converted.pdf

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 behaviour 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 (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 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 FHAs/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 [CRC/VSC] to their FHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms.

Failure to comply with this HNS Policy will result in Disciplinary action being taken by the appropriate HNS Council through the HNS Discipline Coordinator. 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

For each FHFHA team, there are expectations regarding the conduct of coaches, players, and parents. This is to ensure the best possible environment and positive experience for all involved.

Player Expectations
FHFHA has expectations for the conduct of all players.
FHFHA hockey players will:

- play hockey because they want to
- show proper respect towards other players, coaches, and referees
- attend all team events – i.e. practices, games, and dryland training

- work to improve their hockey skills
- display good sportsmanship on and off the ice
- act as ambassadors for FHFHA when travelling

Coach Expectations

Aside from required Coach Credentials, and the fundamentals outlined in Hockey Canada's Respect in Sport Program, FHFHA expects its coaches to:

- be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- ask players to arrive at the arena no more than one (1) hour before any game or practice
- teach players to play fairly and to respect the rules, officials and other players
- ensure that all players get equal instruction and support
- not ridicule or yell at players for making mistakes or for performing poorly
- remember that players play to have fun and must be encouraged to have confidence in themselves
- remember that participants need a coach they can respect
- be generous with praise and set a good example
- obtain proper training and continue to upgrade coaching skills
- work in cooperation with officials for the benefit of the game
- communicate and get concurrence from parents as soon as possible for any tournament that the team plans to attend.

Parent/Guardian expectations

FHFHA expects parents/guardians of players will:

- not force their children to participate in hockey
- remember that their children play hockey for their own enjoyment (not the parent's)
- encourage their children to play by the rules and to resolve conflicts without resorting to hostility or violence
- teach their children that doing one's best is as important as winning, so that their children will never feel defeated by the outcome of a game
- make their children feel like winners every time by offering praise for competing fairly and trying hard
- never ridicule or yell at their children for making a mistake or losing a game
- remember that children learn best by example
- applaud good plays/performances by both their children's team and their opponents
- never question the official's judgment in public
- support all efforts to remove verbal and physical abuse from children's hockey games
- respect and show appreciation for the volunteer coaches who give their time to coach hockey for the child
- notify coaches as soon as possible if their children are not able to attend a team event
- Hockey Nova Scotia and Hockey Canada expects every parent to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. Further, HNS expects that no volunteer should experience abuse or bullying, whether physical, emotional or sexual, as a result of any parent or guardian of a participant.

To ensure the safety and enjoyment of all players and volunteers (coach, assistant coach, trainer, manager or administrator), Hockey Nova Scotia's policy on Abusive Parents will strictly be adhered to. http://www.hockeynovascotia.ca/user/File/Abusive%20Parent%20Dispute%20Resolution%20(4)%20%20dispute%20resolution%20polcy.pdf

FHFHA Committee recognizes that conflicts may arise for a variety of reasons. Conflict resolution strategies are important so that that parties can resolve difficulties or misunderstandings in a timely and transparent manner. FHFHA adheres to Hockey Nova Scotia's Intervention policy, and requires that the 24-Hour Rule will be followed. Specifically, cool heads prevail – allow a minimum of 24 hours to pass prior to any attempt to address an issue. Use this cooling-off period to validate the facts and collect your thoughts. http://www.hockeynovascotia.ca/files/interventionpolicy.pdf

FHFHA 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 FHFHA. Failure to do so could result in dismissal from the Executive Committee. Members should accept that because you are a representative of the FHFHA, your actions either positive or negative reflect back on all other members of the organization.

POLICY # 18.0 – COACH SELECTION PROCESS

The Coach Coordinator 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 Board of Directors of FHFHA 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 FHFHA 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.

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 by the designated deadline in each 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 FHFHA.

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.

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 FHFHA, the matter will be referred to the President.

POLICY # 19.0 – REFER TO SEPARATE EVALUATION GUIDELINES

POLICY # 20.0 – TEAM FINANCES & FUNDRAISING

a) Signing authority for team accounts shall be by the Team Manager or Head Coach, and the Team Treasurer. Two signatories should not live in the same household. The Team Treasurer and Team Manager cannot be the same person or related.

b) Teams must submit budget projections at the beginning of the season, outlining projected costs/expenditures and revenue. This budget must be approved by FHFHA.

c) Teams must abide by the goal of FHFHA that endeavors to not place undue hardship on parents for fundraising activities. Team meetings should be held to determine, as a group, what activities and fundraising efforts to participate in.

d) Guidelines will be provided to teams to assist in determining which expenditures are deemed appropriate by FHFHA.

e) At the conclusion of each season, and prior to the AGM, all teams must then submit an actual budget of all expenditures and revenue actualized.

f) All team funds in excess of $100.00 must be returned to FHFHA. Monies less than that may be retained for the purpose of maintaining the team bank account. It is encouraged, however, that teams open new accounts yearly.

POLICY # 21.0 – SPONSORSHIP

a) FHFHA recognizes the exceptional support received from our major sponsors.

b) All minor sponsor requests shall be forwarded to the FHFHA Vice President -- Finance for review and approval by the Executive.

c) Any display of minor sponsorship shall be approved by FHFHA prior to team use.

POLICY # 22.0 – ON-ICE HELPERS

From time to time hockey teams enlist older hockey players to assist with practices. scrimmages and other activities. FHFHA request that coaches rely on the player resources available through FHFHA. On ice helpers should be sought from the FHFHA program, as well as the Northern Subway Selects U18 AAA team. Older female players provide invaluable support to younger players as mentors and role models. FHFHA executive can support coaches in identifying on ice helpers from our female program.

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:

a) 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.

b) 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.

c) 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.

d) All on-ice helpers must be under the direct supervision of a certified Team Official and are not to participate in drills.

e) On-ice helpers are permitted to assist Coaches and demonstrate only.

f) For the purposes of clarification, see the Hockey Nova Scotia policy: https://5647e90c-cdn.agilitycms.cloud/Attachments/On-Ice%20Helper%20Policy%202019%20Sept.pdf

POLICY # 23.0 – EQUIPMENT AND JERSEYS

a) The FHFHA Equipment Manager will distribute all of the FHFHA 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.

b) 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. All jerseys must be returned 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.

d) All equipment supplied by the FHFHA will remain the property of the FHFHA.

e) The FHFHA recognizes the cost related to the purchase of goaltender gear, and may be able to provide goaltender equipment for goalies up to and including the U13 age category. Coaches are encouraged to reach out to FHFHA equipment manager regarding this.

f) All players who participate in the FHFHA 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 FHFHA 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 (zigzag) only.

j) When supplied equipment is lost or damaged the Team Manager or Coach that signed for the equipment must report the incident to the FHFHA Equipment Manager.

k) The FHFHA Equipment Manager and Vice President -- Finance shall complete all Jersey purchases. Jerseys not purchased by the FHFHA shall not be worn for any FHFHA sanctioned events. This does not include practices.

POLICY # 24.0 – COACHES/ASSISTANT COACHES/MANAGERS – DUTIES & RESPONSIBILITIES

General Responsibilities

1. A Coach, Assistant Coach or Manager is expected to conduct themselves in a sportsmanlike manner, remembering that the example they set can influence the players on their team.
2. A Coach must avoid the use of profanity, intimidation and violence.
3. A Coach must assume responsibility for the discipline and good conduct of his team, bearing in mind that fair, firm and consistent guidance, coupled with positive reinforcement is the best policy.

4. Coaches are encouraged to emphasize a spirit of good sportsmanship and a healthy, competitive attitude, win or lose. A team should be judged on its competitiveness, positive attitude and sportsmanship rather than the outcome of any particular game.
5. To the best of their ability, a Coach must assume responsibility for affording each player an opportunity to participate fairly and equally, regardless of the player's ability.

   Exceptions:
   A player may be benched of all or part of a game at the discretion of the Coach for disciplinary reasons, i.e.:
   a. For abusive or foul language directed at players, officials or spectators
   b. For all actions which are deemed to be detrimental to the welfare of the team as a whole

   The reason for the benching must be clearly communicated to the player and where appropriate discussed with the player's parents.

At the competitive level for U13 or higher, a Coach may assume responsibility for unequal ice time only in the final period of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. playoffs or tournament play. A Coach is encouraged to clearly communicate his reasons, for unequal ice time, to the team at the earliest opportunity. The Coach bears ultimate responsibility for the efficient utilization of ice times.

- The coach may select:
  - Assistant Coaches (must be approved by the Executive)
  - Manager (must be approved by the Executive)
  - Other team volunteers (i.e. dressing room supervisors)

POLICY #25 -- ABUSIVE PARENTS

Any parent who fails to comply with the rule and regulations of the Association and exhibits behaviour that is deemed inappropriate, is subject to disciplinary action by the Executive as set out in Hockey Nova Scotia's Abusive Parent Dispute Resolution Policy.