

EASTERN SHORE MINOR HOCKEY ASSOCIATION POLICY MANUAL

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Administrative Policies

- No monies will be used by volunteers for personal gain; any request for reimbursement will be submitted to treasurer with purpose for funds and original receipts.
- Executive members must endeavor to attend all meetings however at least 75% of meetings must be attended. If this is not the case, a discussion between that member and the President will occur to determine efficacy of the position and its roles.
- Cash will not be accepted for registration, tryouts or conditioning camp payments. All payments must be paid by e-transfer, cheque or credit card. All cheques are to be mailed to ESMHA – PO Box 139, Musquodoboit Harbour, NS B0J 2L0. If you are unable to mail your cheques please email ESMHA Treasurer.

Purpose

It is the purpose of this Policy Manual to provide assistance and direction to those who are responsible for the operating needs of the Eastern Shore Minor Hockey Association.

This policy manual strives to be consistent with Hockey Nova Scotia's policies and guidelines however should there be conflicting information (or absent information) – HNS policies apply.

Changes to the Policy Manual must be submitted to the Executive in writing. At the following executive meeting it will be voted on by the executive. Policies do not require a membership vote.

In order to affect any revision, it is highly recommended (or can be considered policy) that no revision is to be implemented in order to address an issue at hand. Any necessary revisions should be done after it is shown that it is in fact appropriate for the entire Association, not merely an individual request, opinion or situation.

Structure

The Eastern Shore Minor Hockey Association (ESMHA) is a non-profit recreational sport society incorporated under the Nova Scotia Societies Act. ESMHA is responsible for all Minor Hockey activities within the boundaries of the Association, as defined by the Hockey Nova Scotia. ESMHA is responsible to and receives its mandate from Hockey Nova Scotia which in turn receives its authority from Hockey Canada.

All players will be placed on teams by the Association and team management at playing levels commensurate with each player's age, playing skill and experience. Age "DIVISIONS" within minor hockey is set by Hockey Nova Scotia as follows: (Age is set at the player's age as of Dec. 31)

U7 - Initiation Program (IP) – 4-6

U9 - NOVICE – 7-8

U11 - ATOM – 9-10

U13 - PEEWEE – 11-12

U15 - BANTAM – 13-14

U18 - MIDGET- 15-17

MINOR JUNIOR – 18 and 19 (and up to 3 of 20 plus one 20 year old goaltender).

League Participation

All teams in the ESMHA will participate at the competitive or recreational levels.

Competitive levels, i.e. AAA, AA, A, and B teams, will play in a league, formed by mutual agreement of the nine Associations in the Halifax/Dartmouth area, called the CENTRAL MINOR HOCKEY FEDERATION (CMHF).

Recreational levels, for all players not electing to play on or selected to play for Competitive Teams, will play in the DARTMOUTH WHALERS RECREATION ASSOCIATION. This is an informal affiliation of all Associations involved in Halifax Metro Area for teams in the Atom, Peewee, Bantam and Midget Divisions. Novice and IP are considered recreational levels.

The duties and responsibilities of the Executive and membership of the ESMHA are outlined in its Bylaws. All Minor Hockey participation is governed by the Hockey Canada Constitution, By-laws, Regulations, and Official Rules and Hockey Nova Scotia Constitution, By-laws, Regulations. Competitive participation in CMHF is governed by its articles, bylaws and regulations and in Dartmouth Whalers Recreation Association by its articles, bylaws and regulations.

PLAYER REGISTRATION

No player may participate in Association activities unless he/she is properly registered.

A player is registered when:

1. A completed registration form has been filed with the Registrar of the Association.
2. Registration fees have been paid or an arrangement for payment of the fees due has been approved by the Treasurer in accordance with Association Policy, and recorded as receivable.

If registration fees have not been paid in full by November 30 and no effort has been made to contact the Treasurer with payment arrangements, the Treasurer will notify the parents/guardians, divisional coordinator and team coach that the player is not properly registered and that player's registration privileges are suspended until such time as fees have been paid in full to the satisfaction of the Treasurer. There will be no reduction of fees in this instance for the time that the player is suspended for non-payment of fees.

If a player is registered for tryouts and/or conditioning camp both the August and September payments must have been made before the player can go on the ice. Please contact ESMHA Treasurer if payment arrangements are needed.

Completed team lists on the appropriate required forms must be filed with the Registrar no later than December 15.

HNS "AAA" Team Player Cards must be completed, signed by player and parent and filed with the HNS through ESMHA's Registrar no later than November 15. All others will be registered on appropriate HNS forms, not later than December 15 to the Registrar.

DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The ESMHA Executive requires a high standard of conduct from its Coaching staff in dealing with other Coaches and Referees and in the image projected to participants and parents of the ESMHA. The Coaching Staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the Association Policies.

The following is a list of items this Association expects from its Coaches:

- The Coaching Staff are expected to read and be familiar with the Association Policy Manual.
- Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
- Coaches are encouraged to attend developmental opportunities conducted by ESMHA.
- Must ensure the Players Agreement is signed by each player and parent annually
- The Coaching Staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the ESMHA Executive. Any problem in this regard will bring review and possible dismissal from coaching.
- All Coaches should shake hands with their opponent coaches at the conclusion of the game. They should have their teams do the same as a matter of normal course although this should be restricted when warranted by good judgment or by requirement of the Game Referee.

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- Coaches are responsible for checking for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his players. Failure to check could mean forfeiture of future games and further disciplinary action. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is two games per season. The Divisional Coordinator must be advised in writing of all such suspensions. Further suspensions must have the approval of the Divisional Coordinator and Discipline Committee of the Executive.
- The Coach is to ensure that each of his players is properly protected and that team parents are advised of the necessity for players to wear properly fitting and approved equipment.
- Ensures that no unregistered adults/volunteers are on the bench.
- Ensures that Guest Coaches who do NOT have a Criminal Record Check or Child Abuse Registry is not left unattended at any time with the players.
- Ensure that the necessary "Parental Consent and Medical History" form is completed for each player on the team, signed by the parent(s) and kept handy for potential use with all team activities.
- Set up a basic team First Aid kit and make sure that it is available for all team activities.
- Develops a safety plan and be aware of emergency procedures at the home and away rinks.
- Ensure players are properly supervised before, during and after all sessions.
- Ensure players leave the dressing room in an orderly manner prior to leaving the facility.

DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS

The Team Manager is nominated by the Parents with the consent of the Executive and is formally ratified at the first Executive Meeting following the parental vote.

The Manager then works with the Coach and Assistant Coach to nominate/vote parents to other positions such a Team Treasurer, phoning assistants etc.

The Manager is the first line of communication with and for the parents with the Team Coach and others in the Association. **They are** responsible for calling team meetings and the organization of parents for team activities and responsibilities. The Team Manager is expected to read and be familiar with the Association Policy Manual and By-Laws.

Team Manager duties include:

- Prepare and organize team schedules. Supply those schedules to all team players, parents and coaches.
- Distribute any information to team parents and players.
- Organize off-ice officials (Timekeeper and Scorekeeper) for all home games.
- Assist the Coach with arranging and scheduling exhibition games, obtaining travel permit numbers and calling in game scores.
- Prepare an itinerary when the team is traveling and submit to the Divisional Coordinator as required.
- Forward a copy of all game reports for which permits have been issued to HNS.
- Arrange on-ice officials (Referee and Linesmen) for all home exhibition games as required with the Referee-in-Chief.

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- Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
- Ensure any suspensions are adhered to. Failure to adhere to suspensions may result in longer suspensions to both player(s) and/or coaching staff.
- Ensure the team has a suitable First Aid kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.
- Maintain a complete set of any Parental Consent forms and Medical History forms. These must be available at every game and practice. Ensure, in the event that an injured players is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician.
- Ensure that Association rules and policies are adhered to.
- Ensure all Fair Play requirements are carried out by the team.
- Collect and remit any payments to the Treasurer as required.
- Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills with the team treasurer. ** ESMHA endeavors to purchase extra ice and divide equally amongst teams interested in extra ice. This may not always be possible; therefore an arrangement will be made with Rink Staff. ESMHA will not be responsible for non-payment of fees owed for extra ice rentals
- Set-up a telephone or e-mail "Team Distribution List" in order to distribute information to parents and players.
- Ensure team treasurer supplies team budgets to the Budget Coordinator on time.
- See that care is taken of uniforms and other team equipment before, after and between games. If possible two parents from each team will be entrusted with the care of team jerseys (home and away) for the duration of the upcoming season. If unable to secure two parents, a rotational schedule will be made will all parents.
- Ensure that the properly completed game report has been delivered to the on-ice officials at least five minutes before each home game.
- Maintain copies of game reports.
- Assist the coach and team treasurer with the preparation of a budget and be responsible for obtaining the approval of the Budget Coordinator.
- Make all team members (coaches, players and parents) are aware of the policies of the Association and report any deviation to the appropriate Divisional Coordinator.
- Make arrangements for all team fund raising in accordance with ESMHA Policy.
- Ensures that the Team Treasurer provides a monthly statement of account activities and balances to the parents of the team.
- Ensure that all of the rules and policies of the Association are carried out and that any deviation from these is reported to the Divisional Coordinator.
- Managers are to ensure through direct confirmation with the team coaching staff that all Association goal tender equipment, sticks, pucks, pylons and sweaters are returned to the coaching staff at the end of the playing season. Parents who signed out the gear themselves

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should be given a receipt if returned to team management. It is preferred that they be asked to deal directly with the Equipment Manager to avoid misunderstanding of responsibility for equipment return.

- Ensure players leave the dressing room in an orderly manner prior to leaving the facility.

ESMHA Tryout Policy & Process

In the event of discrepancy between *ESMHA Tryout Policy & Process* and *Hockey Nova Scotia Regulations* the ESMHA Executive will evaluate the discrepancy on a case by case basis, and will update the *ESMHA Tryout Policy & Process* as soon as possible.

Objectives

- Provide as equal an opportunity as possible for players to showcase their abilities during tryouts for competitive teams.
- Produce the strongest teams possible at each competitive level offered
- Strictly adhere to all ESMHA policies and processes, while searching for opportunities for continuous improvement.

General Communications

For all members involved in Tryouts, the point of contact for all items regarding the Tryout Process is the Divisional Coordinator at that particular level of play.

Members must appreciate that the administration of Tryouts is a period of intense activity for the ESMHA Executive entirely, but especially for those like the Divisional Coordinator and others directly involved in the Tryout Process. The Divisional Coordinator will strive to address all inquiries; however, the efficient administration of the Tryout Process will not be compromised to answer questions or issues that are clearly addressed in this section of the ESMHA Policy Manual.

Members should note that any Tryout specific inquiries that are directed to Executive members other than the Divisional Coordinator will not be processed.

Competitive Teams Offered

ESMHA will follow *Hockey Nova Scotia Regulation Three – Classification* regarding what competitive teams will be offered:

3.7 *For the initial registration of teams, the number of players registered by a Minor Hockey Association within a division will be used as follows:*

- **Atom**
 - “AA” if 57 or more players are registered (offer two balanced teams if 110 or more players are registered)
 - “A” if 36 – 56 players are registered
 - “B” if 24 – 35 players are registered
- **Peewee**
 - “AAA” if 86 or more players are registered
 - “AA” if 50 – 85 players are registered

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- “A” if 24 – 49 players are registered
- “B” if less than 24 players are registered
- **Bantam / Midget**
 - “AA” if 57 or more players are registered
 - “A” if 36 – 56 players are registered
 - “B” if 24 – 35 players are registered

Once competitive teams are selected, each team is able to approach the ESMHA executive with a request to change their classification. Teams making this request must note that other competitive teams may be affected, so the request must be made as early as possible. *Hockey Nova Scotia* Rule 3.11 will be followed:

- 3.11 The final placement of teams into classifications is the responsibility of the Minor Council and should reflect the team’s demonstrated ability to compete at the assigned level of competition. Categorization will take place in December of each year.

The ESMHA will liaise with the Minor Council on the behalf of the team making the request. (Note: Minor Council may elect to categorize a team without the request of ESMHA.)

In the case of apparent issues with *Hockey Nova Scotia’s* Rule 3.7, ESMHA may seek the Minor Council’s approval for a categorization change prior to tryouts. In this case, ESMHA will strive to consult the applicable membership to the fullest extent possible.

Team Format

The ideal format of each team offered is 15 skaters and 2 goaltenders. Depending on the total number of registered players, this format may not be possible to achieve. In this case, the Evaluation Committee will strive to assign an equal number of players and goaltenders to each team offered, including recreational teams. This format is flexible at the discretion of the Head Coach and / or Evaluation Committee in order to allow players to play at a level compatible with their ability. Single player / goaltender differences between teams will be handled by the Head Coach / or Evaluation committee when they assemble the teams. Any differential in excess of a single player / goaltender must receive approval from the ESMHA President or Vice President, Divisional Coordinator, Coaching Coordinator and one additional Executive Member chosen by the ESMHA President or Vice President.

Example 1:

- Atom AA – 13 Skaters, 1 goaltenders
- Atom A – 12 Skaters, 2 goaltenders
- Atom B - 13 Skaters, 1 goaltender
- Atom C – 13 skaters, 2 goaltenders

The player and goaltender distribution of Example 1 would be handled by the Head Coaches / or Evaluation committee.

Example 2:

- Atom AA – 15 Skaters, 1 goaltenders
- Atom A – 12 Skaters, 1 goaltenders
- Atom B - 12 Skaters, 1 goaltender
- Atom C – 12 skaters, 3 goaltenders

The player and goaltender distribution of Example 2 would require approval from the ESMHA President or Vice President, Divisional Coordinator, Coaching Coordinator and one additional Executive Member chosen by the ESMHA President or Vice President.

Following the Tryout Process, for a variety of reasons, player movement between levels is still possible. Any player movements must follow general Tryout Policy & Process guidelines when possible with particular attention to Team Format guidelines. Notice of player movements may come through the Registrar, Divisional Coordinator, Head Coach, Manager, the player's family or another source; it is critical that whomever receives notice of the player movement immediately notify the Registrar, Divisional Coordinator and Coaching Coordinator as a single player movement can cause several other player moves which will require significant management. Note that only the Head Coach, the player's family or a newly introduced player can initiate a player movement.

Potential player moves initiated by the Head Coach of a team must be vetted by the Coaching Coordinator and Divisional Coordinator prior to the Head Coach notifying the player. This precaution is required to ensure that the Head Coach is at liberty to make the move based on the Tryout Policy & Process guidelines.

As per Hockey Nova Scotia roster registration, final player assignments are to be completed by November 1. After this date, some circumstances remain where player movements may occur. Since November 1 is well into the season, any changes at this point will be managed by the Coaching Coordinator, Divisional Coordinator and the President or Vice President on a case-by-case basis.

Tryout Notification

At registration, or as soon as possible thereafter, ESMHA Executive are responsible for providing each player (and parent) with the following information:

- Conditioning Camp dates, times, location and costs
- Tryout dates, times, location and costs
- Requirement for tryouts, e.g. – HNS Checking Clinic

During tryouts, with as much notice as possible, ESMHA Executive are responsible for providing each player (and parent) with the following information:

- Confirmed dates, times and location for tryout sessions
- Notice of additional tryout dates, times and location
- Prompt notice to players (and parents) of their release from a competitive team and if applicable, the dates, times and location of their next tryout session with the lower level team.

Releasing Players to Another Association

There shall be no players released to another Minor Hockey Association unless it is at the competitive Atom level or higher, and the release will only be allowed if ESMHA doesn't offer the specific level of play for which the release was requested. Note: ESMHA is obligated to provide this release to any player who makes the request. All player releases will be made in accordance with *Hockey Nova Scotia Regulations*. Any player wishing to be released to another association must submit a letter of intent to the Registrar and President of the ESMHA within seven (7) days of ESMHA's notification of what competitive teams are being offered for that year. In the event that ESMHA's notification of what competitive teams are being offered for that year is ambiguous; ESMHA will provide conditional releases to players who wish to ensure they have an opportunity to make an appropriate competitive team.

Evaluation Process

Throughout the overall tryout process, players are evaluated by the Evaluation Committee. The Evaluation Committee uses point rating system. See *Attachment A – Scoring System Examples* for two examples of point rating systems. The Evaluation Committee must use these or a similar scoring system to evaluate the players and goaltenders. Evaluation scores are tabulated after each session to determine the ranking of the players. Toward the end of the tryout process, scores for the final player selected at a particular level are often very close and player style and other intangibles may be used to rank players at the discretion of the Evaluation Committee.

Evaluation scoring shall be based on a player's performance during the current evaluation process and not on past performance. Past performance may only be considered when the Evaluation Committee is ranking players in cases where the player was unable to participate due to injury, illness, compassionate or extraordinary circumstances. In such cases, the Evaluation Team may also refer to any other information available to them to determine any skills, abilities or intangibles that may assist in ranking one above the others. This may include, but is not limited to, past evaluations of players provided by the player's previous coach or scoring from other stages of the overall process. Any players who are unable to participate in the tryout process must notify their divisional coordinator as soon as possible. The ESMHA President or Vice President, Divisional Coordinator, Coaching Coordinator and one additional Executive Member chosen by the ESMHA President or Vice President must approve the course of action regarding each case of a player who is unable to participate in the tryout process.

It is the responsibility of the Coaching Coordinator, or designate, to tabulate player scores and rank players after each session. Averaging techniques will be used as described in *Attachment A – Scoring System Examples*.

Evaluation Stages

The overall tryout process will be based on the concept of evaluating players under varying conditions and will be divided into distinct elements leading to the final selection of teams. When possible, the tryout process will be comprised of, but not limited to, the following element stages:

- Stage 1: Evaluation of the player's individual technical skills;
- Stage 2: Evaluation of the player's skills demonstrated in competitive game situational drills or small area games;

- Stage 3: Evaluation of the player's overall skills and abilities demonstrated in intra-squad competitive games; and
- Stage 4: Evaluation of the player's overall skills and abilities demonstrated in an exhibition game versus an opponent external to the association.

During each stage of the tryout process, the Evaluation Committee will focus on specific skills for each player and provide a rating based upon the player's performance in those areas. These stages can be modified as required at the discretion of the Evaluation Committee.

The following provides insight into the various stages and what evaluation factors are being used:

Stage 1: Skill Evaluation Stage - Evaluation Factors

Evaluations will be based upon the following factors in a practice environment:

- Skating - acceleration, speed, mobility/agility; balance; forward stride; backward stride; crossovers and pivoting; and
- Puck Handling - head up/awareness; quick hands; and puck protection;
- Passing - forehand passing; backhand passing; forehand receiving; backhand receiving; and passing control;
- Shooting - velocity; accuracy; quick release; shooting in stride (in motion); and
- Intangibles - work ethic; consistency, and attentiveness during the session.

Stage 2: Competitive Evaluation - Evaluation Factors

Evaluations will be based upon the following factors in a practice environment:

- Technical Skills - skating, passing, puck handling, and shooting (as described in the Skill Evaluation Stage);
- Offensive Play - creativity, deception, determination, attacking the net, and playing in traffic;
- Defensive Play - pursuit, angling, positioning, and checking skills (age appropriate); and
- Intangibles - work ethic, consistency, competitiveness, and intensity.

Stage 3: Intra-Squad Game Evaluation - Evaluation Factors

Evaluations will be based upon the following factors in an intra-squad competitive game environment:

- Technical - skating, passing, puck handling, and shooting (as described in the skill evaluation);
- Offensive Play - creativity, deception, determination, attacking the net, and playing in traffic, decisions with puck/low turnovers, positional play, transition to offence and offensive support (playing without puck);
- Defensive Play - pursuit, angling, positioning, and checking skills (age appropriate), tracking check, positional play, forcing turnovers, net play (defencemen), board play, and transition to defence; and
- Intangibles - work ethic, consistency, competitiveness, intensity, aggressiveness, hockey sense and decisions, stamina, and discipline.

Stage 4: Exhibition Game Evaluation - Evaluation Factors

Evaluations will be based upon the following factors in an exhibition game environment:

- Technical - skating, passing, puck handling, and shooting (as described in the skill evaluation);

- Offensive Play - creativity, deception, determination, attacking the net, and playing in traffic, decisions with puck/low turnovers, positional play, transition to offence and offensive support (playing without puck);
- Defensive Play - pursuit, angling, positioning, and checking skills (age appropriate), tracking check, positional play, forcing turnovers, net play (defencemen), board play, and transition to defence; and
- Intangibles - work ethic, consistency, competitiveness, intensity, aggressiveness, hockey sense and decisions, stamina, and discipline.

On-Ice Instructors and Bench Support

The ESMHA shall assign individuals to lead the players through the on-ice session plan during the Skill Evaluation Stage as well as to designate line-changers for the modified games during the Competitive Evaluation Stage. The role of the on-ice instructions and bench support is to administer the session, not to provide coaching, player feedback or motivation; general and inconsequential encouragement is acceptable.

Goaltender Evaluations

When possible and required, the ESMHA shall conduct a separate session to assist in the evaluation of goaltenders. This session is intended to provide greater insight into the abilities of the goalies that may not always be possible during games. These sessions will be led by a goaltender specialist(s) while the Evaluation Committee rates each goaltender. Note that in most cases, the Evaluation Committee will simply adjust regularly scheduled tryout sessions to achieve goaltender specific evaluations.

Player Identification

Players and goaltenders will be assigned a specific sweater number and colour for each session including any scrimmages or games. These sweater numbers and colours will be used to identify players during evaluation and players shall be informed that they are not to change sweaters with another player. Players will be required to return the sweaters immediately following the specific session.

Player Selection by Position

For the purposes of scoring and rating players, the ESMHA requires that all players competing for positions on competitive teams identify the position for which they wish to compete (i.e. defence, forward, goalie) prior to tryouts. Players are permitted to indicate more than one position; the Evaluation Committee will attempt to assign the player equal opportunity at each position, however ultimately it is the player's responsibility to attempt both positions during the Tryout Process. Based on circumstance, some players may be required to participate in a position they have not indicated for part or all of a particular tryout session. The Evaluation Committee will strive to minimize these circumstances and to balance those affected over the entire tryout group.

The ESMHA also realizes that many players, especially those at the younger age divisions, are still developing and their original choice of a position may have been premature. In some cases, these players may perform well at another position and find increased enjoyment. The ESMHA, given its objective to place players at the appropriate level based upon their skill and ability, is compelled to afford such opportunities when identified by the Evaluation Committee. If the Evaluation Committee feels that a player at one position (i.e. defence) may be better suited or be more skilled to play another

position (i.e. forward) than a player who has identified themselves as a forward for the purposes of tryouts, the Evaluation Committee reserves the right to ask the player and family if they would like to consider playing another position for the purposes of team selection. This decision will be solely that of the player and family and they may choose not to move to another position.

The Evaluation Committee

The Evaluation Committee will be assembled for each session by the Coaching Coordinator. The evaluation committee does not need to be the same for each level nor does it need to remain consistent for each session at a particular level.

When possible, the Evaluation Committee will consist of the Coaching Coordinator, the Head Coach at the level of the tryout, hired contract coaches and ESMHA coaches / coach applicants from other levels. In all cases, those on the Evaluation Committee must be free of conflict of interest as per *Attachment B – ESMHA Tryout, Conflict of Interest Policy*. The Coaching Coordinator will chair the Evaluation Committee and moderate any evaluation or ranking decisions.

The Head Coach may only participate on the Evaluation Committee when it has been established that there is no conflict of interest as per policy laid out in *Attachment B - ESMHA Tryout Conflict of Interest Policy*.

Assistant Coaches may only participate on the Evaluation Committee if they have no children and/or relatives who are trying out for a competitive team in the division for which they have applied to coach in.

In any case where the Head Coach and or Assistant Coaches are not able to participate, the Evaluation Committee will assemble the best team possible.

Head Coaches have the right to refuse their position on the Evaluation Committee, only if they feel that the policy on conflict of interest is insufficient given circumstance.

The Divisional Coordinator does not participate on the Evaluation Committee, but the Divisional Coordinator is required to provide a set of Player Identification Sheets to each member of the Evaluation Committee at the start of each session, see *Attachment C – Player Identification Sheet*. Players listed on the sheet should be ordered by Team, Position, and then Jersey Number; when possible the table should be printed on a single sheet of paper, if two sheets are required, put a complete team on each sheet. Jersey numbers on a particular team must be unique. The Divisional Coordinator is required to stay close to the Evaluation Committee to provide any information the Evaluation Committee may require.

Notification of Continuation / Release

Following each session where players will be released, the Coaching Coordinator, or designate, will issue a list of players being released to the Divisional Coordinator.

The Divisional Coordinator will first notify all players being released to the lower level after these sessions by e-mail with the Coaching Coordinator in B.C.C.. The Divisional Coordinator will then notify all players continuing, again by e-mail with the Coaching Coordinator in B.C.C. The Divisional Coordinator is required to B.C.C. all players / families in these e-mails.

These notification e-mails will be issued as soon as possible following the tryout session.

ESMHA's Tryout Policy & Process is thorough, unbiased and executed by a committee of qualified individuals. As such:

- All evaluation results will be kept confidential among the Evaluation Committee;
- Player scores will not be made available;
- No instances of player continuation or release will be subject to review or audit;
- Players wishing constructive feedback on their performance must consult the Head Coach of the team they end up playing with;
- Requests for results, scores, reviews or audits or feedback will be not entertained.

The ESMHA appreciates you understanding in these matters.

Attachment A – Scoring System Examples

Advanced Scoring System

SCORE	PERFORMANCE	CRITERIA
5.0	Excellent Elite-Level Performance.	Player executes extraordinarily well at position and within role on team. Clearly outperforms others at same position and dominated play the majority of the time. This player had a lasting dominant effect throughout the game. Players of this caliber are rare and can definitely play and impact at this level.
4.5	Outstanding Performance.	Player demonstrates outstanding skills at position and within role on team. Clearly demonstrated outstanding play while at times accomplishing elite level stature in some aspects of play. Player clearly demonstrates the ability to compete at this level with a very high probability of success.
4.0	Superior Performance.	Player demonstrates superior skills at position and within role on team. Good plays and decisions clearly outnumber poor ones. Factors not enabling outstanding performance might include slight physical deficiency, a specific skill deficiency, slight inconsistency in terms of effort, or an occasional lapse in discipline or emotional control. Player clearly demonstrates the ability to play at this level with a high probability of success.
3.5	Above Average Performance	Player demonstrates above average skills at position and within role on team. Good plays and decisions far outnumber poor ones. Factors not enabling superior performance might include a moderate physical deficiency, a specific deficiency in two or less skills, limited inconsistency in effort and grittiness, or a lapse in discipline or emotional control. Player demonstrates the ability to play at this level with a strong probability of success.
3.0	Average Performance	Player demonstrates average skills at position and within role on team. Very close to being an above average performance but displayed deficiencies in some areas requiring further development. Player made some mistakes/poor decisions, but they were countered by an equal or greater number of good plays/decisions. Player warrants strong consideration as a candidate for this level with further development in one or two areas.

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2.5	Developing Performance	Player demonstrates developing skills at position and within role on team. May accomplish an acceptable performance with additional development. Displayed weaknesses in key areas requiring further development. Player made several mistakes/poor decisions which outnumber good plays/decisions. Player may warrant consideration as a candidate for this level depending upon the overall depth at this position or lack thereof.
2.0	Below Average Performance.	Player demonstrates limited skills at position and within role on team. Only able to accomplish acceptable performance in a few skill areas. Bad plays/decisions clearly outnumber good ones. Player may have lacked effort and hustle and made errors costly to the team. Attitude, behaviors and performance questionable. Physical and mental components were deficient and below average. This player shows some potential but has definite limitations that would hamper their ability to play at this level.
1.5	Inferior Performance	Player demonstrates very limited skills at position and within role on team. Doubtful if able to accomplish acceptable performance at this level. Bad plays/decisions clearly evident. Player lacks effort, work ethic and made errors costly to the team. Attitude, behaviors and performance is inferior. Physical and mental components were clearly deficient and below average. This player shows minimal potential but has definite limitations that would not allow them to play at this level.
1.0	Mediocre performance.	Well below acceptable standards. Not approaching level of contribution required or expected. Significant deficiencies in all areas. Player does not show sufficient signs of required potential to play at this level. Player lacks work ethic and approach sufficient to compensate for skill deficiencies evident.
0.5	Unacceptable Performance	Unacceptable for this level. Not able to make meaningful contribution in numerous areas due to physical size, emotional control, skill capacity and/or approach to game. Significant, blatant deficiencies in all areas. Player does not show signs of any potential to play at this level.

Basic Scoring System

SCORE	PERFORMANCE	CRITERIA
3	Adequate	Player clearly performs at the caliber of play for level at which they are trying out.
2	Unsure	Player's performance shows potential to play at the level; however, they are among a large group of players who will make up just a small portion of that team.
1	Inadequate	Player clearly is unable to perform at the caliber of play for the level at which they are trying out.

Averaging

Each member of the Evaluation Committee will provide a score for each player. The Coaching Coordinator will average the scores for each player following each session and will then rank the players. Note that in the event a member of the Evaluation Committee was unable to provide a score for a particular player, that player's score will be averaged based on the number of scores they did receive.

At the discretion of the Evaluation Committee, scores for multiple sessions can be added together or evaluated independently based on circumstance.

Attachment B – ESMHA Tryout Conflict of Interest Policy

The Eastern Shore Minor Hockey Association has established 'Conflict of Interest' guidelines to improve transparency within our tryout process. These guidelines deal specifically with how coaches may become involved in player evaluation when they have children involved in those same tryouts.

Individuals shall be considered in a conflict of interest if they have children who are trying out for a competitive team in the division for which they have applied to coach in, regardless of what level (i.e. AAA, AA, A or B). Once in a conflict of interest, the coach may not participate, directly or indirectly, in any evaluations in the division for which the player in question is trying out until that player has been chosen for a team by independent evaluators, after which their conflict of interest will be removed.

The conflict of interest shall be considered removed if the independent evaluation team determines that the player in question has been placed on the team in question as follows:

- The child was a member of the team, for which they have applied, in the previous season. An example would be where a coach has applied for the 'AAA' team and the child had already made the 'AAA' team the previous year. In this case, it would be reasonable to expect the player to make the same level team again this season and the coach would not be seen as favouring the child in the evaluations process and would be permitted to participate in the evaluations;
- The child is selected within the top group of the team after one session of Stage 3 'Intra-Squad Evaluation.' The top group shall be considered as those players who have scored unambiguously higher than the balance of the group, and in the opinion of the Evaluation Committee (less the Head Coach in conflict) is extremely unlikely to fall out of that group. Once the child is selected by the Evaluation Team and is within the top group, the coach shall be permitted to evaluate the remaining players onward throughout the remaining stage of the tryout process.

Coaches who are still considered in a conflict once the top group of the team have been selected, or if the top group of players is ambiguous, the coach shall not participate until their child has been identified as being included on a team.

Divisional Coordinators who have children competing for positions within their specific divisions shall not have access to any player evaluation information with the exception of the player lists which are needed to communicate scheduling, player movements and player groupings.

Attachment C – Player Identification Sheet

PLAYER	TEAM	POSITION	NOTES	SCORE
1B	Black	Goaltender		
2B	Black	Defence		
3B	Black	Defence		
14B	Black	Defence		
18B	Black	Defence / Forward		
6B	Black	Forward		
7B	Black	Forward		
19B	Black	Forward		
20B	Black	Forward		
22B	Black	Forward		
39B	Black	Forward		
30W	White	Goaltender		
3W	White	Defence		
5W	White	Defence		
11W	White	Defence		
18W	White	Defence / Forward		
66W	White	Defence / Forward		
9W	White	Forward		
11W	White	Forward		
21W	White	Forward		
25W	White	Forward		
39W	White	Forward		

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ESMHA Coaches Selection Policy & Process

Application

Any person is welcome to apply to coach at any level with ESMHA. Application details will be released through the player registration communications, on the ESMHA website and all ESMHA members are encouraged to forward the call for coaches to their contacts. With the application details will be a firm deadline for all coaches to apply; this deadline will strive to be met before tryouts take place. Applicants will be asked to specify their preference for Head Coach, Assistant Coach or either one.

Coaching Staff

ESMHA requires a minimum of two coaches per team, and a maximum of four with one head coach and three assistants. In some cases, co-Head Coaches may be utilized, however the maximum of four coaches will be maintained.

Manager and Trainer

Managers are selected by the individual teams and do not fall under the *ESMHA Coaches Selection Process*.

The position of Trainer is an option that the ESMHA executive will offer to teams on a case by case basis. While separate from the *ESMHA Coaches Selection Process*, the Coaching Coordinator will work with teams to evaluate the need and utility for a Trainer. In the event of more than one suitable candidate, the Coaching Coordinator will utilize a similar process to the *ESMHA Coaches Selection Process* to help the Head Coach select the best applicant.

Coaches Selection Committee

The association chooses Coaches through the Coach Selection Committee. At each level, the Coach Selection Committee will consist of the Divisional Coordinator, the Coaching Coordinator, and one additional member of the ESMHA Executive. If any member of the Coach Selection Committee is in a conflict of interest, then they will be replaced by another member of the ESMHA Executive. It is the responsibility of the Coach Selection Committees to select the head coaches for each team.

Ranking & Head Coach Selection

The coaching application form will collect information for the Coach Selection Committee to rank Head Coaches and Assistant Coaches at each level, noting that some coaches who are willing to take either job may be in both lists. The evaluation criteria will include, but not be limited to, coaching level attained through formal clinics, hockey coaching experience, hockey experience, alternative coaching experience, communication, availability, known or referenced reliability, and coaching philosophy compatible with Association philosophy and policies.

Following closure of the Coach Application process, Head Coach Applicants may be asked to rank Assistant Coaches that have applied at their level. The Coaching Coordinator will provide the Assistant Coach Application information to the Head Coach Applicants.

With the Head Coach ranking established before tryouts, the Head Coach may or may not be able to participate in player evaluations as per the conflict of interest policy in the *ESMHA Tryout Policy & Process*. That is, it is possible that the Head Coach of a particular team may not be known until the last

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players are released from that level. Once possible, the Coach Selection Committee will select the Head Coach for each team.

Assistant Coach Selection

Once a Head Coach is selected for a team, their ranked Assistant Coaches will be reviewed by the Coaching Selection Committee. It is the responsibility of the Head Coach to select their Assistant Coaches; however, if their ranking differs significantly from the Coaching Selection Committee's ranking, they may be asked to justify their choices to the Coaching Selection Committee. In the event that the Coaching Selection Committee is unsatisfied with the Head Coaches decision, the ESMHA President and Vice President will be asked to mediate.

The Association maintains that the Coaches, as selected by the Coach Selection Committee, are the most appropriate, best qualified and most responsible for the fair evaluation and assigning of players to teams.

Notification

All communications to Coach Applicants will be done via e-mail, this includes informative communications during the application process, and notification of placement or regrets following the application process. As soon as possible, it is the Coaching Coordinator's responsibility to notify the successful and unsuccessful coaches; the balance of the Coaching Selection Committee are to be kept in B.C.C. with these notifications.

Hockey Canada Courses

ESMHA will pay for all courses that Head Coaches, Assistant Coaches and Trainers require through the Hockey Canada program. For more information on what courses are required, visit <http://www.hockeynovascotia.ca>.

Coaches who wish to take refresher courses, or advanced courses that they don't currently require must apply to the Coaching Coordinator. The ESMHA executive will strive to accommodate these requests, but coaches should note that many courses have limited availability and preference will always be given to coaches who require a particular course.

At a minimum, Trainers do not require full coaching certification; however, ESMHA will provide all necessary courses for Trainers to act in the capacity of a coach.

Player Movement to a Higher Age Group

A player may compete at the next division of play provided that the following conditions exist:

- The player is currently competing at the highest level of play within the Association for his/her division.
- The player is an impact player at his/her current division of play (i.e. top 5 players).
- The player submits a letter from the coaching staff of his/her current team attesting he/she is an impact player.
- The player submits a letter of support from his/her parents.
- The player is trying out for the highest level of play at the next division of play.

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- The player must meet these conditions prior to the first registration session offered by the Association. Under no circumstances will the Association accept applications to compete at a higher category after this session.
- The player must be an impact player at the highest level of play in the next division (i.e. top 5 players).
- The player will be returned to the highest level of play at his/her age division should the above condition not be met.
- During tryout procedures, this player will be evaluated (along with all other players) on the ice in a blind process – only being known/referred to as a number. The selection team, in accordance with HNS, will be listing in ALL divisions – the top 5 players on the ice. Therefore, they will not know whether there is a request for player movement. This will be known by the Coordinator only.

Note: Players may also move from one division to another at any time during the season or playoffs through team affiliation.

Player movement to allow for individuals to play together and/or movement on a case by case basis within the recreational level will be addressed by the current Executive.

EQUIPMENT ALLOCATION

ESMHA provides goaltender gear for players based solely on availability. The Equipment Manager will allow equipment to be signed out to the parent of a goaltender who must sign a receipt which includes name, address and phone number. Where there are more goaltenders than there are positions available on teams, Association equipment must be promptly returned so that it can be used at other levels.

All Association owned goaltender equipment, sticks, pucks, pylons, practice and playing sweaters must be returned by the team coaching staff to the Equipment Manager at the end of the season.

ICE ALLOCATION RESPONSIBILITIES AND PAYMENT

Prime time ice availability is limited. Its rental is the greatest single expense. Its well managed usage is a high priority and responsibility for coaches and managers.

The following guidelines are approved:

- The Ice Co-ordinator or President is the only person who can book ice for the ESMHA. The Rink Manager has been advised of this in writing.
- An ice hour is 50 minutes.
- The Association registration fee is set to provide each participant with two paid ice hours each week, with the exception of the Novice Division where the program is varied.
- It is understood that if the Association requires the use of ice on specific occasions it may reassign previously allocated ice, ie: for association tournaments, playoff games, makeup games, etc.
- Teams may not revise scheduled game hours without first confirming with the Ice Coordinator who then confirms with the CMHF rep. or the Coordinator of Recreational Hockey. The

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Coordinator of Recreational Hockey or CMHF rep will notify the other association. (Note: The Team Manager is responsible for cancelling the referees and for cancelling the ice. Any invoices sent to ESMHA for referee fees and/or ice of a cancelled game will be passed on to the responsible team for payment. All travel permits are revoked until this invoice is paid in full.

- Within a Division, an hour of ice may be shared by more than one team, subject to the scheduling arrangements by the Ice Coordinator.
- Some hours may be more difficult to use than others and it is recommended that these hour be rotated through a group of teams.
- One hour per week is allocated at Association expense for Development through the Coach Coordinator who is to use this hour for player, goaltender, referee or coaching development.
- All hours of ice booked by the ESMHA should be accounted for by the Ice Coordinator.

TEAM FINANCIAL INFORMATION & FUNDRAISING POLICY

Once a team roster has been formed a team meeting must take place to determine the team's expenditures for the season and how these costs will be covered. The team financial plan must be agreed to by majority of the players (family). Each player (family) MUST pay for an equal share of the expenses either through fundraising activities or through a personal contribution.

Fundraising Policy

- All teams and participants have a responsibility to project a positive image of the team, our association and minor hockey.
- If a team fundraises, ALL financial contributions will be deemed "fundraised money" and shall be used only for the purposes listed under Team Expenses.
- Sponsor Bars for jersey will be priced \$100 (minimum)
- All fund raising programs must be well supervised and controlled.

Lottery License Policy

- All ticket sales are to be strictly controlled and reconciled as to number sold and unsold and balanced to cash received.
- NS Gaming Commission Lottery License approvals/numbers are required for any ticket selling events.
- It is unlawful to sell tickets on alcoholic beverages. Gift cards for NSLC are acceptable
- If you have a license for a prize valued at more than \$500 you must complete the lottery license report <http://novascotia.ca/sns/pdf/agd-ticket-lottery-report.pdf> once the draw has been completed

Team Treasurer Responsibilities

- By November 1st, each team is required to submit to the ESMHA budget co-ordinator its proposed expenditures and revenues. This budget should outline intended incomes sources (fundraising) and plans to cover expenses to run the team for the season in the approved format

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ONLY which is available on ESMHA's website. A letter to open a bank account will be provided once the budget has been approved by the ESMHA budget co-ordinator.

- Team budgets are not to exceed \$18,000, without the approval of the budget co-ordinator and ESMHA president.
- By November 15th - Open bank account and provide Bank name, account name, account number and the names of those with signing authority to ESMHA budget co-ordinator.
- January 10th – Interim Report submitted to budget co-ordinator
 - Financial spreadsheet must be kept up-to-date and show all team financial activities to date including all income and expenses. Only actual amounts need to be listed in this column.
 - It is recommended that teams review each player's contribution by the end of December and request any outstanding amounts. Even if further fundraising is planned a cheque can always be issued if the parent has paid more from a personal contribution than is necessary.
 - If items have been added or removed from the initial budget, please adjust budget column to reflect changes.
- April 15th – the ESMHA budget co-ordinator will provide a letter to be used for closing the bank account
- One week before AGM – final spreadsheet must be submitted to the ESMHA budget co-ordinator.
- All financial records (deposit slips, receipts, invoices, cancelled cheques and bank statements are to be submitted to the ESMHA budget co-ordinator at the AGM or June 30th at the latest.
- An up to date team financial report (income and expenses) will be provided to families and budget co-ordinator on a monthly basis

** NOTE: All travel permits will be revoked until budgets are submitted to budget coordinator.

** NOTE: Final budgets not submitted by June 30th – team managers / coaches / treasurers will NOT be permitted to register with ESMHA the following year until ALL documentation is submitted

Revenue Policy

- ESMHA, a non-profit organization under Nova Scotia law, is staffed by volunteers. Although it pays its referees and may fund the cost of development courses for coaching staff, no member or participant may receive a personal use benefit, cash or otherwise, without the expressed written consent of the Executive.
- ESMHA will NOT be providing any start up loans to teams. If the team is planning for an early tournament or expense they must collect money from each of the player's families. These funds can be reimbursed to the players once the team has fundraised the amount needed.
- Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

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- Bank accounts MUST be used for all team, committee and other association funds. The account must be set up to provide paper statement with cheque images.
 - All funds collected MUST be deposited into the bank account
 - A receipt or invoice is required for any disbursement - indicate on the receipt or invoice the cheque number and recipient name
 - Monthly statements must be reconciled and coordinating receipts and deposits attached to the matching monthly statement.
 - If you are reimbursing families using cash (for hotels, team meals etc) you must write a cheque to the team manager and have them cash it – then create a list of the reimbursements and have the families sign off on receiving the cash and attach the receipts to the list.
 - All financial records (deposit slips, receipts, invoices, cancelled cheques and bank statements need to be kept safely and be submitted to the ESMHA budget co-ordinator at the AGM or June 30
- Accounts will be opened in the name of the team, committee or event etc., with cheques signed by two adults from two different households, one of whom must be the team manager or committee/event chairman.
- Funds remaining at the end of the season shall be returned to the Association in the form of a bank draft and put into the jersey fund.

Team Expenses Policy

Teams may plan, budget and fundraise only for the following purposes:

- Tournament accommodations to a maximum of 3 nights, with the total being no more than \$400 per family. Families can choose to opt out of fundraising for accommodations and cover the expenses themselves if they wish.
- Team meals to a maximum of \$200 each per tournament for a maximum of 3 tournaments
- All tournament fees
- Coaches and managers (if they are not team parents) out-of-town travelling expenses. Such expenses will include fuel for one vehicle, tolls, and accommodations to a maximum two rooms. Meals will be covered to a maximum of \$30 per day per coach.
- Additional ice time;
- All teams U11B and above must carry \$50/player for a Jersey fee payable to the association
- Officials for exhibition games;
- Year-end party expenditures
 - Party costs will not exceed \$30.00 per player
 - Gifts for players will not exceed \$25.00 per player
 - Gifts for Coaches, Team Managers, Treasurers, etc will not exceed \$25.00 each.

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- Player socks/apparel/team building/ parties to a max \$100 per player. Other special items subject to prior approval of the Executive.
- All fundraising events need to be described and submitted with your budget, before you can receive your bank letter.
 - For example – Date night raffle – players will be selling tickets individually to family and friends – e-transfers will be encouraged, no tickets will be sold in a public place
- Please remind all families that any money that is fundraised over the amount required will be returned to the association at the end of the season – there will not be a player refund.
- Maximum team budget is \$18,000. Any amounts higher than this will require executive approval

Teams are welcome to request a parental contribution from each player family

- This money can be used for gifts, apparel, meals, holiday extras, tournaments etc.
- THIS AMOUNT IS NOT ALLOWED TO BE RETURNED TO FAMILIES IF THEY OVER FUNDRAISE
- Please provide the details of what the contribution will cover to the families and poll families to ensure that the majority is in favour.

TEAM APPAREL POLICY

The ESMHA logo is private property of the Association. It and the "Mariners" name, may be used on products, jackets, other garments and written or printed materials, only with the expressed prior written approval of the Executive through the President.

The basic approved colours for all Association purposes are Black and Vegas Gold. All authorized use of the Mariners name and logo will also reflect this colour policy.

Specifically for the following items:

- Sweaters
- Socks
- Hats
- Jackets

HOCKEY SWEATER AND SOCK POLICY

ESMHA provides each team with two sets of sweaters, home yellow and away black. Competitive Level AAA, AA, A and B, C must wear Association hockey socks.

Sponsor Name Bars and Player Name Bars will be sewn, or in the case of Sponsors may be silk-screened, on the back of team sweater in a strictly consistent manner as follows:

- Size: 3" lettering.
- Colour:
 - yellow jerseys - black bar with white letters
 - black jerseys - black bar with white letters.
- Placement: The top edge of the Name Bar at the colour change on the upper back of the sweater.

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- The bottom edge of the Sponsor Bar at the colour change on the lower back of the sweater.
- Sewing, where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.
- Washing of sweaters must be done with care, AVOIDING HIGH HEAT, particularly when drying.
- It is preferable to hang the sweaters to dry. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team.
- The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process.
- Mariners sweaters are custom made to our specification.
- When not in use, sweaters should be stored in a warm dry place.
- When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, team management is responsible to see that player name bars have been carefully removed, that all sweater sets are complete (NONE missing) and that they have been carefully washed and are ready for storing.
- It would also be helpful to attach a note to the carrying bag indicating any damaged sweaters etc.
- Team sweaters are NOT to be worn during practices. If this infraction is noted and continues future practice hour(s) will be taken away.
- Team sweaters will be signed out by the Equipment Manager to the Team Managers at the beginning of each season. A list of the home (yellow) and away (black) sweater numbers will be verified by the Equipment Manager and by the Team Manager, and initialed by each. This list will be kept in the equipment room, and verified again in spring when the sweaters are returned.
- A post dated deposit cheque for the value of jersey replacement cost (dollar amount set each year) will be required at the beginning of the season from each player for team jerseys. This deposit will be entrusted to the Equipment Manager and returned at the end of the season when the jersey is returned in good condition.
- Care of jerseys before, after and between games is essential. If possible, two parents from each team will be entrusted with the care of team jerseys (home and away) for the duration of the season – otherwise a rotational schedule amongst all parents is encouraged
- Jerseys are to be returned for each team on or before the AGM.
- This policy does not include the Novice and Timbit divisions.

TOURNAMENTS

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages good sportsmanship and, above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, in the metro area, other areas of the province, the Maritimes and elsewhere in Canada and the U. S. Guidelines are as follows, and should be strictly adhered to, with any exceptions referred to your Divisional Coordinator for approval:

- Tournament entry fees are paid through team budgeting and funding;

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- Teams should enter only officially sanctioned and reputable tournaments. It is traditional that where the event is a satisfactory experience ESMHA teams seek to be invited to return each year. Our teams should plan to respond positively and budget accordingly.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- Well in advance of departure, the following must be arranged:
 - Through the Ice Coordinator - rescheduling of games during the away period
 - NSMHC Travel Permit.
 - Through a travel agent, if applicable - travel insurance and extended medical insurance coverage to suit the situation.

HOSTING TOURNAMENTS, INCLUDING PROVINCIAL CHAMPIONSHIPS

Association Tournaments

ESMHA Tournament and Jamboree Policy

This policy applies to all Tournaments and Jamborees hosted under the Eastern Shore Minor Hockey Association.

Approval and Communications

All tournaments and jamborees must be approved by the president/executive. The executive is to be kept abreast with updates regarding tournament/jamboree.

Tournament/Jamboree committee

A tournament/jamboree committee is to be established for each tournament for the duration of the hockey season. This committee will be subject to approval of the executive. The committees will consist of.

- Tournament chairperson
- Tournament treasurer
- Budget Coordinator
- Applicable level coordinators
- Any other volunteer as decided upon formation of the committee
-

Financials: Budget

- A budget and plan must be submitted to the Budget Coordinator for approval by the Executive. This must include forecasted revenue and expenses and must align with considerations listed below. The tournament request form will not be signed until this has been completed and approved.
- Expense items must not exceed any limits in place under team expense policies and must be presented in the budget and approved by the executive beforehand. Financial authority only extends to the approved budget. Excess funds are the property of the association as they were raised in the name of the association.

- All tournament plans/budgets should be prepared on a "break even" basis. Certain extra items may be considered and included in the event budget. These extra items must follow the team expense policy at a minimum and be part of the submitted budget and have received approval.
- Tournaments are not to act as fundraisers for individual registration costs. ESMHA 50/50 is the only approved mechanism in place to reduce registration costs for the next season.
- Should the budget forecasted expenses or revenue change throughout the tournament planning by more than \$1000 it must be approved by the Budget Coordinator.
- All profits (after all expenses and approved spending) from tournaments over \$3000 account float will be turned over to the association for the benefit of the Association as a whole.
- The tournament treasurer must ensure tournament committee members are following the budget policies for the association. All monies related to the event are to be in financial accounts under Eastern Shore Minor Hockey Association. All payments should be coming directly from the Tournament Account to businesses or other individuals for services rendered. The only exception would be when individuals from the tournament committee make supplies purchases. No individual should be holding money in a personal account.
- Eastern Shore teams may or may not be charged an entry fee.
- A final tournament financial statement must also be submitted to the Association Treasurer within 30 days of the completion of the event. This statement will be presented at the AGM.
- All sponsorship agreements and arrangements must be approved by the executive.
- All sponsors of events should be acknowledged during the event and sent a letter of appreciation and thanks immediately following the event.
-

Management of Money

All monies related to the event are to be in financial accounts under Eastern Shore Minor Hockey Association.

All tournament plans/budgets should be prepared on a "break even" basis. However, it is always preferable to err on the side of black ink versus red. Also, certain extra items may be considered and included in the event budget (Eastern Shore teams may or may not be charged an entry fee).

All "profits" from tournaments MUST BE TURNED OVER TO THE ASSOCIATION TREASURER, for the benefit of the Association as a whole.

A final event financial statement must also be submitted to the Association Treasurer within 14 days of the completion of the event.

All sponsors of events should be acknowledged during the event, and sent a letter of appreciation and thanks immediately following the event.

Provincial Championships

- Each year, the NSMHC asks Associations to host a particular level of Provincial Championship Tournament, Atom to Minor Junior, Levels "AAA" to "C". The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the NSMHC "Constitution, Bylaws, Regulations"
- Teams may apply to host a Provincial Tournament by obtaining permission from their Divisional Coordinator or the President.

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- Appropriate ice time has to be found and reserved through the Association Ice Coordinator.

TRAVEL

Travel Permits:

- NSMHC and CAHA regulations require that teams travelling outside their home geographical area prearrange a Travel Permit.
 - For in province travel this may be only an appropriate Approval Number provided verbally.
 - For travel outside Nova Scotia, an actual Travel Permit certificate will be issued and must be shown to the officials of the hosting Association upon request.
- Travel Permits can be obtained via ehockey. At least two (2) weeks notice is required. Permission to travel can be withheld if not enough notice is given.
- CAHA insurance may not be valid for teams travelling without a Permit, imposing a potentially excessive financial liability on participants.
- Teams travelling without a permit may be disqualified from tournament play by the hosting Regional Director. Therefore Permit numbers should be available at all tournaments.
- The Manager is responsible to maintain and have available the validated copy of the NSMHC Player Cards or Official Team Roster when travelling out of the home Regions. As well, a copy of each player's Birth Certificate or other acceptable proof of age should be kept available.
- The Coaching bench staff must also have evidence of NSMHC registration.
- Player and Team Management Suspensions received within home Region play are also effective when travelling and apply to all tournament and exhibition game activities.
- All game sheets covered by the travel permit will be delivered to HNS office as soon as you return from your trip. All other permits will be revoked or withheld pending receipt of the previous game sheets. Copies of the games sheets will not be accepted.

MEDICAL AND FIRST AID POLICIES

- First Aid Course - At least one member of each team must have first aid certification or acceptable alternative (ie. Nurse or physician).
- First Aid Kit - Divisional Coordinators and Team Managers will review the contents of team first aid kits to be available at the rinks.
- Funds for the equipping of a team first aid kit should be budgeted by the team.
- Recommended content is as follows:
 - Good quality scissors
 - Eye cup and patches
 - Eye solution
 - Band aids of various sizes, gauze and telfa pads
 - Adhesive tape
 - An antiseptic solution, rubbing alcohol, hydrogen peroxide
 - Q-Tips o Vaseline
 - 3" tensor bandage

- Slings (6)
- Safety pins
- Tongue depressor
- Towel
- Tweezers
- A Medical History and Consent Form, Parental Permission Form and CAHA Accident Claim Forms are necessary.

CANCELLATION OF ICE AND RESCHEDULING GAMES

- Cancelling Ice - Practice hours essentially belong to the teams assigned to those hours. If they can't be used for some reason they may be traded with other teams without having to go through the ice coordinator. A practice hour may however have to be borrowed by the ice coordinator to reschedule a game on occasion. (If this occurs alternate ice will be provided).
- The game hours work much differently. They are actual "GAME" hours. What this means is that they are for scheduled games. Ice and officials are pre booked at the beginning of the season, so if your team is not scheduled to play during that hour the ice is turned over to the association and the following procedure is to be followed:
 - As soon as a team is aware that they are not playing a home game in their usual time slot, notify the Ice Coordinator.
 - This requires a minimum of two full days notice or teams will be invoiced for the cost of ice and referees.
 - Once the Ice Coordinator has been notified, the CMHF Rep and/or Coordinator of Recreational Hockey will try to reschedule another game in that slot.
 - If the hour isn't needed or can't be used for a make up game, then the team originally assigned that ice has first opportunity on purchasing it.
 - If they don't want it, the Ice Coordinator will send out an email to all teams and they will have the opportunity to buy it (it is on a first response received it basis).
 - If no team is willing to purchase the hour, an attempt will be made to sell it outside of the association.
- Rescheduling Procedure - When necessary to reschedule a home or away game, the following basic procedures must be followed:
 - For CMHF games, the CMHF Rep. must be contacted at least forty-eight (48) hours before the game is to be cancelled. This will leave time to contact the opposing team's association delegate and the Central Minor VP to update the website. The Ice Coordinator will also have time to make other arrangements.
 - For recreational and house league games, the Coordinator of Recreational Hockey must be contacted to discuss the need for and/or method for possible alternate arrangements.
- Bad Weather or Mechanical Failure - In the event that bad weather or mechanical failure forces an unplanned closure of the rink used by ESMHA, the rink manager has been instructed to contact ESMHA's Ice Coordinator or President. The President or Ice Coordinator will in turn relay the message to the coordinators and/or coaches of the affected teams, the Referee in Chief and the CMHF delegate or coach of the visiting team.

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- Extra Curricular Activities or Travel, Etc. - As a general principle, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other association billing the team through ESMHA for the cost of referees not used.

MEETING ROOM BOOKING

- Teams wishing to use the meeting rooms (Mezzanine or Bingo Hall) must make arrangement with the Rink Staff.
- Team management is to ensure that the rooms are left in a tidy condition.
- A key for entry to the rooms is available at the Zamboni room and must be returned there without fail at the end of the meeting.

REFUND POLICY

Prorated refunds for registration fees will be made for players who wish to withdraw before January 15, or for players who will miss at least 30 continuous days of play as a result of injury on or off of the ice. After January 15 of any season no refunds will be issued other than for prolonged illness or injury.

Refund requests must be made to the Registrar in writing, stating the reason and effective date of the withdrawal. This letter must be signed by the parents/guardians of the player as well as the coach or divisional coordinator verifying the withdrawal, the effective date, and confirming that team jerseys and borrowed equipment, if applicable, have been returned in good condition. No refunds will be issued without this written request and the signature of the coach or divisional coordinator.

Refunds will be prorated up to January 15 based on a twenty (20) week season, and will be reduced by the applicable amounts for NSMHC registration and insurance fees (\$65 for the 2021-2022 season), and an administration fee of \$50. Players at the Timbit level will have the administration fee waived.

September is considered conditioning camp month.

For withdrawal requests dated and effective prior to October 15, a 100% refund will be made.

CODE OF DISCIPLINE

The Eastern Shore Minor Hockey Association has adapted a Code of Discipline to:

- Ensure that all parents, team officials, hockey players etc., are aware of the rules and regulations which are readily available from the Team Manager.
- Enforce a common minimum standard of discipline to all hockey players, members of the ESMHA, affiliates and parents.
- Make the Team Officials/hockey players more aware of their responsibilities in controlling the conduct of their teams and applying discipline where warranted.

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- Ensure that knowledge of current regulations, rules of play and procedures under the CAHA, NSMHC and ESMHA is administered.
- This Code applies to all minor hockey players/parents/team officials/Association members who have registered with the ESMHA.
- ** Please follow the 24 hour cool down period as per Respect in Sport Guidelines

CODE OF CONDUCT FOR ADULT MEMBERS

Volunteer, elected and appointed members must perform their duties in the best interest of the Association to the best of their ability with honesty, impartiality and diligence. In many cases, it may be appropriate to restrict active involvement in an activity to ensure that a conflict of interest does not exist or does not appear to exist.

Volunteers must keep their private and family interests separate and distinct from their official volunteer responsibilities and must avoid conflict of interest situations. Where doubt exists, clarification and resolution of issues must be referred to the President before the problem arises.

Conflict of Interest Policies are founded on common sense to protect the interests of the Association and its members as well as of the individual volunteer.

- Executive members and other volunteers shall not give preferential treatment (nor appear to) to family, relatives or friends, financial or otherwise.
- Executive members and other volunteers shall not solicit or accept for themselves, family members or friends, transfers of economic value resulting from their contacts in their official capacity, other than normal tokens of hospitality or public presentations and awards. Acceptance should be confined to items of a nominal value (normally not exceeding \$25.) unless approved by the Executive as a whole.
- Members should not use, or permit the use of, Association property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so by the Executive.
- An Executive member must not reveal confidential or restricted information to any unauthorized individual. Executive members, appointees and volunteers should ensure that family members and those associated with them do not benefit from the use of information which is not generally available to Association membership.
- Executive members, appointees and volunteers have a responsibility to conduct themselves in a way that does not either compromise the ability of the Association to accomplish its mandate or undermine the confidence of the general membership and public in their ability to discharge their responsibilities properly.
- The conduct and language of Executive members, appointees and volunteers at the rink and during all hockey activities must meet acceptable social standards, including respect, dignity and good sportsmanship, at all times setting a good example for our youth to observe and follow.
- Where a member has reason to believe that there exists an alleged contravention of the law, a misappropriation or theft of funds or assets, or a danger to general health or safety, the member shall promptly bring the matter to the attention of the President.

Suspension for Players

- Team Officials may suspend, for discipline, any player for up to two games per season. Coach must notify the Divisional Co-ordinator in writing.
- Team Officials, with the approval of the ESMHA Executive/Discipline Committee, may suspend any player for additional games.
- If a conflict occurs at the end of the hockey season, then the remainder of the disciplinary action will be carried over to the start of the next year's season.

Complaints Against Team Officials

- For parental complaints about team officials, parents must present their concerns to the Team Manager, who will attempt to mediate the complaint. If this does not resolve the grievance, then it is passed to the Divisional Coordinator, or in his/her absence, an elected member of the ESMHA Executive.
- Complaints about the Team Manager/Treasurer or any other team official will be handled by the Team Coach. If this does not resolve the grievance, then it will be referred to the Divisional Coordinator who will attempt to mediate. If this does not resolve the complaint it will progress to the Discipline Committee for review and resolution.

Complaints Against Parents

- Complaints about parents must be passed in writing to the Team Manager only, who will attempt to mediate the complaint. If this does not resolve the grievance, then it is passed to the Divisional Coordinator or, in his/her absence, an elected member of the ESMHA Executive.

Discipline Committee

The Discipline Committee shall consist of five (5) members: three (3) ESMHA elected members and two (2) independent members. The ESMHA President will participate in an Ex-Officio capacity with non-voting status.

- ESMHA Vice-President (Chair): The Chair only has a vote in the case of a "tie".
- Divisional Coordinator: This member would be the respective Division and be a voting member of the Committee.
- One other elected Executive
- Two (2) Independent Members: These members would be independent and from the Association, drawn from the community and be voting members.
- ESMHA President: Ex-Officio. This member serves as Ex Officio only. No voting status.

In keeping with the philosophy of our Mission Statement, the Discipline Policy and Procedures will be administered fairly and justly. The consequences to any player, parent, team official or member of the ESMHA who is found to be in violation of the Discipline Policy and Procedures can range from short term to long term action depending on the severity and frequency of the infraction.

The consequences can include, but are not limited to, verbal or written reprimand, suspensions or being prohibited from attending ESMHA functions (ie. practices, games, social events, tournaments, etc.).

If a conflict occurs at the end of a hockey season, then the remainder of the disciplinary action will be carried over to the start of the next year's season.

Fair Play Policy

The following document outlines ESMHA's Fair Play Policy so that all stakeholders understand the mandate set out by ESMHA's Executive Members in relation to communicating The Association's vision of fair playing time for all members of Eastern Shore Minor Hockey.

Key Factors/ Principles Leading to the Creation & Implementation of the Fair Play Policy

1. ESMHA identified a need to inspire and support coaches to continue to develop all players rather than focusing on developing strong players at the expense of other player.
2. ESMHA follows the Hockey Canada Development Model as well as endorses the Hockey Canada Fair Play Code for Players and Coaches. Line three of the Hockey Canada Fair Play Code for Coaches states: "I will ensure that all players get equal instruction, support AND PLAYING TIME."
3. ESMHA believes that development comes from experiencing all situations.
4. ESMHA is dedicated to creating an environment that has a strong focus on the player and what they are taking away from the game at any given time. If the player's experiences are negative, they are less likely to continue on in the sport.
5. ESMHA values player development over game results.

ESMHA's Vision for Fair Play Policy

All Players-All Lines-Every Opportunity

Fair Play Policy

Eastern Shore Minor Hockey believes that all players within our association regardless of skill level deserve the opportunity to play in all situations in order to maximize their development.

Rep Teams / Rec (House)

It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the bench in order to gain an advantage over their opponent. We ask that all coaches embrace the spirit of the Fair Play Policy and encourage the development of all players to succeed in all game situations.

- Forward lines and defense pairings should be rotated.
- Goaltenders will have equal game time. Younger divisions may choose to split games or other arrangements (goalies playing out when not in net).

Rep Teams

- Rep coaches may adjust the rotation once a period in the first and second period of each game, with the understanding that if a line misses a shift, the time will be made up immediately in the subsequent period.
- Rep coaches may play players in any rotation at their discretion during the last 3 minutes of the game (3rd period) with no expectation of having to make up the time during the next game. This measure cannot be taken if the team is winning or losing by 2 or more goals in the 3rd period.

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Interpretation of the Fair Play Policy

Eastern Shore Minor Hockey recognizes there will be instances when a player will not receive equal ice. We realize that minute for minute playing time is not a reality due to the complex nature of the game of hockey. Situations will arise where it may be necessary for a coach to make difficult decisions involving their players. The following points are included to assist coaches and help them determine if action is required.

1. Safety of a player is being compromised (possible injury, player has become a target on the Play by opponent(s) etc.)
2. Disciplinary reasons as identified by the head coach. If a player intentionally displays poor conduct towards his teammates or opponents or is in breach of Eastern Shore Minor Hockey's Respect Matters Policy the coach has the authority to use playing time as a discipline tool. If a player is being kept off the Play for a disciplinary reason the coach must discuss the action with the player. Based on the severity of the incident coaches should use their best judgment as to the amount of shifts a player should miss. We recommend no more than 1-2 shifts per period.
3. A player is not feeling confident in certain game situations
 - Player feels uneasy about being played in certain games situations
 - Player is not confident about a certain play the coach/s request
 - Player feels not prepared mentally or physically

When the above instances take place it is imperative that the player be communicated to directly and coached through the issues so the reasons can become clear to the player who can then alter their behavior and communicate to the parent. Eastern Shore Minor Hockey does not expect any of these instances to become chronic. We believe that most issues can be solved through open lines of communication and the display of mutual respect.

Accountability and Management of the Fair Play Policy

Eastern Shore Minor Hockey will continue to rely on our coaches and coaching staff to use their best judgment relative to the Fair Play Policy. Based on the complexity of the game of hockey and the countless scenarios that arise we trust our coaches, players and spectators to work together and communicate as often and openly as possible.

As a parent or guardian, if after 2 or 3 games have passed and you have waited out the 24 –hour rule and you believe your child has not experienced Fair Play you are asked to follow this process.

1. Discuss your concern with your team manager
2. Try and bring resolution on a team level

If resolution is not achieved at the team level

3. Team manager will contact your division coordinator
4. Division coordinator will communicate concern to the Fair Play Committee. The committee and director will investigate concern and coordinate a resolution
5. Resolution will be communicated back to parent, player and coach within 72 hours.

Regardless of the number of training sessions we watch, articles we read or contracts we sign we realize that there will still be situations where a coach's will to win may lead them to go down the path of winning at all costs and shortening the bench.

After an investigation, if a coach is found to have shortened his/her bench, short shifted their players or played one goaltender over the other the coach will receive.

1st offence - A verbal warning

2nd offence - A written warning

3rd offence – Will be referred to the ESMHA Discipline Committee for a final decision on disciplinary action which could include the release from their position as head coach with ESMHA

If a parent confronts or harasses a coach about playing time and does not follow the steps outlined above, that parent will be subject to discipline under HNS Harassment Policy.

Responsibilities and Promises

As a coach, you have the responsibility to encourage all players to be the best they can be, and provide equal opportunities for them to develop self-esteem and sport skills. When you play your talented athletes more often, you make other players feel less important and deny them the chance to improve their skills.

As a parent, you have the responsibility to understand the challenges of Fair Playing time and speak up if you feel it is abused. Give our coaches some latitude and consider your position over at least 3 games. Please don't bring your stopwatch to the game. We respectfully ask parents to realize that it is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in. We should strive to have equal and Fair Play time over 2-3 games.

As an Association, we promise to put a greater emphasis on the spectator, player and coach's code of conduct as outlined by Hockey Canada, making our expectations clear and concise. We will continue to ensure our teams are as competitive as possible, our coaches are equipped and informed and our players are thriving in a positive environment.

Player Agreement

Team Rules and Regulations

Read these rules carefully and be aware of expectations on and off the ice. Any inquiries, complaints or discontent must be addressed to the Team Manager only. Copies of the ESMHA Discipline Policy and Procedures are available within the policies of the association.

We are confident that with your support, it will be a successful year.

All teams must follow guidelines and rules that are designed in the best interests of the team. During games and practices, the Team Officials require the individual attention of each player. These are general rules that apply to all ESMHA parents/team officials/players and adhere to the ESMHA Discipline

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Policy. Any omissions/additions of these rules must be approved by the ESMHA Executive via Division Coordinator.

General Rules

- Players displaying unsportsmanlike conduct "on or off ice" will be disciplined.
- Team Officials reserve the right to remove individuals from any team function who displays abusive, disruptive or offensive behaviour.
 - In carrying out this action, a Team Official must be accompanied by a second Team Official/parent for the protection of all parties.
- During games, disciplinary measures shall be in the form of missing shifts until player(s) cools down.
- In persistent cases, during both practices and games, a player may be asked to sit on the bench for a period of time and may return to the ice only after discussion with Team Officials.
- In extreme cases of unacceptable behaviour, Team Officials may instruct the player to leave the ice.
 - In these cases, a player may not return to the ice before a joint meeting of child, parent, manager and coach has taken place and the problem is resolved.
- If a player is removed from a practice/game by the parent/guardian or leaves on his/her own initiative.
 - The player may not return to the ice before a joint meeting of child, parent, manager and coach has taken place to resolve the problem.
- No offensive language will be permitted.
- No wrestling, fighting, or throwing of articles will be permitted. This includes hockey sticks and tape.
- For everyone's safety, including the spectators during the pre-game warm-ups, player will not be permitted to shoot pucks toward the sideboards. Goaltenders will not be permitted to warm up in the sideboard area.
- Players/team officials are asked to arrive at the rink ½ hour prior to games/practices so that the Team Officials have the necessary time for preparation, and to be dressed and ready to go on the ice on time. Parents are asked to remain out of the dressing room prior to the game/practice, so that players and team officials can talk shop and prepare for the game/practice.
- Team Dress Codes established by Team Officials must be adhered to.
- Policies on fund raising issues/options agreed to at team meetings are the financial responsibility of each and every parent/guardian. All team fund raising and team budgets must be submitted to and approved by the ESMHA Executive prior to their initiation.
- If a player is unable to attend a practice or game, contact must be made with one of the Team Officials one day in advance, if possible, so that substitutions can be made. Players should be responsible to call whenever possible.
 - If practices/games are missed without proper notifications, disciplinary action will be administered.
 - Players who are absent due to minor injury or suspension and unable to play are expected to continue to attend team functions, games/practices, etc. This will keep the player updated and aware of what is going on.

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- Players involved in other activities/teams that may present a conflict with team practices/games/functions must discuss any potential conflict with Team Officials, and prioritize these commitments in the best interest of the team.

Acknowledge receipt of these rules by signing and returning the duplicate copy to team management ASAP. Thank you for your cooperation

Parent(s) Signature/Date

Player's Signature/Date

Complaint Form

**** Please Note - 24 hours after the incident has occurred.**

Occurrence: Date: _____ Time: _____

Location: _____

Description of Complaint: (Include who, what, where, when and why) If more room required – please use a separate sheet of paper.

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Name _____ Phone # _____

Signature _____ Date: _____

Team Manager: Name _____ Phone # _____

Signature _____ Date: _____

Date Passed to Divisional Coordinator: _____

Divisional Coordinator: Name _____ Phone # _____

Signature _____ Date: _____

COMPLAINT FORM CONFIRMATION LETTER

ESMHA Control# _____

This letter is to inform you that the subject complaint was reviewed by the ESMHA Discipline Committee. Therefore, your presence is requested by the Committee to attend a formal meeting to discuss the subject complaint only.

Complaint Between:

Name: _____

and

Name: _____

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Description of Complaint

The meeting will be held on: Date: _____ Time: _____

Location: _____

Please confirm your presence and any other particulars by contacting the undersigned ASAP.

Contact Person: _____ Phone # _____

RESULTS OF DISCIPLINARY ACTION

ESMHA Control #: _____

This letter is to inform you that the subject complaint was reviewed by:

_____ ESMHA Executive

_____ ESMHA Discipline Committee

_____ Team Official

Complaint Between:

Name: _____

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And

Name: _____

Description of Complaint:

Disciplinary Action to be Administered:

Date of Disciplinary Action: _____

Signature: _____

Dated: _____