



Valley Wild Female Hockey Association

COACH / MANAGER GUIDE BOOK

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WEBSITE



<http://valleywildhockey.ca>

Our website is under constant development and will continue to evolve.

Under the [Risk Management](#) you will find a link to the:

- Risk Management Documents
- Coach / Volunteer Certification
- Policies, etc

Under the Valley Wild [Leagues Tab](#) you will find:

- All information for each female team

Under the Valley Wild [Coaches/Managers Tab](#) you will find:

- Hockey Canada's Coaching Guide, 2 deep policy, AP player rules, Manager Forms, etc

Under the Valley Wild [VW Swag Tab](#) you will find:

- Link to the Valley Wild Apparel ordering website

KEY DATES

The following dates are for the upcoming **2022-2023 Valley Wild Season:**

Start of Season - October 11th 2022

There is no DEVELOPMENT WEEKEND this year

Last day to change divisions – November 11th, 2022

Christmas Break - December 18th 2022 – January 3rd 2023

Provincial Championships –TBA

COACHES

- Head Coach will provide Valley Wild with a list of all Assistant Coaches and Manager for approval by the board.
- Coaches will follow the Valley Wild Coaching and Ethical Philosophy.
- Coaches must always be a role model for their players, coaching staff and parents.
- Coaches will treat officials with respect.
- All coaches must wear helmets while on the ice.
- Coaches must ensure that all players on the ice are properly wearing all required equipment.
- Coaches must ensure the safety of their players at all times while at the arena or on the road.
- Coaches will ensure that there are **ALWAYS** two adults in the dressing room to prevent bullying & to ensure player safety.
- Coaches must strive to improve on their skill and knowledge of the game and the skill and knowledge of the game of their players.
- Coaches will hold 2-4 parent meetings per season.
- Coaches will read through this manual and become familiar with its contents.

TEAM / PARENT MEETING/S

- Introduction of coaching staff and manager
- Allow each parent to introduce themselves and their player
- Describe team philosophy and rules
- Introduction of Division Coordinator
- Conflict resolution policy
- Budget forecast and fundraising ideas
- Tournaments
- Jersey care (jersey bag, no sew on name or sponsor bars)
- Team apparel
- Communication (email, website, cell phones)
- Roles for parents (treasurer, fundraising committee, 50/50, photographer, etc...)
- Team social / year end party

VALLEY WILD DRESSING ROOM MUSIC POLICY

Valley Wild follows Hockey Canada rules concerning dressing room policies. Valley Wild's intentions with regard to music is to promote a safe and hockey positive environment.

Motion concerning music played in dressing rooms: All music played in Valley Wild dressing rooms or at Valley Wild events is to be radio safe and not offensive; if deemed offensive it is to be removed.

HEALTH FORMS

This link to our Valley Wild Coaches & Managers page has the health forms. You need one filled out for every player and coach.

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf

VALLEY WILD HOCKEY JERSEYS

Jersey Care and Maintenance

- Rep team jerseys are to be worn only for games; players must provide their own practice jerseys.
- Washing of jerseys must be done with care, inside out in cold water and hung to dry.
- Jerseys must NOT be placed in the dryer. Excessive heat will damage or permanently shrink all or parts of the jerseys, rendering them useless to the team.
- No team is permitted to write on the jerseys with marker. "A"s and "C"s must be sewn on-NOT IRONED OR GLUED and be removed before returning at season end.
- No name bars and/or Sponsor bars are to be attached to the jerseys in any way.
- Coaches will be charged for a jersey ruined in this manner.
- To maintain the life of the jerseys it is recommended that they be in the jersey bags when not using.

Jersey Collection

- Return the WASHED and DRIED jerseys by April 15th. It is recommended that coaches collect the jerseys at their last game. If you are unable to make the collection date, please designate another person to return the jerseys.
- Any jersey not returned or showing signs of abuse will result in a \$100 charge to the player. *** The Coach will be charged for jerseys returned with a perminate 'A' or 'C' on the jersey.**

Valley Wild Jersey Policy

- Only jerseys issued by the Valley Wild may be worn during games or events in which the players are representing Nova Zone.

ARENAS

To find where the arenas are located throughout Nova Scotia, go to <http://www.arenamaps.com/arenas/NovaScotia.htm>. You can send this link to your team for them to use.

Our home arena's are as follows;

Kentville Arena 120 Webster Street Kentville 1-902-679-2542

Kings Mutual Centry Centre 250 Veterans Drive 902-538-9070

Kingston (Credit Union Centre) 490 Westwood Ave. Kingston 1-902-765-2516

West Hants Sports Complex 16 Centennial Drive 1-902-798-8391 ext 216

VALLEY WILD SOCIAL MEDIA / NETWORKING POLICY

Social Networking is defined as communication via Social Media or online communities of individuals such as, but not limited to, Facebook, Twitter, YouTube, Instagram, blogging, etc. Valley Wild understands the importance of Social Media and Social Networking, however, it may allow for inappropriate unsupervised conduct which may be detrimental to the welfare of Valley Wild members.

This inappropriate conduct may include but is not limited to demeaning, inflammatory, harmful or hurtful remarks and bullying/harassment with or without harmful or hurtful intent toward all Valley Wild members, including but not limited to players, parents, coaches, on/off ice officials etc.

Valley Wild members, including players, coaches, managers, board/executive members and parents who participate in Social Networking and Social Media are expected to adhere to the same standards as if they would with all forms of media. Exercise good judgment and common sense, respect confidentiality, respect varying points of view, be authentic (never post a comment you would not put your name to) and always think twice before posting or sending comments.

Not adhering to the Social Media/Networking Policy may result in disciplinary action under the Valley Wild Conflict Resolution Policy and could result in immediate suspension of the individual and further action with Hockey Nova Scotia.

VALLEY WILD CONFLICT RESOLUTION POLICY

The purpose of this policy is to establish a standard approach to conflict resolution so that Valley Wild members can resolve difficulties or misunderstandings in a timely and transparent manner. It will present a line of authority which must be respected so that the process will be logical, coordinated, and effective.

During the hockey year, situations may arise among players, coaches, administrators and parents that lead to misunderstandings, misinterpretations or conflicts. The flow of conflict resolution should be similar for all Valley Wild members. Valley Wild members include all players, parents, coaches, team officials, volunteers, referees and executive members.

All parties should adhere to the following protocol in resolving conflicts.

1. Observe “the 24 hour rule”. Games and practices are not appropriate places to attempt to resolve conflicts. Allow a minimum of 24 hours to pass prior to addressing an issue and use this cooling-off period to validate facts and organize your thoughts.
2. Every effort should be made to resolve conflicts at the team level. This may involve a player/parent concern with a team official, a team official concern with a player or parent or a conflict between players or between parents. It is recommended that communication always be initiated away from the rink. Any face to face meeting shall include a third party such as the team manager or extra parent from the team.
3. If a resolution cannot be gained at the team level, the valley wild chair or vice chair should be contacted. The Chair or vice shall make a significant effort to facilitate a resolution.
4. If the conflict is still not resolved or both the Chair and Vice Chair are in a conflict of interest, the issue should be elevated to the Chairperson of the Conflict Resolution committee. Once elevated, the complaint must be in written format (form A). At this point, the issue will be dealt with by the Conflict Resolution committee. Once the complaint/concern has been received, the committee will conduct and complete their investigation within 7 days and render a written decision (form A1) within 24 hours of the completion of the investigation. A decision at this point is considered final.

CONFLICT RESOLUTION COMMITTEE ROLE

This committee exists for the benefit of all Valley Wild members. All issues or incidents that are brought to the committee shall be dealt with assuming the above protocol has been followed. Any conflicts or concerns brought to the Conflict Resolution committee will be dealt with in a confidential manner. If any incident involving a Valley Wild member requires immediate attention, the Conflict Resolution committee has the authority to intervene at any time.

OFFICIATING

Officiating is handled by the Referee In Chief and Timekeeper Coordinator. Managers are required to book timekeeper and referees for home games and give the coordinators ample notice. You must book these a month at a time and preferably at least two weeks in advance. See the Executive list on first page for the Referee In Chief and Timekeeper Coordinator contact information. When emailing the coordinators, be sure to put TIMEKEEPER or REFEREE in the email topic line. If you have a complaint about an official you can contact the home association Referee in Chief who will address your concerns.

ICE SCHEDULING

Valley Wild ice allocation is handled by the Valley Wild Ice Scheduler who can be contacted at ice@valleywildhockey.ca. Each team is given their practice ice and game ice allotment for the season in October. Game ice will be scheduled by the League Scheduler. Each Representative Team will be given 1-2 practice times and 1 home game time weekly. It is each team's responsibility to be aware of their scheduled ice times and to use their ice appropriately.

ICE RE-SCHEDULING PROTOCOL

It is sometimes necessary to alter game ice times to accommodate league schedules and team travel. The ice scheduler will provide a list of contacts to each team manager at the beginning of the season. If it becomes necessary to change a game time, the team wishing to trade, sell or buy an ice time will utilize the contact list to ascertain ice availability within our own association first. Once you have finalized a trade, buy or sell of an ice time please inform the Ice Scheduler of the details.

These changes need to be recorded weekly by the Ice Scheduler for billing purposes. **Under NO circumstances should any ice time be left vacant; if you are unable to find someone within our own association to use the ice then please contact the Ice Scheduler at ice@valleywildhockey.ca.**

GAME/PRACTICE CANCELLATION POLICY

POLICY: If the arenas are closed, Minor Hockey is canceled. If the arenas are open, then Minor Hockey is still a go. It will be the parents and coaches call with safety in the forefront. If a parent or player will not come to the arena as they feel it not safe, we cannot and will not do anything to the players. It is their call; we appreciate their concerns and will respect the call. Valley Wild is charged for the ice rental, hence the team is charged for the ice rental. If we are near a computer and power is still on, we will email, but sometimes this is not possible. Coaches/ parents can have a look at the highway cameras online to view the conditions near the rink they are traveling to. The website is <http://gov.ns.ca/tran/cameras/camera.asp>.

Coaches/managers should develop some criteria for their team/parents on how and when they would cancel a game/practice/road trip etc i.e. telephone calls via tree, emails, 24 hrs in advance, 12 hrs, the morning of....

PLAYER AFFILIATION

Representative Teams may affiliate with players on other teams when the higher team has players missing players due to injury, suspension, illness or personal reasons. While this provides for a convenient method to ensure your team is not undermanned during scheduled games, teams must ensure that the proper considerations have been made before using an affiliate player as a temporary replacement.

The purpose of using affiliated players is to replace regular team players who are absent from the team and not to be used to fill a roster.

(a) Exception to 6.4 regulations for Female Minor: In the case when the officially registered roster is 12 or less, affiliation can be carried out to fill a roster up to a maximum of 12 not exceeding a maximum total numbers of 3 affiliates. If affiliates are to be used to bring the roster to 12 players it must be done with the approval of the HNSFC Regional Director.

11) Exception to Hockey Canada Regulation E.35 for Female Minor:

Should a player play more than five (5) league and/or play-off games after February 10 with a team or teams in any higher division or category, that player shall not be allowed to compete any further in the division or category for which the player is registered in the same season.

2.13 To be eligible for Provincial Championships and Conference play downs Female and Minor teams and players must play 10 League or scheduled Exhibition/Tournament games. All of the games to be considered eligible towards Provincial play downs will be at the discretion of the appropriate Regional Director.

2.14 In all divisions of Minor and Minor Female the playing time of games shall not exceed 45 minutes normally divided into three 15 minute straight time or stop time periods unless approval is received from the appropriate council to change.

2.15 Timeouts are only allowed in Minor and Minor Female Regional, Inter-Regional and Provincial Championship Tournaments. Only one 30 second timeout, per team, per game is allowed.

2.16 Minor and Minor Female teams may dress a maximum of 19 players providing two are goalkeepers, if only one goalkeeper is dressed, the maximum number dressed is 18.

5.3 Players registered as goaltenders on Minor Hockey representative teams (AAA, AA, A or B) may play only goal. Goaltenders must be clearly identified on registration form/card. **Exception** Pee Wee and under.

DOUBLE ROSTERING A PLAYER

Not to be confused with an AP player, female players playing 'C' hockey may double roster with female rep teams. A double rostered player is part of both teams rosters and may practice or play as many games as both teams have scheduled. A player may not roster from rep to rep, 'C' to rep only.

PROVINCIAL PLAYDOWNS/CHAMPIONSHIPS

The HNS female Minor Council shall annually conduct playoffs leading to Provincial Championships or Day of Champions in all divisions and classifications above the Novice division.

In order to compete in Provincial Championship tournaments or in any playoff leading to these, a team must register a minimum of twelve (10) players. Further, that team must play at least ten (10) games with registered teams in the same division and be classified by the Regional Directors.

A minimum of eleven players in uniform (including one goaltender) on each team shall be necessary for the start of any provincial playoff game.

Host associations are to ensure that a copy of these rules and regulations are at the timer's bench for all playoff games.

Only those players who have participated in ten (10) minor hockey games shall be permitted to compete in provincial playoff games as a player or affiliate.

No player is permitted to represent more than one team in playoffs or provincial championship tournaments in any one weekend except where CHA rules apply.

GAME CAPS & TOURNAMENTS

Teams are reminded that the Hockey Nova Scotia Minor Council has instituted game caps for all divisions of hockey. All teams must consider these restrictions when planning the season's schedule .

Novice – max 30 games

Atom – max 45 games

Peewee – max 60 games

Bantam – max 65 games

Midget – max 65 games

***** A max of 3 Tournaments is the allowable limit that any Female team will play in the 2022-2023 season. Mandated by Hockey Nova Scotia. *****

Games are defined as all exhibition, league, and tournament games. A tournament would count as three (3) games and the above would include all hockey except for regional playdowns and provincial playoffs.

SUSPENSIONS

The Valley Wild Chair will be notified in the event of a suspension. Suspension may be of two types as follows:

TIME SPECIFIED: The offender is removed from all contact with organized hockey, exhibition games, etc. for a specified period of time. **GAME SPECIFIED:** The offender is removed from specified games and shall not participate in any games, including exhibition, as a player, on ice or off ice official until the suspension is served in full.

All suspensions shall commence immediately.

Teams that are members of sanctioned leagues, who have their season schedule and playoffs approved by the HNSMC, shall be subject to game specified suspensions. Game specified suspensions result in the offender being suspended immediately from the game the penalty was assessed. The specified games begin with the team's next meaningful game.

Sanctioned tournaments may, at their discretion, use either time specified or game specified suspensions during the tournament. Suspensions extending beyond the tournament will revert to the normal disposition of suspensions the team normally plays under.

In the event the team has completed all league, playoff and tournament games for the season, a time specified suspension and/or game specified suspension shall be issued for the following season by the respective HNSMC officials.

Meaningful games are regularly scheduled games, sanctioned tournament games and pre- approved exhibition games verified in writing by the Regional Director. Games approved after a suspension has occurred will not count as meaningful games.

The MINIMUM suspensions listed in this Code of Discipline shall be applied by the appropriate HNSMC official. (See the APPENDIX for the list of penalties and suspensions.) If such official determines that the offense warrants a suspension other

than that listed, he/she shall report same to the HNSMC Discipline Committee complete with his/her recommendation. A player who is playing as an affiliate will serve the suspension with the team he/she is registered with and may not play as an affiliate again until the suspension is served.

The onus for control of a team rests with the officials of the team, or any person(s) acting for the designated officials of the team. They are, therefore, responsible for ensuring that, without further notice from anyone, players and/or officials serve the minimum suspensions outlined in the code.

Failure of officials to ensure that suspensions are served as assessed may result in the suspension of the officials, team, and/or Association from further play, pending review by the Chairman of the HNSMC.

EHOCCKEY ACCOUNT

*Get an eHockey username to check when your qualifications are due for renewal.

<https://account.spordle.com/login?referrer=%2Fdashboard>

E HOCKEY ACCOUNTS
New EHockey URL: <http://ehockey.hockeycanada.ca>

E HOCKEY

WELCOME TO HOCKEY CANADA'S E-HOCKEY WEBSITE.
SIGN IN USING YOUR EXISTING E-HOCKEY ACCOUNT. CLICK HERE TO CREATE AN ACCOUNT. NEW

BIENVENUE AU SITE E-HOCKEY DE HOCKEY CANADA.
OUVREZ VOTRE COMPTE AVEC VOTRE IDENTIFIANT EXISTANT. CLIQUEZ ICI POUR CREER UN NOUVEAU COMPTE. NOUVEAU

ENTER YOUR EMAIL ADDRESS IN THE BOX ON THE LEFT AND YOUR PASSWORD IN THE BOX ON THE RIGHT. YOUR USERNAME IS YOUR EMAIL ADDRESS. DON'T FORGET TO ENTER YOUR EMAIL ADDRESS.

FORGOT YOUR PASSWORD? YOURS AVEC VOTRE MOT DE PASSE?

CITIBANK

COACH SUPPORT

All coaches within Valley Wild have access to the Development Coaches.

Their mandate is to help all coaches with all aspects of coaching including Practices, Games and Off-ice including Classroom sessions and Workout sessions.

Ice is very expensive and it's imperative that it is utilized to its maximum. When a coach talks too much or takes too long to set up the next drill money is wasted. Coaches need to be prepared and the Technical Director has access to some of the most innovative drills for skill development, tactics and systems.

Bench Management can be the difference to winning or losing the close games. The Technical Director will give you tips on how to get the most out of your players and assistant coaches.

Off-ice training can be the difference between playing well and exceeding expectations. A team that has energy in the 3rd period can take advantage of less conditioned teams. Training can be as simple as playing a game on a sports field to intricate workouts in a gym.

COACHING CERTIFICATION

Valley Wild pays for coaching courses, so if a coach does not attend as scheduled, the coach will be billed for the missed course fees.

How to register for an NCCP Course (Development 1 and 2)

1. Log on to your ehockey account (If you do not have an ehockey account set up, please copy and paste this link into your web browser <https://hockeynovascotia.ca/coach/support>)
2. Scroll through the dates for the courses provided and choose the date that best suits your schedule.
3. Select that clinic. At this point you will be asked which level you are coaching. Please select an option. DO NOT select N/A.

4. Proceed to checkout
5. You will be sent an email receipt, please forward this receipt to the Coach Certification Coordinator.

Please note that if you have registered for the classroom portion and fail to attend you will not be given credit for this course and will be unable to be on the bench.

*** Please note that individual coaches will not pay themselves when registering. Hockey Nova Scotia will be able to print a total invoice for each Minor Hockey Association at the completion of clinics season. It is important that it is communicated to your respective coaches what courses they need, and you keep your own audit internally so you have an estimate of clinic costs.

Please note Coaches, Assistant Coaches, Trainers and Managers as per the Hockey NS definitions must meet the required certifications or they will not be eligible to be on the bench per Hockey NS rules

Coach or Assistant Coach · A person who is both on the bench during games and is on the ice during practices

Trainer · A person who is on the bench during the games to attend to any injuries. This person is on the bench or in the rink during practices as well - but does not go on the ice at all to help with any practices

Manager · A person who volunteers to help out a team with booking ice time, submitting tournament applications and making travel plans, coordinates team budgets and fundraising events. This person does not go on the bench during games and does not go on the ice during practice

To view the certification clinic schedule go to eHockey and click the Clinics tab (or see the appendix). Sign up early to avoid disappointment for yourself and your team.

NEW COACHES Hockey Nova Scotia only requires that a coach or assistant take one clinic per season. If you are a coach and this will be your first year coaching, please enroll for the coaching clinic (IP or NCCP depending upon the age group you are coaching). If you are a bench staff member who is not a coach, you should enroll for the Safety Program Clinic first.

HOCKEY UNIVERSITY

Hockey Nova Scotia is pleased to announce Hockey University: Hockey Canada's premier online resource for hockey education. Members who are looking to update their credentials or are first time coaches, officials or team safety people will now be required to make Hockey University their first stop!

Hockey University (HU) is an engaging, interactive online forum that provides the basics on everything you need to know. It's all done at your convenience - when it best fits your schedule! Hockey University programs are completed online and offer the following advantages:

- No travel necessary
- Convenience of completing programs at your leisure
- Instant credit once the programs are completed
- Recognition of your qualification applied to your HCR profile
- Numerous handouts and additional resources you can access at any point, as often as you need
- All accessible through <https://hockeynovascotia.ca/coach/coaching-clinic-schedule>

Three programs are available through Hockey University for the 2022-23 season;

- HU - Community Coach (Intro Coach)
- HU - Safety (Hockey Canada Safety Program)
- HU – Officiating 1&2

Link for Coaches and Volunteers for Respect in Sport course; <https://hns.respectgroupinc.com/secure/>

VOLUNTEER SCREENING

HNS mandates that all volunteers including coaches complete the Volunteer Screening process. This process includes the completion of a Criminal Records Check, a Child Abuse Registry check (both found in the appendix) and Completion of the Respect In Sport Coach/Volunteer Program (old Speak Out course). This is an online course that needs only be completed once. The cost is \$30. Note: the Respect in Sport Parent Course is a separate course and not subject to reimbursement. Criminal Record Checks and Child Abuse Registry checks are required to be completed for all coaches and other volunteers with teams (managers, trainers, etc.). These checks are good for three years. All volunteers must have the documentation by November 22 to ensure that it gets entered by Hockey NS. Volunteers who are not registered, with this information, with Hockey NS by **December 1st** will be removed from the bench.

PAST VOLUNTEERS

Please check your Hockey Canada e-learning account to determine if your qualifications are valid. If any of the items is missing or expired, see the information for new volunteers below. Be careful to check for CAR, even if you completed a criminal record check last year.

NEW VOLUNTEERS

To get your CRC, go to your local Police Station in your town (Kentville resident to Kentville Police Services, Wolfville to Wolfville RCMP, etc...) to complete the form. All Police Stations have a copy of the Valley Wild Volunteer Letter. This letter is also available on our website. **IMPORTANT:** Should your Criminal record check show a problem, review the Hockey NS document on their website to find out what to do next.

MANAGERS

The Team Manager plays an important role in ensuring that the players, parents and coaches enjoy a successful and memorable season. The manager is often the glue that holds everything together utilizing solid planning tactics and possessing excellent communication and leadership abilities. Managers that work together with the Coaches, Parents, Division Coordinators and the Executives are a great resource that helps to ensure that all players have a great hockey season. Other team functions they may assist in include the following but not all inclusive.

TEAM MANAGEMENT

- Send an introductory email to all the parents, with a list of the whole team, (including the parents names so they can know each other) and any meeting information.
- Get a Valley Wild website username and password from the Valley Wild Webmaster and update your team's contact information so other managers can get a hold of you.

- Get parents to complete a medical emergency form, photocopy and give one copy to the coach to keep with first aid kit and the other copy you keep with you while at every game and practice.
- Get a first aid kit and have it on the bench at all times.
- Game sheets will be given to you at the beginning of each season. Be sure to put your permit number at the top of your rosters on the game sheets. Keep a copy of all game sheets, hand in game sheets to one of the three female VP's.
- Set the schedule for the year from your league coordinator. The league has a master scheduler who schedules all league games for the team. Any exhibition games are the responsibility of the manager. Send reminders to players and parents about games and tournaments to keep everyone in the loop.
- Once you have home games scheduled, you will need to get a timekeeper and referees for the game. See the contact information for Referee in Chief and Timekeeper Coordinator at the front of this manual.
- Ice time changes shall be handled using the website Master Schedule. If you need extra home ice, look on the website to see what ice is available...if you do buy or swap another team's ice, you MUST email the Ice Schedule at ice@valleywildhockey.ca Your team is responsible for getting the timekeeper and refs for that extra ice. The Ice Scheduler is keeping track of ice time and the treasurer will bill teams accordingly.
- Keeping track of home and away games and timekeepers and referees gets hectic at times. Have a system to organize this, as it will change frequently. It is recommended to keep changes current on Team Snap as a record.
- You will be given an Official Roster by the Registrar, make sure that you have a copy of this at all games.
- BUDGET – get together with the coach and treasurer to make a budget. The budget can always be changed, but it is a starting point for the year. There is a sample budget on the Valley Wild managers' webpage. Alter it to suit your needs. Things to think about....how many tournaments will you go on, do you want to buy team hats, shirts, jackets, etc (if so, include this in the budget
- By mid November, Valley Wild will bill each team a “rep fee” that will be due in two installments; **December 1st and Jan 15th**. This is the cost of all your practice ice and home game ice, referees, and other association fees for the year. You will need to have this money ready to give to them so your fundraising should have netted at least this amount by December. The sample budget shows both the rep fees and the 'other team amounts.
- The rest of your budget is the non-rep fee stuff. You may still have time to raise that amount, just make sure you have tournament fee money ready.
- At the first parents meeting, you will need to recruit volunteers for the following positions (You cannot do them all, share the workload depending on what you feel comfortable doing). Team safety person(s) – the go-to person(s) if someone gets hurt (more information on this is found in Hockey Canada's Managers Manual), Treasurer (keep track of money and bank statements, writes cheques, etc), Fundraising Coordinator (coordinates fundraising events that the team decides on), tournament coordinator (someone who looks for tournaments to go to, blocks the hotels for your team, gets a list of restaurants in the area, looks for other things to do), team photographer (Someone who likes taking

pictures at games, events, etc... and is willing to share them on the website for others to see. *Check with the parents to see if it is ok with them to post their players photos.)

- Keep in touch with the coaching staff throughout the year and communicate with the parents regularly.
- Obtain necessary travel permits.
- Make labels to put on the game sheets, you will need three for every game played.
- Ensure in the event that an injured player 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. Also ensure that a proper incident report of the accident is promptly filed with the Association and Hockey Nova Scotia (see form in Appendix).
- Some tournaments fill up quickly, so once you decide which tournaments your team is going to go on, send in the application form and the entry fee cheque with it.
- Have a year end party. It is a great way to end and brings closure for all the players.

TRAVEL PERMITS

For all non-league games and tournaments, you will have to fill out a travel/exhibition game/ tournament request with eHockey Canada.

The ehockey account is the fastest means. However, if the date is getting close and the account still shows 'pending' email your Zone coordinator. Make sure you put in your request as soon as you know you are going.

Types of permits:

Exhibition Games

Travel Permit

Tournament Permit

Hosting a Tournament

Permits Outside of NS: When traveling to away games or tournaments outside of NS but in Canada you need to get a permit a minimum of 3 weeks in advance.

Outside Canada: When traveling to away tournaments outside of Canada you need to get a permit a minimum of 6 months in advance.

Violations: Any team in violation of these rules will have their bench staff suspended for 2 weeks for the first offense.

FINANCES

The team manager plays a leading role in the administering of the team's finances based on the direction established by the head coach. The team treasurer and team manager work closely to ensure that the finances are handled properly. It is important to understand that any finances obtained and expended in the team environment are ultimately the responsibility of Valley Wild. Financial decisions made by the team reflect upon the association and for this reason there are specific guidelines that all teams must follow in conducting their financial business. All financial reports can be filed with Valley wild for storage/electronic keeping.

While the manager along with the head coach typically make the various financial decisions, it is important to remember that in most cases payments and fundraising efforts are made by the parents. Therefore it is prudent to ensure that financial decisions are supported by the group.

FUNDRAISING

Teams are permitted to fundraise for team related expenses only. This may include such things as additional practice ice, exhibition game ice, tournament fees, team building events, team supplies (first aid kit, etc.) and administrative costs. To be clear, fundraising can only cover Rep Fees. Excess fundraising for the Association gift card promotion can be applied to next year's registration, but any other excess fundraising goes into the team pot.

Any fundraising contemplated to offset the costs of team apparel, must be agreed to by the supporting parent group with reasonable adjustments/ allowances for any family that opts out.

- Teams are required to get a bank account and have at least 2 people as signing authority.(No two signers from same family or household)
- Maintain team account / cheques during the season.
- Make all deposits as required.
- Collect fees from players/parents.

- Close out all accounts at year end. Bank accounts need to be closed at the end of every season. All financial records from the team can be submitted for storage/electronic keeping with the Valley Wild Board treasurer.

NOVA SCOTIA FEMALE HOCKEY LEAGUE

All of our league games are scheduled by Nova Scotia Female Hockey on this site; www.novascotiafemalehockey.ca

For the 2022-2023 Season all AAA teams will participate in a provincial league. AA teams may play in the South Conference.

A day of Champions will be held for all 'A' level teams.

GAME REPORTING

All games should be reported by the home team only within 24 hours.

Valley Wild Female Hockey Association **2022/2023 season**

- **Two Deep Policy for dressing room supervision**

- o Two female volunteers supervising whenever players are in the dressing room including during tactics pre/post game with coaches
 - o Dressing room supervisors and coaches have to have their Criminal Records check and Respect in Sport for Activity Leaders on their eHockey accounts by December 1st.
 - o Dressing rooms need to be monitored for bullying, hazing, safety, and music with offensive content.
 - o Bullying and hazing policies are on our website and Hockey NS
 - o Cell phones and social media policies
- **Suspensions**

When in doubt, if a player should sit out because of a possible suspension – have the player sit out. Not knowing the rules does not negate the coaching from getting suspended if he/she plays a player who is suspended. Same for coaches who are asked to leave the bench. I will receive the suspension report in the evening of the ‘offense’ and will send it to the coach and appropriate board members. High school league suspensions carry over to minor for female players.
- **Discipline**

Parents should be encouraged to use a ‘cool down period’ aka the 24 hour rule before bringing complaints forward to coaching staff, volunteers and other parents. Each team should identify a risk manager and their name should be submitted to me. I am available to meet with parents, coaches and staff to discuss risk management in general as well as for the formal risk management procedures.
- **Communication with other teams**

Communication with other teams should be focused on scheduling or rescheduling games and not about the outcome of games, grievances, etc.
- **Safety**
 - o Each team should have a designated safety person who has completed the safety course. Teams should have a copy of the medical forms and injury logs with them at all times.
 - o Safety person is responsible for knowing the civic address of the rink the team is playing in and calling 911 in an emergency.

- o Teams also need a safety rep who is the team contact when anything such as covid occurs. They will be given any information regarding rebound plans , updates to Hockey NS regulations, and will enforce any rules that need to be adhered to.

- **Confidentiality**

Contact information of players and families can only be shared with other players and families with permission. Also parental and player permission is needed for images of the player to be shared on social or print media.

Travel Permits, Game Permits, Event Sanctioning

- o Teams require travel permits for all travel other than league games. This included exhibition games and tournaments.
- o A game permit must be obtained for any exhibition games.
- o Permits are obtained through your eHockey account
- o Other on-ice activities outside of the above mentioned league play and practices have to be sanctioned to be covered by insurance, even for fun on-ice events. Please let me know and I will assist you in getting the event sanctioned.

- **Respect in Sport**

Please check the players on your eHockey account to make sure that at least one of their parents has taken the Respect in Sport course.

- **Background checks**

There are links to the letter to take to the RCMP detachment for a Criminal Records (with vulnerable sector) check on our website. Volunteers can either send them directly to HNS themselves or arrange to be dropped off to the Valley Wild representative for that year..

Coaching Clinics

Please refer to eHockey to see which clinics are required for each coaching staff member

- o The courses are listed and can be enrolled for from EHockey
- o Bench staff and volunteers without all the proper checks and courses will be suspended from the bench and dressing rooms on December 1st – no exceptions.

Communication with board members

Please feel free to consult with board members as situations arise. We would like to know if there are problems or concerns with players or parents whenever possible before the situation is brought to the board for a formal complaint. The board is here to support coaches and volunteers when difficult situations arise. We are available to meet with coaching staff to discuss concerns and strategies.

APPENDIX

All of the following documents can be found on either the Hockey Canada, Hockey Nova Scotia and/or Valley Wild websites. There are also many more documents on these websites to help coaches and managers.

- **Abusive Parents Motion - HNS**
- **Head Injuries / Concussion Policy – HNS**
- **Concussion – Return to Play Framework - HNS**
- **Emergency Action Plan – HC**
- **Player Medical Information Sheet - HC**
- **Hockey Canada Injury Report – HC**
- **Hockey Canada Core Skills – HC**
- **Practice Planner**
- **Coach Certification Requirements – HNS**
- **Coach Courses - HNS**
- **Penalties & Suspension Chart - HNS**
- **Sample Budget**
- **Jersey Policy**
- **Conflict Resolution Complaint Form**
- **Criminal Records Check (CRC) – HNS**
- **Child Abuse Registry (CAR) – HNS**

Coach Certification Requirements

All Coaches, including assistants, at the Atom 'AAA', 'AA', 'A', 'B', Pee wee 'AAA', 'AA', 'A', 'B', Bantam 'AAA', 'AA', 'A', 'B', 'C', Midget Major, 'AAA' Minor, 'AA', 'A', 'B', and 'C' and Junior 'A', 'B' and 'C' divisions within HNS must be certified at the N.C.C.P. Development Level I Level Clinic;



- All instructors at Initiation division (players aged 5 & 6) are to be certified with a minimum Intro Coach Program
- All coaches at the Novice division (players aged 7 & 8) are to be certified with a minimum Intro Coach Program
- All coaches at House/Recreational level from Atom, Peewee, Bantam, Midget must be certified in the minimum Intro Coach Program or old Initiation Program. NCCP DEVELOPMENT I is acceptable for House / Rec coaches

NOTE: Coaches at higher levels who are required to take the NCCP Development Level I clinic will not be permitted to take the Intro Coach clinic. Also, coaches and instructors at the Initiation entry level and Novice levels will not be permitted to register for the NCCP Development Level I clinic. Coaches and instructors must register in the clinic established as appropriate to the age grouping of the players they are coaching/instructing.

- All bench officials/coaches, including assistants and trainers at the “AAA”, “AA”, and “A” divisions at all levels must be certified in the Hockey Canada Safety Program. This certification must be renewed every three years and coaches are responsible to verify their currency annually. Coaches/Instructors who are required to requalify may do so by registering for any scheduled Hockey Canada Safety Program clinic and attending the afternoon session only. Individuals who attend the afternoon sessions for the purposes of requalification must identify such at registration and are responsible to bring their original Hockey Safety Manuals to the clinic as they will not be supplied. Individuals who register for the full course will receive manuals at the clinic.
- All medically trained professionals must take the HSP Course. It deals with rink safety, hockey equipment fitting and various other non first aid topics that are specific to hockey
- All teams at the “B”, “C”, and Recreational divisions must have at least one member of the bench staff certified in the Hockey Canada Safety Program. Bench staff includes Head Coach, Assistant Coaches and Trainer.
- All Initiation Program and Novice Teams/ Groupings must have at least one coach or instructor certified in the Hockey Canada Safety Program
- It is recommended that all teams at the “AAA”, “AA”, and “A” levels have at least one member of the bench staff certified at the HCSP Level II. HCSP Level II is available to individuals who hold a valid First Aid certificate and CPR Level “C” from a recognized agency. HCSP Level II is provided once an individual provides proof of certification. ***There is no clinic***

training required for this certification. With this certification, an individual will have to refresh every five (5) years instead of every three (3) years. Individuals interested in obtaining this certification may do so by providing proof of the required qualifications to Hockey Nova Scotia. Contact Hockey Nova Scotia at (902) 454-9400 for more information.

- **A new coach (1st year) will only be required to attend a maximum of one (1) certification clinic in any one (1) season.** If a coach is new and requires both the NCCP and the HSP, they would take the NCCP Development Level I or Initiation Program clinic (as applicable in year one and the Hockey Safety Program Clinic in their second season. This would allow the coach to be eligible for both seasons.)

NOTE: The Hockey Nova Scotia deadline for registration of coaches of all 'AAA' level teams is October 15th annually. The registration deadline for all remaining REP teams (AA, A, B) coaches is October 31st annually. These dates are in place to afford Hockey Nova Scotia the opportunity to advise associations, teams and clubs early in the season when their respective coaches do not possess the necessary certification and allow them to attend clinics as scheduled.

- **A coach will only be required to attend one (1) certification clinic in any one (1) season. (i.e. if a coach is new and requires both the NCCP and the HSP, they must take the NCCP and be eligible to coach in year one. They would then take the HSP in year two.)**

- **Requalification clinics will be held in conjunction with regular Hockey Safety Clinics with the re qualifying participants attending the afternoon session commencing at 12:30 p.m.**

NOTE: For the NCCP, coaches who have previously certified in either the NCCP Coach or NCCP Intermediate levels are not required to take the new NCCP Development I Level Clinic where that is required. They will be eligible to coach with what they currently have.