



**Quad County Whitecaps
Female Hockey Association
Policies and Procedures**

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Policy # 1.0 – Boundaries

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

Quad County Whitecaps Female Hockey Association (QCWFHAA) is the recognized governing body for female hockey within the Quad County Zone. This includes players who live within the borders of the Antigonish MHA, Canso MHA, Cape Breton West MHA and Strait Richmond MHA.



Policy # 2.0 – Player Registration and Fees

- a) The QCWFHA will determine Registration dates and fees on an annual basis. This information will be posted on the QCWFHA website.
- b) The Registrar shall prepare a written communication for Registration requirements, which will ultimately be distributed to QCWFHA members via email.
- c) The Registrar shall present the Executive with an accurate listing of all players, after registration has been completed.
- d) Registration Fees are encouraged to be paid in full at the time of registration, however, payment options are available as follows:

Up to October 15th	33%
Due November 15th	33%
Due December 1st	Balance owing
- e) All Registration Fees must be paid in full on or before December 1st of the current hockey season. No Player will be permitted to participate in any practice, game, or any other QCWFHA sanctioned event until full payment is received.
- f) All Registration Refunds will be subject to a \$15 administration fee.
- g) All cheques returned NSF will be subject to a \$15 fee.
- h) Refunds of Registration Fees will be given for players who cease playing hockey with QCWFHA due to reasonable circumstance according to the following schedule:

Date Player Leaves	Refund Amount (subject to administration fee)
Up to October 1st	100%
Oct. 2nd - Oct. 31st	75%
Nov. 1st - Nov. 30th	50%
Dec. 1st - Dec. 30th	25%
After Jan. 1st	0%
- i) Exceptions will be made for Players with extenuating circumstances. These can include but are not limited to a Player moving away from the Quad County Zone or suffering injuries that prevent the Player from playing the remainder of the season. Before exceptions can be made for medical reasons, supporting documentation must be submitted to the to QC Executive.



Policy # 3.0 – Game Jerseys

Game jerseys will be distributed to Team Managers by the QCWFHA Equipment Manager. Player name bars are not permitted on jerseys. C's and A's are not to be pressed onto jerseys and have to be stitched (zig-zag only being permitted).

QCWFHA does not require a jersey deposit, but Jerseys must be returned to QCWFHA by April 30th of the current hockey year. Returns are to be managed by the Team Manager working with the Equipment Manager. If the jersey is not returned by April 30th of that hockey season and in reasonable condition the family will be charged \$80 per jersey.



Policy # 4.0 – Bench Staff Requirements

All bench staff are required to have the credentials and a valid Criminal Record Check as outlined by Hockey Nova Scotia. The link to the requirements is:

<https://hockeynovascotia.ca/coach/coaching-requirements>

All of the required courses are provided in the fall of each season and the deadline is December 1st for bench staff to complete these requirements. Bench staff that do not meet this deadline will be removed from the roster. All required courses are paid for by QCWFHA.

QCWFHA teams must have at least one female member on the team's bench staff that is a coach or manager.



Policy # 5.0 – Code of Conduct

This Code of Conduct identifies the standards of behavior that are expected of all QCWFHA members, including players, coaches, parents, directors, and volunteers. The QCWFHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect.

The following information deals with specific guidelines for the behavior of Parents, Players, Coaches, On and Off-Ice Officials and Executive members and forms the QCWFHA Code of Conduct.

During the course of all QCWFHA activities and events, members of the QCWFHA shall conduct themselves at all times in a fair and responsible manner. They shall refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse (as defined by Canadian Hockey governing bodies) will not be tolerated by the QCWFHA.

Members shall avoid behavior that brings the QCWFHA or the sport of Hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others.

QCWFHA members shall at all times adhere to the QCWFHA and Hockey Nova Scotia policies and regulations governing QCWFHA events and activities. Failure to comply with the Codes of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of the QCWFHA. Such action may result in the member losing the privileges that come with membership in the QCWFHA including the opportunity to participate in QCWFHA activities.

QCWFHA members are encouraged to wear their Whitecaps colors with pride and remember that when doing so they are not only representing their team, but also their community and their families.



Policy # 6.0 – Conduct Expectations for Executive Members

- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia and QCWFHA.
- Work with on ice officials, coaches, parents, and other executive members to provide a positive and safe experience for all participants.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs.
- Never appear for an association event while intoxicated by drugs or alcohol.
- Communicate with parents by being available to answer questions and address problems throughout the season.
- Treat all players, coaches, and other volunteers with fairness, to promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the QCWFHA.
- Do not use your position or influence to further purely personal objectives.



Policy # 7.0 – Conduct Expectations for Coaches and Managers

- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, QCWFHA and my team.
- Act as a leader of my team and act in a highly professional manner at all hockey related activities.
- Be responsible for my behavior and the behavior of my team.
- Respect the rules of the game, opponents, officials and their decisions.
- Show respect to the players and parents of my team.
- Respect the facilities, either home or away, in which my team plays.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- Refrain from using foul language towards my players, other coaches, officials or opponents.
- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Show respect for the feelings and abilities of the players on the other team.
- Accept the capabilities of all players.
- Accept defeat gracefully...love the game above the prize.
- Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
- Do not appear for games or practices while intoxicated by alcohol or drugs.
- Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach.



- Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association. Be concerned with the overall development of your players.
- Stress good health habits and clean living.
- Failure to comply with this code of conduct may result in disciplinary action as outlined in the QCWFHA Disciplinary policy.



Policy # 8.0 – Conduct Expectations for Parents

- Support my child with positive encouragement.
- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, QCWFHA and the team.
- Encourage my child to attend as many games and practices as reasonably possible in a timely manner.
- Notify the coach/manager ahead of time of absences.
- Respect the facilities, either home or away, in which my child is privileged to play.
- Show respect for the decisions, judgment and authority of the officials and timekeepers.
- Show respect for the feelings and accept the capabilities of my child, my child's teammates and players on the other team.
- Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and the Association.
- Avoid confusing my child by coaching from the stands.
- Gain an understanding of the QCWFHA 48-hour rule to deal with team complaints and adhere to it.
- Refrain from expressing my opinion of the coaches or players in front of my own child.
- Refrain from using foul language towards other parents, coaches, officials or opponents.
- Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- Refrain from demonstrating frustration or anger after a loss or poor performance.
- Not physically abuse any other person.
- Refrain from approaching the bench during a game situation unless summoned by a coach.



- Failure to comply with this code of conduct may result in disciplinary action as outlined in the QCWFHA Disciplinary policy.



Policy # 9.0 – Conduct Expectations for Spectators

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Profanity and objectionable cheers or gestures are offensive and will not be tolerated.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety - - be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Failure to comply with this code of conduct may result in disciplinary action as outlined in the QCWFHA Disciplinary policy.



Policy # 10.0 – Conduct Expectations for Players

- Play for FUN.
- Work hard to improve your skills.
- Be a Team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, Hockey Nova Scotia, QCWFHA and my team.
- Respect the rules of the game, coaches, opponents, officials and their decisions.
- Discuss an official’s decision calmly and express your opinion clearly and without profanity or disrespect.
- Don’t be afraid to make mistakes; that’s part of the learning process.
- Be modest in victory and gracious in defeat.
- Give 100% effort at each practice and game.
- Be present before games and practices in a timely manner.
- Notify the coach/manager ahead of time if I will be absent.
- Refrain from using foul language towards teammates, coaches, officials or opponents.
- Respect the facilities, either home or away, in which I’m privileged to play.
- Failure to comply with this code of conduct may result in disciplinary action as outlined in the QCWFHA Disciplinary policy.



Policy # 11.0 – Discipline Policy and Procedure

Generally, Hockey Nova Scotia rules dictate the penalties and suspensions which may be levied against a player or team official for conduct on or off the ice.

Some types of conduct, whether on or off the ice, however, may warrant additional discipline or suspension. All HNS penalties and suspensions shall be considered to be minimum penalties and QCWFHA reserves the right to increase suspension beyond Hockey Canada, HNS, or HNSMC.

QCWFHA reserves the right to discipline any member and/or player of its association.

Procedures

In the event that a team wishes to suspend a player for code of conduct violations they must follow the following procedures.

1. A meeting must occur between a representative from the team, a member of the QCWFHA Executive, the player and the parent(s)/guardian(s) of the player. At this meeting the reasons for the suspension must be fully explained and agreed upon by all parties.
2. If a suspension is invoked, the Vice President of Hockey Operations must be notified and a report must be filled out and signed by both a team representative and a parent/guardian.
3. In the event that the parent(s)/guardian(s) disagree with the suspension, the matter must be escalated to the QCWFHA Disciplinary Committee.

In the event that a team wishes to suspend a member of the bench staff for code of conduct violations they must follow the following procedures.

1. A meeting must occur with all team executive members present to communicate the reason for the suspension.
2. If a suspension is invoked, the Vice President of Hockey Operations must be notified and an QCWFHA suspension report must be filled out and signed by both a team representative and the bench staff being suspended. Bench staff suspensions will be reviewed and if warranted they may be sent to the Disciplinary Committee for further review and possibly further disciplinary action.
3. In the event that the bench staff being suspended disagrees with the suspension, the matter must be escalated to the QCWFHA Disciplinary Committee.



Disciplinary Committee

The President or Vice President will chair the discipline committee. They will request one member of the Board and one individual from the Membership at Large to sit on the disciplinary committee.

The committee will meet in accordance with HNS timeline to review and investigate the complaint.

The committee reserves the right to, without prejudice, suspend immediately prior to completing their investigation.

Where warranted, the committee will forward their findings off to the Executive Committee for review prior to filing with HNS.



Policy # 12.0 – Dressing Room Supervision

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

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

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

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

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

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

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



Policy # 13.0 – Social Media Policy

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

The policy will be applicable to all members of the QCWFHA, including Directors, Teams, QCWFHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.

QCWFHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. QCWFHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the QCWFHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team or QCWFHA.

SOCIAL MEDIA GUIDELINES

- a) QCWFHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f) Players or hockey operations staff is not permitted to participate in social media or networking two (2) hours prior to the start of a game and at least one (1) hour following the completion of a game.



SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the QCWFHA Social Media and Networking Policy and may be subject to disciplinary action by the Team or QCWFHA

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to the following: player injuries; game strategies; or any other matter of a sensitive nature to a member Team, QCWFHA or any individual.
- c) Negative or derogatory comments about any member of the Team, QCWFHA, League staff, programs, stakeholders, players or any member of an opposing team.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior.
- f) Online activity that contradicts the current policies of the QCWFHA.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE

The Team or QCWFHA will investigate reported violation(s) of this policy in the manner set out in the QCWFHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team and or QCWFHA will impose appropriate disciplinary actions.

SUMMARY

When using social media and networking mediums, QCWFHA members should assume at all times they are representing QCWFHA or its member Associations or Teams. All members of QCWFHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media.

QCWFHA members agree to adhere to all conditions set forth with in the Social Media Policy. It is understood that violating the guidelines set fourth within the policy will lead to appropriate disciplinary action against both parents and or child/player.



Policy # 14.0 – Tryouts and Selection Policy

All players need to be registered with QCWFHA and have paid their tryout fee before being permitted to attend tryouts. Any player who has an outstanding account balance is not eligible to participate in tryouts until those fees have been paid.

Players will be assigned a pinnie/jersey for tryouts, which they must wear during all of their ice sessions, as the number they are assigned will identify them to evaluators.

Players must attend all tryout sessions or provide a valid reason to the Head Coach for not being able to attend an evaluation session.

Evaluations will be completed by the Head Coach and independent evaluators.

Hockey Nova Scotia regulations permit a female player to try out for a minor team. Female players choosing to play female hockey will have to attend the female tryout process from the beginning and are not permitted to be part of both a minor tryout process and female evaluation process at the same time.

Once team selections have been made rosters will be posted on the QCWFHA website, but not during school hours.



Policy # 15.0 – Tryouts - Injured Player

If a player is injured and unable to participate fully in the QCWFHA try out process, their parents may apply in writing or by email, to the President of the QCWFHA for special consideration. The following process will be enacted:

- Parents must obtain and submit a doctor's certificate that details both the injury as well as the anticipated date of healthy return to the level of activity expected for all players at the level where the injured player is trying out. The circumstances behind the injury as well as the anticipated return date will be taken into consideration.
- If the player has been on the ice with the team onto which they are hoping to be placed, the coaching staff and evaluators, if applicable, will evaluate the player based on what they demonstrated during the try outs they attended.
- If the player was not able to be seen on the ice or if the coaching staff feels the player did not attend enough ice sessions to be fairly evaluated, the coaching staff may consult other coaches and evaluators who would have seen the player during the current round of tryouts. For example, a player was assessed during the AAA tryouts and becomes injured during the AA tryouts. The AA coach may consult the evaluators and coaching staff of the AAA team for assessments of the player.
- If the player was not seen during any phase of the try out process, the coaching staff, if they see the merit in doing so, may consult with the coaching staff who worked with the player in the previous year. Once all information is gathered, the coaching staff will decide on whether or not the player will receive special consideration and be placed on the team or whether the player will be released.



Policy # 16.0 – Lottery

QCWFHA is committed to a successful 50-50 lottery program. The lottery is intended to raise funds for the association and to help offset the cost of participation for the members. The association will use lottery proceeds to offset a portion of the operational expenses and to provide the members with a strong development program. Members benefit directly from the lottery by way of reduced membership fees and a direct reward based on individual lottery ticket sales.

Lottery Schedule

1. There will be 24 lottery draws.
2. The date for the first draw will be set before the season starts.
3. Draws during the Christmas holidays will be scheduled based on what day of the week Christmas and New Year's occur

Player and Team Rewards

Each player will earn 35 cents for each ticket sold which is held in a kitty for use the following season.

1. Kitty funds will be applied to registration costs and then rep fees.
2. Players may elect to use excess kitty funds for an athletic or educational purpose. QCWFHA will pay the supplier directly or a player may purchase an item and submit an expense form to QCWFHA for reimbursement.
3. Players can apply for funding from their kitty by submitting a request to QCWFHA Treasurer.

Role of the Player

Each player is required to sell 10 tickets per week; the equivalent of 250 tickets or \$500.00 in sales volume for the season.

1. This minimum requirement is not reduced for players within a family of multiple players.
2. Players may elect to withdraw from participation in the lottery by paying \$250.00 to QCWFHA. This is in addition to: registration fees, rep fees, and any team fee.
3. Players who fail to meet the required 125/250 tickets or \$250.00/\$500.00 sales volume threshold will be required to pay the shortfall to QCWFHA. QCWFHA will recover the shortfall by reducing the player's kitty balance by 50% of the amount of the shortfall. For example, a rep player who sold \$420.00 in tickets is short \$80.00 in sales. This player's kitty will be reduced by \$40.00.
4. Should the kitty balance be insufficient to cover the shortage, the remaining balance will be added to the player's account.



Role of the Team

1. Teams are not required to appoint a ‘Lottery Rep’, but the team manager and coaches are expected to take an active and supporting role with their players’ participation in the lottery.
2. Team Managers are to ensure that each team member’s parent has been given a copy of this policy.

Sales and Kitty Tracking

1. Families with two or more players in QCWFHA are encouraged to consolidate all ticket sales under one player’s name.
2. Each player will be identified by the family email address that was recorded during the registration process.
3. Players, who are part of a multi-player family, are considered to be in compliance of the minimum sales requirement, if one member of the family has sufficient sales volume to cover all players in that family. For example: One member of a family with three players has sales of \$1500 and the other two players have not recorded any sales. QCWFHA would consider each of the other two players to have met the sales requirement.
4. QCWFHA will report sales and kitty balances to each player weekly. Players can request a report of their kitty balance at any time.

Collection Office

1. The lottery collection office is located in the Antigonish Arena Board Room and will open from 12:00PM – 4:00PM each draw date. Changes to the times or locations will be posted on the website and communicated in an email broadcast.
2. We are unable to accept pennies, nickels, dimes or quarters.

Ticket Control

1. Sellers are expected to treat their assigned tickets like cash.
2. QCWFHA will record all ticket numbers issued to each player.
3. QCWFHA will record the number of sold tickets submitted each week.
4. Sellers will be required to return any un-sold tickets during the final collection period.
5. QCWFHA will reconcile the number of tickets issued, the number of tickets sold and the number of unsold tickets returned.



6. The seller will be responsible to reimburse QCWFHA for any discrepancy between the amount of sold and returned tickets compared to the number of tickets issued.
7. Each missing ticket will be valued at \$1.60.
8. There will be no kitty allocation for payment of missing tickets.
9. Proceeds from missing tickets will be allocated to the following season's 1st



Policy # 17.0 – Fundraising

Teams can apply to the QCWFHA Executive with fundraising requests. No fundraising is permitted until approved by the QCWFHA Executive.



Policy # 18.0 – Ice Allocation

Weekly practice ice times will be assigned to teams once a list of teams playing out of QCWFHA has been finalized. This list will be created by QCWFHA. Practice times will be assigned by the Ice Coordinator such that considerations for player age, player travel times, and other ice time conflicts are addressed. The Ice Coordinator will review the ice schedule with all Board members to ensure there are no conflicts and ice is fairly distributed.

All teams have the right to purchase ice times for extra games and practices above set limits when ice is available. This time must be booked through the Ice Coordinator.

Should a team qualify for Provincials or “Day of Champions” QCWFHA will provide a reasonable amount of additional ice time.

Responsibilities:

Team Managers

- Submit requests for additional ice time
- Notify Referee in Chief, Arena Management and Ice Coordinator of any game cancellations. Failure to do so may result in team being billed for cost of officials and ice.
- Review schedule to ensure allotted ice time is correct

Ice Coordinator

- Review ice requests and schedule ice times for teams.
- Playoff games may be scheduled for two hours of ice time if required by HNS. Ice to be cleaned before the game and after the second period as well as the possibility for overtime.
- Games Ice should be assigned using the following order of priority:
 1. Tournament Games
 2. Playoff Games
 3. League Games
 4. Exhibition Games

Procedure:

1. Teams will provide ice coordinator with league schedules as early as possible.
2. Ice Coordinator confirms ice availability with facilities. Checking for conflicts with non QCWFHA teams and other events.



3. Once Ice Coordinator has all requirements, he/she will add them to the schedule (This is normally two weeks in advance), taking into consideration travel times of visiting teams.
4. Once draft schedule is complete it is sent to for review (Monday Morning) with their teams/groups and change requests are sent back to Ice Coordinator. Teams have until Wednesday at 9:00PM to request changes.
5. After this the only changes that will occur with the ice will be for cancellations.



Policy # 19.0 – Non-Family Member Coach Expenses

Non-Family Member coaches can claim expenses for travel to games and tournaments using the criteria below. These claims should be submitted on a monthly basis with the final claim submitted no later than April 15th of the current hockey season.

Meals can be claimed outside a 100 km radius from primary practice arena closest to their home.

Meal Claims are as follows:

- Breakfast \$8
- Lunch \$12
- Supper \$20 (Daily total \$40) receipts not required

Mileage can be claimed for trips greater than 100 km at \$0.25/km. Mileage can be calculated using Google Maps with the primary arena closest to their home being the starting point.

For example, if a team was going to Sydney for a tournament, Google Maps says the distance from the Arena to Sydney is 193km. Therefore, you are eligible to claim 386KM for the round trip.

Hotel receipts must be included with the claim.

** A Family member refers to parents/guardian and siblings of a team member.*

***Note: QCWFHA will not pay Non-Family Member coaches expenses associated with travelling with in the Quad County Zone.*



Policy # 20.0 – On Ice Officials

1. QCWFHA will work with the Referee-In-Chief and Assigners in the Quad County Zone. Rates will be confirmed prior to the beginning to the season.
2. All Officials must be registered, certified and insured through Hockey Nova Scotia.
3. A (3) Three-Official system should be used for all U11 and U13 games, all U15 AA, A or B games and all Community "C" games.
4. A (4) Four-Official system should be used for all U15 AAA and all U18 AA and A games.