



**EDMONTON  
FEMALE ATHLETIC  
CLUB POLICIES AND  
PROCEDURES**

**Edmonton Female Athletic Club**

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## **INTRODUCTION**

The purpose of this manual is to provide support and direction to the Executives, Directors, Coaches, Managers and Athletic Therapists in order to enable them to perform their duties of working with Edmonton Female Athletic Club teams' and Board (EFAC).

This manual provides valuable information as to how EFAC operates. It also helps to identify EFAC's expectations for Board Members and Coaches and Managers.

This operating manual is not inclusive of all Club Policies, Procedures and Bylaws. In all cases Hockey Edmonton (HE) Bylaws, Regulations and Operation Directives shall supersede these Policy and Procedures as do those of Hockey Alberta (HA) and of Hockey Canada (HC).

## **ORGANIZATION STRUCTURE**

The EFAC is a member of the Hockey Edmonton Elite Council. All teams who participate in the Male or Female elite hockey programs are to be governed by the rules set forth by Hockey Edmonton, Hockey Alberta and Hockey Canada.

## **EDMONTON FEMALE ATHLETIC CLUB OBJECTIVES**

1. To develop and implement comprehensive high performance and developmental models for female hockey in the Edmonton area.
2. To increase the accessibility of untapped athlete development resources available in the City of Edmonton to elite level U18 and U15 hockey players.
3. To build and implement a coach development program that is sustainable from year to year.
4. To build a program that seamlessly ties together academics, athletics and community service with the intent of fostering the growth of strong students, athletes and future community leaders.
5. Foster an environment that is motivating, challenging and fun for all players and coaches.
6. To acquire property, both real and personal, for the purposes of furthering the objects of the Society.
7. To raise funds for the development and furtherance of the objects of the Society and to solicit, accept and receive grants, contributions, donations, gifts, registration fees from members and bequests, and to participate in fundraising activity for the furtherance of the objects of the Society.

## **MEMBERSHIP**

Parents of EFAC players require an Associate Membership within the Club. The cost of the membership is included in the registration fee. An Associate Member of the Society shall be entitled to all the rights of a regular member except the rights of voting and being elected to the Executive of the Society. Special consideration may be given to an associate member if they offer a specific skill set needed by the executive.

Any member in bad standing for any reason may be suspended until the situation is rectified. This can include carryover to the following season and includes all levels of hockey.

## **ARTICLE 1**

### **1. INTERPRETATION**

1.1 These Policies and Procedures are to be used in conjunction with the Bylaws of The Edmonton Female Athletic Club (EFAC).

1.2 This document shall be referred to as the Policies and Procedures Manual (PPM) of the EFAC.

## **ARTICLE 2**

### **2. DEFINITIONS**

2.1 "U15AA" means U15 female program

2.2 "U18AA" means U18 double A female program

2.3 "U18AAA" means U18 triple A female program

2.4 "HA" means Hockey Alberta

2.5 "EFAC" means Edmonton Female Athletic Club

2.6 "HC" Hockey Canada

2.7 "EGHA" Edmonton Girls Hockey Association

2.8 "HE" Hockey Edmonton

## **ARTICLE 3**

### **3. ROLE DESCRIPTIONS**

#### **3.1 PRESIDENT:**

3.1.1 Oversee all club business and proactively take steps to advance the club and female athletes in the sport of hockey.

3.1.2 Preside over all meetings and perform all duties usual to the office of the President.

3.1.3 Be an ex officio member of all committees.

3.1.4 Act as a signing officer for the Club

3.1.5 Call meetings of the Executive and the Club.

3.1.6 Attend all Club meetings.

3.1.7 Be the official Spokesperson for the Club.

3.1.8 Actively pursue and maintain positive relationships with current and potential individuals, companies and organizations interested in sponsoring or donating money to EFAC.

3.1.9 Promote the Edmonton Female Athletic Club and ensure operation within the guidelines provided by HE under the Memorandum of Understanding.

3.1.10 Responsible for Coordinator of Fundraising and Corporate Sponsorship

#### **3.2 VICE PRESIDENT:**

3.2.1 Be aware of all Club business and proactively take steps to ensure

administrative quality, efficiency and progress.

3.2.2 Represent the Club at respective league meetings in the absence of the President.

3.2.3 Oversee disciplinary issues and chair the disciplinary committee if deemed necessary by the EFAC board.

3.2.4 Conduct an annual review of the Club's Bylaws and Policies and Procedures and provide proposed amendments to the Executive.

3.2.5 Responsible for the Director of Hockey Operations, the Director of Hockey Development and the Director of Community Relations.

3.2.6 Attend all Club meetings.

### **3.3 SECRETARY**

3.3.1 Record and circulate minutes of meetings within one week of meeting date.

3.3.2 Maintain all Club records and be in charge of the custody and use of the Seal of the Club.

3.3.3 Assist with correspondence under the President's direction.

3.3.4 Issue correspondence 21 days before the AGM.

### **3.4 TREASURER:**

3.4.1 Be aware of all Club business and proactively take steps to ensure finances and documentation are accurately collected and integrally managed and distributed.

3.4.2 Preside over meetings when the President and Vice President cannot attend.

3.4.3 Collect all Club funds and work with the Executive Administrator to ensure that all expenses are being paid.

3.4.4 Prepare financial statements for presentation at the Annual General Meeting.

3.4.5 Provide oversight to budget development for the teams within the Club.

3.4.6 Attend all Club meetings.

3.4.7 Provide ongoing updates and/or developments at Club meetings regarding funding related topics.

### **3.5 DIRECTOR OF COMMUNITY RELATIONS (DCR):**

3.5.1 In consultation with team Coach(es) and Manager(es), create team community service opportunities within the community.

3.5.2 Take a lead role to ensure that community service and leadership development (board and/or team initiated) are present as cornerstones to the personal development of our athletes.

3.5.3. Responsible for Team Directors towards the monitoring of academic progress and providing support options for students-athletes.

3.5.4. Play a lead role in the coordination, securement, maintenance and retainment of billeting placements for relocating EFAC players in Edmonton or surrounding area.

3.5.5 Attend all Club meetings.

3.5.6 Parent Education / Expectation Program - volunteer roles, team processes and protocols, appropriate behaviours, communication protocols.

### **3.6 TEAM DIRECTOR(S):**

3.6.1 Support and foster a positive culture of openness, transparency and communication between EFAC board, coaches, players and parents.

3.6.2 Liaise with Executive Administrator and Team Managers (if applicable) and educate parents regarding any related Club business.

3.6.3 Team Director(s) will be assigned to oversee teams at the U15AA, U18AA, or U18AAA levels.

3.6.4 Provide budgeting guidance and club level support for the managers, coaches and team staff members of his/her assigned team.

3.6.5 In conjunction with Executive Administrator ensure a volunteer list is established and monitored by Team Manager for club/team fundraisers and team operations.

3.6.6 Provide guidance and support in the development of assigned team's budget. Proposed budget is due by August 31st. Finalized budget and Fundraising plan are due by November 1st.

3.6.7 Attend all Club meetings to report on the assigned team's status.

3.6.8 Attend and contribute to selection of coaching staff for the assigned team.

3.6.9 Attend all scheduled parent meetings as a Club representative.

3.5.10 Responsible to EFAC Executive

### **3.7 COORDINATOR OF FUNDRAISING AND CORPORATE SPONSORSHIPS:**

3.7.1. Oversee, coordinate and work collaboratively with Team Manager/Director regarding individual team fundraising.

3.7.2. Complete grant applications.

3.7.3. Execute sponsorship agreements.

3.7.4. Develop, maintain and retain sponsorship relations.

3.7.5. Pursue additional fundraising options.

3.7.6. Recruit and organize volunteers and committees for fundraising opportunities (Example - casino).

### **3.8 EXECUTIVE ADMINISTRATOR:**

3.8.1 Create and foster positive working relationships with community companies, service providers and/or other organizations on behalf of EFAC.

3.8.2 Collect and manage player registrations and contact information in conjunction with registrar and EFAC treasurer.

3.8.3 Work collaboratively with EFAC Team Directors and Team Managers (if applicable) regarding purchases, bookings, and maintenance of:

3.8.3.1 All EFAC team related equipment.

3.8.3.2 All EFAC team related apparel.

3.8.3.3 All EFAC team related travel items (ex. buses, hotels, and meals)

3.8.3.4 All other EFAC requested special events.

3.8.4 Provide guidance and support for Team Directors. Support should include a pre-season, mid-season and post season meeting to share information, expectations and best practices.

3.8.5 Provide ongoing updates and reports at Club meetings regarding any EFAC registration, proposals for purchasing, purchases, and/or bookings related topics.

3.8.6 Book all facilities for EFAC events including ice rentals. Where possible, ice and facility rentals should be made in consultation with respective Team Managers and/or Coaches. Changes in ice or facility schedules made in the Head Coaches' absence should be communicated as soon as possible.

3.8.7 Collect team funds and disburse EFAC payments when required.

3.8.8 Complete necessary paperwork regarding player affiliation.

### **3.9 DIRECTOR OF HOCKEY OPERATIONS:**

3.9.1 Set the direction and be a leader in the evolution of player and coach development.

3.9.2 Liaise with University of Alberta in conjunction with Director of Hockey Development.

3.9.3 First point of contact with Hockey Alberta

3.9.4 Advertise for coaching staff(s) on an annual basis. Chair the committee to select coaches and staff.

3.9.5 Coordinate and work collaboratively with EFAC coaches, and Team Director(s) to facilitate U13/U15 ID Camp, U18AAA Spring ID Camp, Summer Development Camp, Fall Conditioning Camps, and Fall Selection Camps.

3.9.6 Investigate and advise on possible tournament opportunities.

3.9.7 Report directly to the Vice President and work collaboratively with the Director of Hockey Development and U of A Representatives.

3.9.8 Attend all Club meetings.

3.9.9 Stay up-to-date and advise on AFHL regulations and guidelines specific to player registration, affiliation and acceleration.

3.9.10 Provide ongoing updates and reports at Club meetings regarding any Hockey Alberta, camps or related topics.

### **3.10 DIRECTOR OF HOCKEY DEVELOPMENT**

3.10.1 Reports directly to the Vice-President.

3.10.2 Provides ongoing support and/or guidance to players, coaches and/or team managers with a focus on growth and advancement.

3.10.3 Coordinate closely with the University of Alberta regarding coach development programming as well as on and off-ice player student-athlete development programs.

3.10.4 Provide recommendations or support to the Director of Community Relations,



and/or Coaching Staff members in the promotion of Club players to post-secondary institutions.

3.10.5 Provides recommendations and support to individual student-athletes (when required) in the development, refocusing or refining of athletic goals.

3.10.6 Works with Coaching Staff(s), Green and Gold Employees or third party contractors (when relevant) in ensuring that players are getting the resources that they require for advancement.

3.10.7 Assist in mentoring and providing resources to the U15AA, U18AA and U18AAA coaching staffs.

3.10.8 Assist with recruitment and retention of players and coaches in Club. The Club will endeavor to find and provide coaching opportunities and development for female coaches within the community.

3.10.9 Sit on Coach Selection Committees.

3.10.10 Collect coach Yearly Plans for review by September 30 of each year and provide guidance where desired/required.

### **3.11 REPRESENTATIVE MEMBERS**

EFAC is strongly committed to our objectives and collaboratively partnering with other female hockey stakeholders in and outside of Edmonton. As a result the EFAC Board openly welcomes a representative from following organizations to attend all general board meetings:

3.11.1 President and/or designate of Hockey Edmonton

3.11.2 President and/or designate of Edmonton Girls Hockey Association (EGHA)

3.11.3 University of Alberta Director of Athletics or designate

### **3.12 HEAD COACHES**

#### **General Information**

3.12.1 The Head Coach is directly responsible to the Director of Hockey Operations.

3.12.2 The Assistant Coach(es), Athletic Therapist, Team Manager, and all other hired development employees report directly to the Head Coach.

3.12.3 The Head Coach must work collaboratively with players, parents, other Club coaches, the Executive Administrator, Team Director(s), the Director of Hockey Development and the Director of Community Relations to maximize Club, team and individual success.

3.12.4 The Head Coach decisions must always take into consideration the best interest of the Club and the players that comprise it.

3.12.4 In conjunction with the Team Director, the Head Coach will communicate EFAC information with his/her team members and their parents in a timely and efficient manner.

3.12.5 The Head Coach must openly and respectfully communicate with players, parents and EFAC Board Members utilizing whatever means available including use of the EFAC Website.

3.12.6 The Head Coach should celebrate individual player successes and provide

meaningful and constructive feedback in supporting player development.

3.12.7 During individual player meetings, the Head Coach must always ensure that another female team staff member or identified EFAC member is present following the Hockey Canada two-deep policy.

3.12.8 The Head Coach must present EFAC with a hard copy of a criminal record check and a vulnerable sector check. Those documentations will be deemed valid for 3 years if a continued relationship has been maintained.

3.11.9 The Head Coach for the U15AA, the U18AA and the U18AAA, shall assume the lead role in the identification and recruitment of players. Additional support could/should be provided through EFAC coaching staff members or EFAC board members that are directly connected to player development; however, the head coach is responsible for creating a player recruitment plan based on team/club needs.

3.12.10 The Head Coach must attain and maintain the appropriate education and courses for their level as dictated by EFAC and Hockey Alberta.

### **EFAC Culture**

3.12.11 The Head Coach must attend all team and Club related functions and they must always ensure that appropriate protocols and/or adequate safety measures are being followed.

3.12.12 The Head Coach must ensure that all staff and players are treated fairly and that development is allowed to occur in safe and challenging environments.

3.12.13 The Head Coach must create, foster and model positive relationships based on mutual respect.

3.12.14 The Head Coach must create a culture of success focused on hard work and dedication

3.11.15 The Head Coach must utilize practice and off-ice training time for player development and conditioning in conjunction with the U of A's Green and Gold Program staff and other EFAC approved 3rd party hockey development providers.

3.12.16 The Head Coach must focus on and create opportunities for player development through goal setting and mental performance training.

3.12.17 The Head Coach must clearly define for players the team rules and routines and ensure that those rules and routines are being followed.

3.12.18 The Head Coach must be a positive leader and model appropriate behavior.

3.12.19 If incidents or issues do occur, the Head Coach must follow the appropriate reporting and discipline protocols outlined by the EFAC Board. (See Article 11 Communications Protocol)

3.12.20 The Head Coach will be removed from his/her position if he/she is creating an unsafe environment and/or is pursuing any inappropriate communications or relationships with players or team staff members.

### **Planning & Evaluations**

3.12.21 The Head Coach must create and submit a Yearly Plan to the Director of Hockey Development by or before September 30th of that calendar hockey season.

3.12.22 The Head Coach, in conjunction with the Director of Hockey Operations is responsible for the identification of potential tournaments for that season and, after approval from the EFAC Board, register his/her team.

3.12.23 The coach, in collaboration with the Team Manager (if applicable), and Team

Director will provide the EFAC Board with a proposed seasonal team budget by August 31st (final team budget due by November 1st).

3.12.24 The Head Coach will provide a confidential written assessment on all players by September 30, December 30 and March 30 each season. If a coach leaves or is released in mid-season it is the responsibility of the interim-coach or assistant coaches to complete these reports.

3.12.25 The Head Coach will coordinate an individual meeting in-person, over the phone or online with each of his/her players in conjunction with a written assessment highlighting areas of strength and areas for growth.

### **Team Staffing & Try-Out Responsibilities**

3.12.26 The Head Coach will oversee the selection of and be responsible for Assistant Coaches and Team Managers.

3.12.27 During tryouts and for the purposes of affiliation, the Head Coach will communicate with the other coaches both above and below their own category.

3.12.28 During tryouts and at the time of any release, the Head Coach will advise the Director of Hockey Operations of the players' names and release dates immediately (on the day of release).

3.12.29 During the last half of tryouts, the Head Coach will clearly communicate team size and birth years to the Executive Administrator.

## **3. 12 ASSISTANT COACHES**

### **General Information**

3.13.1 Where possible, the Assistant Coach must attend and be a part of all team and club related events.

3.13.2 Assistant Coach is under the direct supervision of the Head Coach and must report directly to the Head Coach.

3.13.3 Assistant Coach must present EFAC with a hard copy of a criminal record check and a vulnerable sector check. Those documentations will be deemed valid for 3 years if a continued relationship has been maintained.

3.13.4 Assistant Coach(es) is (are) responsible for supporting players development both on and off the ice in alignment with the values and guidelines set out by the Head coach including those recommended from the club.

3.13.5 Assistant Coaches must work collaboratively with players, parents, other Club coaches, and, where directed by the Head Coach, the Director of Hockey Development, the Director of Hockey Operations, the Executive Administrator, the Team Manager, and/or the Director of Community Relations & Billeting to maximize individual, team and Club success.

3.13.6 The Assistant Coach should create a personal development plan and pursue potential development opportunities within the EFAC Club, Hockey Alberta and Hockey Canada.

3.13.7 The Assistant Coach will be removed from his/her position at the request of the head coach or if he/she is creating an unsafe environment and/or is pursuing any inappropriate communications or relationships with players or team staff members as deemed by the head coach or club.

### **EFAC Culture**

3.13.8 The Assistant Coach will support the Head Coach in helping model and develop culture within his/her team as described in section

### **Feedback & Evaluations**

3.13.9 The Assistant Coach will support the Head Coach in collecting information and creating a confidential written assessment on all players (except 17-year-olds) for use in future years by other coaches.

## **3.14 TEAM MANAGERS**

### **General Information**

3.14.1 Teams will enlist the services of a Team Manager at the start of the season. The aforementioned responsibilities, when agreed upon by mutual parties, may be transferred to the Team Director.

3.14.2 The Manager of each team shall be responsible to the Head Coach and maintain a positive working relationship with other team staff, the Team Director and the Executive Administrator.

3.14.3 The Manager shall maintain a consistent line of communication with the Executive Administrator to provide team material or data requested.

3.14.4 The Team Manager must present EFAC with a hard copy of a criminal record check and a vulnerable sector check. Those documentations will be deemed valid for 3 years if a continued relationship has been maintained

3.14.5 The Manager shall be responsible for the condition of the dressing room. He/she will obtain the key from the rink attendant; ensure that the room is clean and free of damage (if any item is damaged from a previous group, prior to entry into the dressing room by a EFAC team, the Manager must immediately advise the rink attendant). Until the damage is assessed, no other EFAC member/player shall gain access to the dressing room. The Manager shall ensure that the room, including all entrances, is locked when vacant, and must be available to unlock the room during games in the case of an injury or flood.

3.14.6 The Manager shall forward all game sheets to the appropriate league director within the time frame set forth by the league, and supply the necessary game stats to the league statistician.

3.14.7 The Manager is responsible for obtaining the necessary travel permits for all tournaments, exhibition games and out of town practices. Travel permits for teams wishing to leave Alberta must be submitted, with the appropriate sanction number, to the Hockey Director by at least the 1st day of the month prior to the date of travel. Travel permits should be applied for as early as possible (ideally 30 - 60 days in advance) and must be approved by the AA council and HE.

3.14.8 The Manager, in conjunction with team coaching staff, is responsible to ensure that there is no alcohol consumption on the team bus (Hockey Alberta bylaw). Any trips over 100 kms require that all players travel by a bus. This includes league, tournament and exhibition games.

3.14.9 The Manager is responsible for payment to the timekeeper and referees for home games.

3.14.10 The Manager shall carry copies of game sheets and supply them for home games.

3.14.11 The Manager is responsible for arranging referees for exhibition home games, and must supply ample lead-time and follow the proper channels, including contacting the league referee assignor.

3.14.12 The Manager will ensure that apparel and/or equipment is approved by the board before completing team orders.

3.14.13 Any ice time assigned that cannot be utilized is to become the responsibility of the Manager to notify the club a minimum of 72 hours prior to the ice time.

### **Teamwork**

3.14.14 The Manager is to ensure that affiliation lists are sent to the HE Registrar prior to December 1st.

3.14.15 The Manager shall work with his/her Head Coach, the Team Director and the Executive Administrator to ensure that player affiliation paperwork is completed in full by the deadline.

3.14.16 The Manager must also ensure that players are properly listed before participating in any preseason games.

3.14.17 The Manager will ensure that all affiliated players have the proper documentation and approval of their team Head Coach before affiliating with the team.

### **Discipline**

3.14.18 The Manager shall be responsible for the actions of the parents at sanctioned team events.

3.14.19 As directed by the Head Coach, the Manager may be responsible for the off-ice actions of the team.

3.14.20 The Manager is also responsible for the conduct of any player or coach that has been ejected from a game, and ensures that all suspensions are properly served. The Manager has the authority to recommend discipline and is obligated to report to the Head Coach, improper conduct and will assist with supervision of all team members at all team functions.

### **Financial**

3.14.21 A finalized team budget must be forwarded to the EFAC Treasurer no later than November 1st. This budget shall be created with the teamwork of the Head Coach, Team Manager and Team Director.

3.14.22 All fundraising ideas must have the approval of the EFAC Board. A full fundraising proposal must be forwarded to the Director of Fundraising and Corporate Sponsorships no later than November 1st, for approval. No other fundraising will be acceptable.

### **3.15 ATHLETIC THERAPISTS**

#### **General Information**

- 3.15.1 The Athletic Therapist reports directly to the Head Coach and must maintain a positive working relationship with the Team Director(s) and team staff.
- 3.15.2 Athletic Therapist(s) shall become a member of EFAC.
- 3.15.3 The Athletic Therapist must present EFAC with a hard copy of a criminal record check and a vulnerable sector check. Those documentations will be deemed valid for 3 years if a continued relationship has been maintained.
- 3.15.4 Athletic Therapists(s) must have a current First Aid Certificate, including CPR, and have completed all necessary courses required by Hockey Alberta such as Safety and Respect in Sport
- 3.15.5 The Athletic Therapist's primary responsibility is to ensure that safety is the first priority at all times, both on and off the ice.
- 3.15.6 The Athletic Therapist must implement an effective risk management program with his/her team.
- 3.15.7 The Athletic Therapist must take a proactive role in identifying, minimizing or eliminating risks during all activities, both on and off ice, and, if ever in doubt, choose the side of caution.
- 3.15.8 The Athletic Therapist must conduct regular checks of players' equipment to ensure proper fit and protective qualities, and report deficiencies to players, coaches and parents.
- 3.15.9 The Athletic Therapist must promote and, where required, lead proper cool down and warm-up techniques as effective methods of injury prevention.
- 3.15.10 The Athletic Therapist must keep a properly stocked first aid kit for games and practices as well as coordinate inventory of kits with the EFAC Exec Admin.
- 3.15.11 The Athletic Therapist must manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- 3.15.12 During a player's injury evaluation in the dressing rooms, there must always be at least two staff members (one of which is a female) and/or a parent present.
- 3.15.13 An Injury Report Form must be provided to the parent and/or player in the event of an injury. The form must be completed by the parent and include the attending physician's signature. When the form is completed, it is to be returned to the Hockey Director within 30 days of the injury. The parent is ultimately responsible for the completion of the form.
- 3.15.14 The Athletic Therapist shall maintain accurate and confidential medical profiles on all players.

## ARTICLE 4

### 4. COACH SELECTIONS & CERTIFICATIONS

4.1 A Coach Selection Committee will be composed of the EFAC President (Chair), EFAC Vice President, U of A Designate, Director of Hockey Development, Director of Hockey Operations and respective Team Director.

4.2 By April 1st annually, the Coach Selection Committee will meet with each Head Coach.

4.2.1 Agenda for meetings will include:

4.2.1.1 Overview of season.

4.2.1.2 Review accomplishment of team goals.

4.2.1.3 Review accomplishment of personal coaching goals.

4.2.1.4 Determine intention of coaching for next season.

4.2.1.5 Review timelines for coach selection for next season.

4.2.1.6 Discuss possible suggestions to support and improve the program.

4.3 Coach Selection Committee will make recommendations to EFAC Board regarding coaches for the following season by February 28<sup>th</sup>

4.3.1 Recommendation will be to retain coach, reassign coach, dismiss coach or accept coach resignation.

4.3.2 Following EFAC Executive's decision with respect to these recommendations the Coach Selection Committee will contact coaches and advertise only for those positions open.

4.3.3 Advertising will be for a 2 week period with a deadline of March 15<sup>th</sup> posted in ad.

4.4 Following the application deadline, the Coach Selection Committee will interview qualified applicants and recommend candidates for open coaching positions to the EFAC Executive by April 1st.

4.5 In order to secure a position with the EFAC all coaches and support staff must:

4.5.1 Present the organization with a hard copy of a criminal record check.

4.5.2 Agree to and sign a contract which includes a code of conduct.

4.6 Coach Selection Committee will notify both the successful and unsuccessful candidates by April 10th.

4.7 All EFAC coaches are expected to make a strong commitment to professional growth and development within the sport of female ice hockey.

4.7.1 All Head Coaches (U18AAA, U18AA & U15AA) will have achieved or are actively pursuing a HP1 or HP2 certification within Hockey Canada's coach development model.

4.7.2 All Assistant Coaches (MAAA, MElite & BElite) will have a Development 1 certification and be actively pursuing a Development 2 or HP1 certification within Hockey Canada's coach development model.

4.8 EFAC is strongly committed to supporting coach development and is open to

paying for NCCP course entrance fees to contracted/or identified coaches and or players that make a written request for funding support. EFAC will not pay such additional costs as: travel, hotel and/or meals associated with courses. In unique situations , however, the EFAC board may grant further funding support on a case by case basis.

4.9 If possible, the Director of Hockey Development will host a meeting of all coaches by April 30th to discuss the following:

- 4.9.1 Coaching mentorship plans.
- 4.9.2 Coaching development support requests and plans.
- 4.9.3 Team tryout planning and schedules, if available.
- 4.9.4 Off-ice training opportunities.
- 4.9.5 EFAC Bylaws and PPM.

## **ARTICLE 5**

### **5. TEAM SELECTION**

#### **5.1 Spring Camp**

5.1.1 The Director of Hockey Operations and the Executive Administrator shall organize and supervise a Spring Identification Camp for teams in the Club prior to June 1st or as dictated by Hockey Alberta of each year.

5.1.2 Proceeds from the Spring Camp will go to EFAC.

5.1.3 In accordance with Hockey Alberta policy prior to tryouts beginning on August 15, each U18 “AAA” team has the ability to formally commit to a maximum of five (5) skaters and one (1) goaltender. All commitments must be made formally by using the “Female ADM Player Agreement” form.

5.1.4 All players who wish to try out for the U18 AAA team must first provide a ‘Notification of Try Out’ form as mandated by HA

#### **5.2 Fall Conditioning Camp**

5.2.1 The Director of Hockey Operations along with the respective coaches may conduct a conditioning camp prior to tryout dates.

#### **5.3 Player Evaluations**

5.3.1. In all player evaluations EFAC is committed to providing the following:

The opportunity to select the best possible team in a manner that is open, fair and respectful to all players taking part

A camp experience that provides an environment for players to display their skills while providing the opportunity for evaluators to make well informed, and accurate assessments to the best of their ability

A positive environment that is welcoming, challenging, positive, and encouraging Information and/or feedback in order to help advance athletes’ development within the sport.

5.3.2 Final player selection decisions will always reside with a team’s respective coaching staff.

5.3.3 Where necessary or desired by a respective coaching staff, the University



of Alberta (or designated group) will act as an objective third party to guide and/or aid in the evaluation of players throughout the selection process. Depending on availability and need, the same party may assist in helping conduct the player selection discussions and decision-making. This party will not be responsible for the ultimate selection of players for each team. Rather, it will be used as a resource to help provide additional insight towards the coaching staffs' final decisions.

5.3.4 In situations of player/coach or player/evaluator conflicts of interest the Director of Hockey Operations should be notified immediately by the Head Coach and, where deemed necessary, an alternate approach or arrangement will be followed.

5.3.5 On-ice presentation of the selection camp will be prepared in advance, shared with all on-ice facilitation staff and off-ice evaluation staff, and conducted in a manner that will provide the following:

- Opportunity for coaches to evaluate players from the stands.
- Competent on-ice facilitators, where necessary, to ensure that the session runs smoothly, in accordance with the coaching staff's needs, and such that, where possible, ongoing feedback can be provided to participants. *Note that it is understood that specific coaching groups may prefer and, therefore, utilize their own camp models that have proven to be effective when evaluating and selecting players*
- Opportunities for coaching staffs to join the players on ice to gain a stronger sense as to a potential player's coach-ability and behavioral characteristics which may aid in final selection decisions.
- Opportunities for the identification of technical skill sets (non-competitive and competitive), individual tactical, group tactical, and game skills and/or abilities (competitive).

5.3.6 Coach and Team Director will meet with all players prior to the first skate to:

- Set the tone, outline expectations and briefly explain the process moving into the selection camp

5.3.7 EFAC will provide a minimum of three ice times to each player prior to making a decision as to her suitability for the respective team.

- It should be noted that this opportunity may or may not be afforded to the player dependent on timelines dictated by the AFHL for final team selection
- EFAC coaches will consult with third party evaluators, when present, to ensure that their opinions are heard and/or to aid in the mentorship of the evaluators where appropriate.
- A separate goaltending session should be provided for the goaltenders where possible to provide sufficient opportunity to evaluate their skills.

5.3.8 EFAC understands that different coaches might prefer different methods of releasing players. Despite the method of choice, releases will ensure that the dignity of each individual player is maintained. An example is provided in the appendix of this document.

## **5.4 Player Acceleration**

5.4.1 EFAC will follow Hockey Alberta Female ADM regulations regarding player acceleration as follows:

One objective of the Female Hockey ADM is to develop players within their specific age group, and not to displace players from their age Division by facilitating the movement of underage players. Underage players will only be considered if they are deemed to be an “Exceptional Player”.

Only second year U15 aged players will be considered for acceleration to U18AAA; there will be no acceleration permitted for Peewee to U15, or U15 to U18AA under the Female ADM.

In order to be considered for “Exceptional Player” status, applications must be submitted to the Female Hockey ADM Committee on or before July 1.

1. Applicants must fill out, in its entirety, the Female ADM Player Acceleration Application Package and provide all the necessary documentation requested;
2. Applications will be evaluated by the ADM Committee, in consultation with Team Alberta program staff;
3. No underage players will be granted a second tryout at the accelerated division;
4. Decisions will be communicated to the player and applicable Host MHA(s) in writing on or before August 1.

## **5.5 Player Notification**

5.5.1 Player notifications will be made at the discretion of the respective coaching staff. Coaching staff will, however, endeavor to reach the objectives outlined in section 5.3.1.

5.5.2 When a player is released, her options and/or requirements will be communicated to her.

5.5.3 In all player evaluations, communicated decisions from EFAC, are finalized and cannot be appealed.

5.5.4 Selected players will receive follow-up communication providing further instructions as to their next team ice-time or event.

## **ARTICLE 6**

### **6. AFFILIATION**

6.1 The Director of Hockey Operations, the EFAC President (or EFAC Vice President) and HE representative in consultation with the teams Head Coaches will oversee the affiliation process within the organization.

6.1.1 Consideration must always be given to the needs of all affected individuals and teams.

6.2 All coaches and staff are expected to utilize the affiliation process outlined in the current Hockey Alberta Athlete Development Model in a manner that best develops affiliated players and is in line with the established Objectives of EFAC.

6.3 The Director of Hockey Operations may liaise with the Coordinator of Logistics of HE regarding which players are being affiliated and to which teams. The Director of Hockey Operations will be responsible for the final submissions of the affiliation requests to the Coordinator of Logistics of HE.

6.4 In maintaining Hockey Alberta standards, the EFAC Board will follow the HA Affiliation Policy which is as follows:

6.4.1 The Hockey Alberta Affiliation Policy within the Female Hockey ADM is used to accommodate athlete development and provide an opportunity for players to experience the higher level of hockey.

6.4.2 U18 "AAA" Teams are permitted to affiliate *U18* registered players from a lower category from any MHA within Alberta.

6.4.3 "Elite" Teams are eligible to affiliate players from a lower division or category that reside within the boundaries of an MHA within that specific Recruitment Area.

6.4.4 All players are to be registered for affiliation within the Female Hockey ADM must meet and qualify in accordance with the Hockey Alberta and Hockey Canada Regulations.

6.4.5 Affiliation needs to be filed in the Registry and approval will come from the Minor Zone Administration Coordinator for the Zone in which the Host LMHA is located within.

6.4.6 A team may affiliate a maximum of nineteen (19) players from within the team's designated geographic region (Team to Team Affiliation is not permitted)

6.4.7 Prior to participation as an affiliated player, the player's name must appear on the team's affiliation list filed with HE.

6.4.8 Once a player's affiliation is approved, the player's name may not be dropped from the affiliation list during the current season and replaced, unless the team with which the player registered releases him/her on or before January 10th.

6.4.9 No player is permitted to be part of more than one (1) specially affiliated players list at any time during the current season.

6.4.10 A player, registered with a team which has a "team to team" affiliation with a higher Division/Category team may not be selected as a specially affiliated player.

6.4.11 Once a player has been selected as a specially affiliated player, the team with which that player is registered may not enter into a "team to team" affiliation agreement with a higher Division /category team.

6.4.12 An affiliated player must have the approval of his/her registered team in order to play.

6.4.13 All affiliations shall terminate at the end of the current playing season.

## ARTICLE 7

### 7. TEAM APPAREL & EQUIPMENT

7.1 Team apparel and equipment will be consistent for all teams in the Club.

7.2 The Executive Administrator will consult with the EFAC Board on January 1st and decide on a list of potentially approved team apparel and equipment items for the next season.

7.3 Any deviations from the approved team apparel and equipment list must be made in writing by either a coach or a Manager or a EFAC Board member to the Executive Administrator.

7.4 All new team apparel and equipment requests must be viewed and approved by the EFAC Board before processing.

7.5 All EFAC players must purchase and/or must have the following team apparel and equipment items and wear, bring and/or use them at team related events:

7.5.1 t-shirt

7.5.2 shorts

7.5.3 hoody

7.5.4 one pair each of home and away socks

7.5.5 sweatpants

7.5.6 track jacket

7.5.7 winter jacket

7.5.6 equipment bag

7.5.7 black helmet and black or black and gold gloves of players choosing

7.6 EFAC coaches and staff must also purchase and/or have the following team apparel and equipment items and wear, bring and/or use them at team related events:

7.6.1 track suit

7.6.2 t-shirt

7.6.3 golf shirt

7.6.4 jacket

7.7 A new set of either home or away jerseys will be purchased when necessary and the costs will be amortized over a 3 year timeline.

7.8 Team socks must be purchased annually.

7.9 Players will purchase team pant shells on an as needed basis to replace damaged

## ARTICLE 8

### 8. FINANCES & BUDGET

#### **Money Intact, Bank Location & Bill Payment Schedule**

8.1 All fees, sponsorships, donations, and fundraised monies must be made out to the Edmonton Female Athletic Club (EFAC) and given to the secretary/treasurer.

8.2 Fees can be paid to EFAC by cheque, money order, or credit card online.

8.3 Preferably fees will be collected by the Executive Administrator and given directly to the secretary/treasure for depositing or paid electronically.

8.4 The EFAC's main bank account is at Servus Credit Union located at Inglecroft 11245 124th Street, Edmonton AB, T5M 0J9.

8.5 Cheques will be paid on the 1st and 15th dates of every month for all outstanding invoices.

8.5.1. A cheque will be issued twice a season to each team Manager in order to pay for officials.

8.6 Two signatures from selected board members with signing authority is required on all cheques made out by the club.

### **Team Budget(s)**

8.6 The Team Director in consultation with the Head Coach for each team (U18 AAA, U18 AA & U15 AA) must submit an electronic copy of a season budget to the EFAC Board by August 31st.

8.7 The EFAC Board will review the team budgets and either approve, reject, or make recommendations.

8.8 Once budgets have been approved, the Executive Administrator will then coordinate with team Directors/Managers to make all the necessary bookings, and purchases on behalf of the EFAC teams.

### **Player Fees**

8.9 Player Fees: All club parents will be made aware of the team's budget for the season during the parent's meeting and informed of the method and timeline in which fees must be collected. 8.9.1. Player fees are the sole responsibility of an athlete's parents or legal guardians. These fees must be paid in order for the female athlete to participate in any EFAC events or activities.

8.9.2 Money for player fees can come from one of three areas:

8.9.2.1 - Parent Contributions

8.9.2.2 - Donor Contributions

8.9.2.3 - Club or Team Fundraisers

8.9.3 A starting fee of 35%-40% of the total amount of each player's individual overall team contributions must be paid to EFAC within two weeks of a player making a team. 8.9.3.1 If a parent is unable to pay the initial installment payment up front then he/she must approach the Team Director or Team Manager and in consultation with the secretary/treasure set up a reasonable payment plan.

8.9.4 At different increments during the season, cash calls will be made to collect the remaining 65%-60% amount to ensure that the team is remaining in good financial standing.

8.9.5 The Team Directors and/or Manager(s) in collaboration with the Secretary/Treasurer must monitor funds coming in and immediately notify the rest of the EFAC Board of any parent(s) becoming delinquent in their fees. The Board will then meet and create an action plan to resolve the issue.

8.9.6 If parent(s) or guardians are unwilling to work with and create a plan for payment with the EFAC Board, then their daughter will be suspended from any

on or off ice team function pending the payment of the outstanding fee(s).

8.9.7. All team fees must be paid by January 15th of that season.

8.9.8 An end of season review will be completed on the final status of each team and decisions and action plans will be made in order to address any deficiencies or surpluses.

8.9.9. If a player is injured during the season then the board will meet and discuss a potential reimbursement amount on a case by case basis.

8.9.10 If a player decides to leave the team on their own accord then all fees are still owed and end of year refunds, if applicable, will be issued at the same time as the rest of the team.

8.11 Finances will be discussed monthly during general board meetings.

8.12 A fiscal year shall be June 1st through May 31st.

## **ARTICLE 9**

### **9. FUNDRAISING**

9.1 Fundraising is used to assist in reducing the overall cost for the items, services and venues that are being accessed and/or utilized by athletes during the season.

9.2 Monies generated through fundraising can be utilized by the EFAC Board to pay for any costs incurred by the Board or each of the three teams during the course of the season.

9.2.1 These costs may be, but are not limited to:

9.2.1.1 ice rentals (ie: practices and games)

9.2.1.2 team travel expenses (ie: accommodation, busing, meals)

9.2.1.3 team apparel and equipment

9.2.1.4 game and tournament costs (ie: officials, tournament fees)

9.2.1.5 operational costs (ex. website, administration/office expenses, etc.)

9.3 Fundraising monies will not be used towards:

9.3.1 team parties

9.3.2 parent or family travel

9.4 Each member of each team and each member of the EFAC Board must participate fully in all Club organized fundraisers. Those who do not participate in Club organized fundraisers will be responsible to pay related Club fees.

9.5 The EFAC Board will create a standard fundraising letter and sponsorship booklet for distribution. Team Managers will compile a list from parents of 3 potential sponsors which they will approach for funding. These lists will be reviewed during a meeting to ensure that there is no overlap and that there is a clear plan in place.

9.6 Teams or parents interested in organizing fundraising events beyond the Club must first write a letter to the EFAC Board and gain approval before proceeding.

9.7 Receipts will be made out by the Secretary/Treasurer.

9.8 Prepared team budgets must be sent to the EFAC office prior to any fundraising being entered into, along with a written request for any additional fundraising projects planned.

## ARTICLE 10

### 10. COMMUNICATION & CONFLICT RESOLUTION PROTOCOL

#### Club Expectations

10.1 The Edmonton Female Athletic Club is committed to and expects all of its members and/or associates to conduct themselves in a professional manner at all times during EFAC related events. EFAC believes in fostering positive relationships and a productive working environment through clear and transparent communications between its board members, partners, employees, volunteers, athletes, parents and any other related associates.

#### Club Communication Resources

10.2 EFAC will utilize its website ([www.efacpandas.com](http://www.efacpandas.com)) for general distribution of events and team information. Team Directors and/or coaches will also be expected to utilize the website as an information distribution tool.

10.3 Team Directors, Team Managers, Coaches, and/or Parent Liaisons will also distribute information on behalf of the EFAC board in either written or verbal form.

10.4 Coaches and/or Team Directors or Managers should also create and utilize phone/email lists for distributing information and sending notifications. Note that contact information of this nature will be used solely for the purpose of EFAC administration and/or events and will not be shared with outside agencies unless permission is granted by the respective family(ies).

#### Club Protocol for Player & Parent Incidents, Issues, & Discipline

10.5 In addressing any parent, player or team incidents or issue(s) the goal is to find a resolution that is in the best interest of both the club and individuals involved.

10.6 A 24-hour grace period must be respected before raising an issue(s) or discussing specific incidents to a club representative and/or member.

10.7 All incidents and issues should be resolved at the lowest level possible within the team and the club (ie. coach-parent concerns).

10.8 All disciplinary actions occurring within the team and Club must be issued in writing by the Head Coach or Team Director and be shared with the player, the parents, the Vice-President and the President via email.

10.9 In addressing player incidents or issues the following steps must be followed:

10.9.1 In the case of less severe coach-player issues the Head Coach will schedule a meeting and raise the issue with the player and, in collaboration with the player, create a plan to resolve the issue. This plan should be shared with the parent in all circumstances.

10.9.2 If the player does not follow the plan or is unwilling to change her

behavior, then the Head Coach may issue a team sanction (ex. sitting player for one game) in order to address the issue. The coach must notify the player, parents and Team Director in writing of the team sanction and will document in the Club system.

10.9.3 If the team sanction is not successful in addressing the player issue then the Head Coach will write a report to the Team Director outlining the issue. The Team Director will then call a meeting with the player, her parents and the Head Coach in order to create a plan toward resolving the issue.

10.9.4 If the second meeting is unsuccessful in resolving the issue then further disciplinary actions will be taken at the Club level which may include elevating the issue to that of a more serious status.

10.9.5 All serious incidents and issues will result in the immediate suspension of the individual from all EFAC events pending the scheduling of a disciplinary hearing and collection of information by the Team Director. A suspension letter will be issued to all involved parties. A Disciplinary Committee will be established and a disciplinary hearing date will be called by the Vice President of EFAC. All involved individuals will be notified of the disciplinary hearing date and made aware of its process. Upon completion of the disciplinary hearing, within a timely manner, a decision letter will be issued outlining the outcome. If those individuals involved in the disciplinary hearing do not accept the decision made by the Disciplinary Committee then they may file an appeal within 7 days to the Team Director including a \$300 non-refundable appeal fee of either cash or e-transfer.

10.10 All parent issues, concerns or conduct should first be discussed with Team Parent Liaisons and/or Team Directors who will communicate concerns to the Head Coach. In all issues that cannot be resolved at the team level, the Team Parent Liaison and/or Team Director should then contact the Vice President regarding the issue which will then be addressed at the Club level and, if warranted, forwarded to the Disciplinary Committee for review.

10.11 All incidents involving board members, contractors, volunteers, players, and/or parents must be reported to the Vice President of EFAC in writing by a player, a parent, a Coach, a Team Manager, or Team Directors.

10.12 After receiving the written report, the VP will acknowledge the incident and if necessary organize a meeting consisting of the conflicting parties in question and a committee consisting of a minimum of 3 and a maximum of 5 representatives. From that meeting a plan of action and/or resolution will be created and communicated to the involved individuals or parties in a letter format attached within an email.

10.13 Where necessary, EFAC will include Hockey Edmonton and its Coordinator of Logistics in all and any discipline or appeal decisions.

10.14 If a verbal conflict occurs and escalates into physical violence then the police, if necessary, should be contacted immediately by anyone who witnessed the incident.

10.15 Violence, bullying, harassment and any other forms of sexist, racist, or homophobic behaviour or language is unacceptable and will not be tolerated by any EFAC member or associate. The EFAC Board is committed to the physical and psychological safety of all its members and associates and will take the necessary actions to resolve or address any negative or inappropriate incidents or relationships that may arise by referring to HE policy and HA ADM agreements.



## ARTICLE 11

### 11. BILLETING

11.1 EFAC is committed to working collaboratively with partners in supporting athletes' growth and development. EFAC utilizes all required Hockey Canada Forms and follows Hockey Canada's "Long Term" policies and procedures regarding billeting.

([http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Downloads/player\\_billeting\\_e.pdf](http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Downloads/player_billeting_e.pdf))

11.2 The Director of Community Relations is in charge of billeting and is the direct contact for all related queries, questions or concerns.

11.3 Relocating athletes will be placed in one of three different billeting situations:

11.3.1 With an extended family member or friend of the family living in or around Edmonton

11.3.2 With an EFAC team member and her family.

11.3.3 With a family identified by EFAC.

11.4 In taking steps to ensure player safety all billets must go through a screening process and complete a criminal record check and vulnerable persons check. The following steps outline this process:

11.4.1 Potential billets complete a host family information form.

11.4.2 An in-home interview is completed with all members of the family present.

11.4.2 Reference Checks are completed.

11.4.3 A paper copy of a Criminal Records Check and a Vulnerable Persons Check is handed in (EFAC will cover the costs for a CRC and VPC.)

11.4.4 A follow-up meeting is organized to go over team/schedules and EFAC expectations.

11.4.5 Monthly verbal check-ins or physical visits will be completed by the Director of Community Relations & Billeting, with both the player and the host family.

11.5 If major issues or concerns arise from either the player or host family the Director of Community Relations & Billeting must contact the EFAC board immediately and provide a written summary of the situation and, where warranted, contact the Police.

11.6 The EFAC Board will address each situation on a case by case basis and create an action plan and subsequent resolution that is in the best interest of all the included parties.

## ARTICLE 12

### 12. TRAVEL

12.1 Coaches are responsible for the behaviour of their players from the bus departure to return, even if parents are traveling with the team.

12.2 Team staff (Coaches, Managers or Athletic Therapists) will not stay in the same room as players. This includes parents who happen to be on staff.

12.3 It is appropriate for curfews and rooming arrangements to be instituted with teams when staying in hotels and will be at the coach's discretion.

12.4 Coaches should monitor players' adherence to curfews/rooming arrangements and levy clear consequences should players not adhere to them.

12.5 Coaches are permitted to enter players' rooms when there is a concern for a player's safety and/or the players are suspected of exhibiting unacceptable behaviour (drugs, alcohol, non-team-members in rooms). In such situations, Coaches should ensure that an additional adult is present, preferably a female parent who has previously consented to providing assistance.

12.6 Team travel will be arranged for any scheduled event outside of a 120km radius of Edmonton once team rosters have been finalized

12.7 Coaches should be present in all situations when players are in a group representing the team. This includes the following:

12.7.1 Restaurants – Coaches are to monitor player behaviour such that the team is represented in a positive, classy manner.

12.7.2 Busses – Coaches are to travel with their players (bus, plane, etc)

12.7.2.1 Only team members and EFAC officials will be allowed to travel on a team bus

12.8 Alcohol on the bus is strictly prohibited.

12.9 Non-Team members are not permitted in players' hotel rooms (use hotel lobby to visit)

12.10 If an issue or incident does occur then the player's parents must be contacted immediately via phone and notified as to the details and outcomes of the situation by either the Head Coach or Team Manager/Director. The coach must also make a log entry on an EFAC issued google document.

12.11 Parents' travel/hotel will not be paid by the team (this includes parent Managers)

12.12 Unless prior approval is granted by the EFAC board, private travel expenses for team staff will not be reimbursed if group travel arrangements were provided.

## ARTICLE 13

### 13. SOCIAL MEDIA

#### EFAC SOCIAL MEDIA POLICY

EFAC is committed to providing an environment to lead, develop and promote positive hockey experiences. Any form of harassment using electronic devices commonly known as cyber bullying by coaches, other parents, volunteers, bench staff, other teammates and/or competitors will not be tolerated.

#### Best Practices in Social Media – General Advice and Tips

Social Media has placed increased pressure on everyone. News, comments, and opinions are shared immediately. Your personal reputation, as well as your team and club is at stake, with every post. Therefore, before you post, T-H-I-N-K!

T - Is it True?

H – Is it Hurtful?

I – Is it Illegal?

N – Is it Necessary?

K – Is it Kind?

Based on your answers to these five questions, THINK about whether the post should be made. Would you say it to someone in person? If not, it is probably not a suitable post for any medium. If the post is suitable to share, here are some ways to help get maximum readership for your post, while also representing yourself, your team, and EFAC positively:

- Be creative and engaging, positive and professional
- Celebrate achievements
- Spellcheck and use proper grammar
- Choose the social media platform(s) that best suit your targeted audience
- Find the balance between originality and following trends
- Engage follows and make them feel part of the team
- Observe and take part in global social media trends

#### What is cyberbullying?

- Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disputes or prevents a safe and positive environment may also be considered cyberbullying.

#### Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the EFAC social media policy and may be subject to disciplinary action by the EFAC.

- a) Any statement deemed to be publicly critical.

- b) Divulging confidential information that may include, but is not limited to the following:
- Player injuries;
  - Player movement;
  - Game strategies; or
  - Any other matter of a sensitive nature to a member of a team, association, league, EFAC or an individual
- c) Negative or derogatory comments about any team, EFAC, league, EFAC staff, volunteers, programs, players or any EFAC member.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
- Drug use;
  - Alcohol abuse;
  - Public intoxication;
  - Hazing;
  - Sexual exploitation; etc.
- f) Online activity that contradicts the current policies of Hockey Canada, Hockey Alberta, EFAC or any other members or associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with EFAC policies and regulations on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

## **Discipline**

EFAC's preference is to educate, inform and help develop positive habits when unacceptable or inappropriate comments or posts occur on its social media channels. When required, disciplinary action or sanction will be assessed toward the individual making the unacceptable posts. Depending on the nature of the infraction, discipline or sanction can include the individual being banned or blocked from EFAC's social media channels, suspension from or being relieved of employment, playing or volunteer status, and/or the RCMP or other authorities being called.

When a complaint is filed that may be in violation of this social media policy EFAC executive may deal with any matter and where possible.

Complaints referred to EFAC may be investigated and reviewed by an EFAC Discipline Committee and if deemed warranted members of EFAC may be subject to disciplinary action.

## APPENDIX 1

### Sample Deselection Method

1. Initial releases will be performed as a large group using the following procedure:
  - a. All players will shower (where possible), change, move their equipment to their parents who will be asked to take the gear to their cars and wait for players there.
  - b. It may be necessary to inform all parents that players should not carpool to the arena on deselection days.
  - c. Players will return to the dressing room
  - d. The head coach and team director will then enter the room.
    - e. The head coach will name those continuing on in the selection process to proceed to their parents' cars. Team director will provide documentation indicating the next practice time and location and any further information necessary on the way out.
  - f. If in the case of a large group, deselected players remaining in the dressing room, will be informed of common limitations leading to deselection by the head coach.
  - g. The team director will then outline the process and further options for the deselected players.
  - h. Written materials should be provided outlining this information that players can bring to their parents.
  - i. If in the case of a smaller group, the coach and team director should strive to meet with each player individually to provide feedback and documentation that outlines the options for the deselected players moving forward.
2. Subsequent releases will take place immediately following a skating session and will involve both the head coach, team director, and player using the following procedure:
  - a. All players will shower, change, move their equipment to a public place (usually monitored by parents) and then return to the dressing room.
  - b. The head coach and team director will meet with all those who will be returning as well as those not returning.
  - c. Head coach will provide feedback to the player that consists of both strengths and areas for improvement.
  - d. Head coach will indicate to the player her status moving forward
  - e. Team Director will provide information and documentation for player moving forward
  - f. All players and parents, following the individual meeting will be asked to proceed directly to their vehicles and leave the premises
  - g. It may be necessary to inform all parents that players should not carpool to the arena on deselection days.

NOTE: This is only a sample. Coaching staffs may choose a similar method that demonstrates a respect for the players dignity and need for information.

## APPENDIX 2

Welcome all players and parents to the 2017/18 Pandas U18AAA tryouts. We have almost 60 athletes trying out for the 20 positions on this year's team.

Over the first three sessions a general assessment of the players will be made which will enable the coaches to reduce the number of players remaining to be between 25 and 30. Please remember that coaches pick players but different coaches value different things.

The general assessment will be done based on:

Skating - speed, balance, agility & power

Core Skills - passing, puck handling, shooting, checking, goaltending

Effort - work ethic/desire, compete level, puck pursuit

Team Play - support, positional play, working with others

Game Applications - Read & React, OZone entries, DZone coverage, puck retrieval & possession, transition, individual & team tactics

Intangibles - body language, leadership, bench and dressing room behaviour, scouting reports, past- history

Players are asked to remain in their dressing following the final skate. Shortly after the completion of the skate on Sunday a team/organization representative will enter the room and read off the names of the players that have been selected to continue and the next ice time will be given to those players. Anyone whose name is not read out will be released (deselected).

Information for those not selected will be provided outlining (the player's) options moving forward through the tryout process.

Players and parents need to keep in mind that the release of a player is a point-in-time decision - at these tryouts, with these athletes and given the player's current abilities, she was not successful but it in no way signals what her future potential will be.

Parents are asked to wait in their vehicles while the release process is underway as it is an emotional time for the athletes and walking through a crowd of parents is very uncomfortable for all. Players are also encouraged not to carpool on Sunday if possible.

Tryouts will continue at Southside Arena at 17:45 Monday August 28 for the players selected to continue. The Edmonton Female Athletic Club has asked us to be down to 25 players by August 29 and the league requires us to be down to our initial 20 players by September 5.

Individual player meetings will take place and assessments will be provided to players released during this second phase of tryouts.

Thank you for choosing the Panda Organization and we wish all athletes the best of luck.

APPENDIX 3

**EFAC Org Chart**

