



**TEAM ATLANTIC U18 FEMALE
POLICY MANUAL**

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SECTION 1 – POLICY AUTHORITY

1.1 Responsibilities

- a) This policy is authorized by the Presidents, or delegates, of each member branch including Hockey Newfoundland and Labrador (HNL), Hockey New Brunswick (HNB), Hockey Nova Scotia (HNS), and Hockey Prince Edward Island (PEI). The collective of provincial members referred to herein as the Atlantic Members.
- b) The development, maintenance, and administration of this policy is the responsibility of the Executive Directors, or delegates, of the Atlantic Members.

1.2 Amendments

- a) Any amendment to this policy must be authorized in writing by the Presidents or delegates as outlined in 1.1(a).
- b) Any amendment to this policy must be voted on by all Presidents of the Atlantic Members, or their delegates, and that vote must be carried by a majority.

1.3 Scope

This policy applies to all Team Atlantic U18 Female related activity and all participants of the Team Atlantic program, including, but not limited to players and prospective players, staff and prospective staff, volunteers as well as any other Team Atlantic personnel.

SECTION 2 – TEAM ATLANTIC OVERVIEW

2.1 Vision

Team Atlantic U-18 Female Program will provide the opportunity for Atlantic Canadian athletes, coaches and staff the opportunity to fulfill their maximum potential, with the goal of participating and competing in the Hockey Canada National Team Program.

2.2 Mission

Team Atlantic is committed to developing Team Atlantic athletes, coaches and staff in a safe and healthy environment by following and promoting its core values.

2.3 Core Values

Leadership
Excellence
Health & Well Being
Accountability

2.4 Critical Path

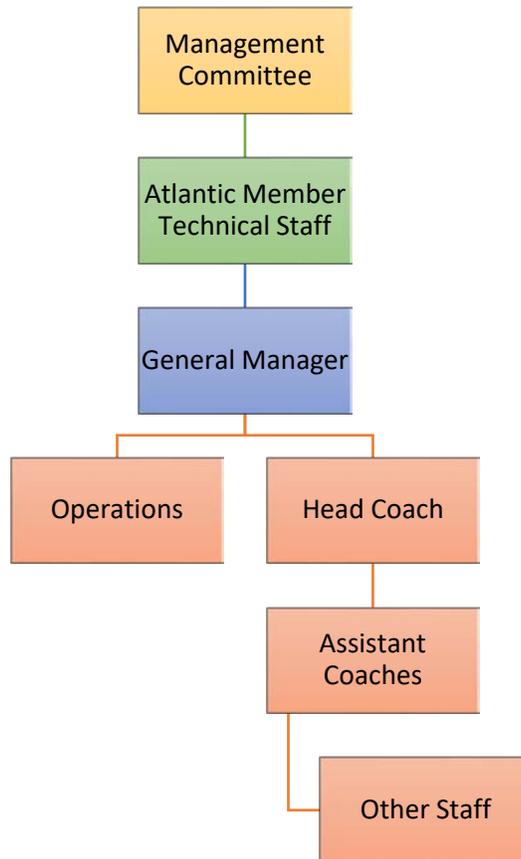
The exact timing of Team Atlantic programming is subject to review on an annual basis; however, the general timeline may include:

March	Team Atlantic General Manager appointed
April	Team Atlantic Coaching Staff applications released
April 30	Application deadline
May	Applicant short list & interviews
June	Staff appointments
June	Staff kick-off
June-August	Staff check-ins
August	Team Atlantic Summer Camp
September	Staff check-ins
October	Staff check-ins
October	Atlantic Challenge Cup
October	Team Atlantic selection and announcement
November	Pre-competition Camp
November	National U18 Championship
December/January	Player and Staff debriefs

2.5 Player Pathway



SECTION 3 – TEAM ATLANTIC MANAGEMENT



3.1 Management Committee

- a) The Management Committee shall be comprised of the Atlantic Member Executive Directors.
- b) The Management Committee shall be responsible for the overall strategic oversight of the Team Atlantic program, as well as any specific responsibilities as described throughout this policy.

3.2 Atlantic Member Technical Staff

- a) The Atlantic Member Technical Staff, comprised of one delegate from each Atlantic Member as appointed by the respective Executive Director, shall be responsible for the oversight of the Team Atlantic General Manager, as well as any specific responsibilities described throughout this policy.
- b) The Atlantic Member Technical Staff shall report to the Management Committee as requested.

3.3 General Manager

- a) The General Manager shall be appointed by the Atlantic Members on an annual basis.

- b) The General Manager shall be responsible for the day-to-day oversight of the Team Atlantic program, as well as specific responsibilities as described throughout this policy.
- c) The General Manager shall supervise and coordinate the Operations and Coaching Staffs to ensure Team Atlantic programming meets the standard of this policy.
- d) The General Manager shall report to the Atlantic Member Technical Staff and may consult with the Atlantic Member Technical Staff on an as-needed basis or as required throughout this policy.
- e) The General Manager shall be the primary point of contact for Team Atlantic participants unless otherwise described throughout this policy.

3.4 Director Operations

- a) The Director of Operations shall be appointed annually by the host Member of Team Atlantic.
- b) The Director of Operations at the discretion of the host Member may be a current staff person or outside hired resource.
- c) The Director of Operations shall report to the General Manager and the Atlantic Member Technical Staff.
- d) They shall be responsible for the following:
 - Logistical Coordination
 - Communication
 - Finance
 - Travel
 - Office Administration
 - Camp Operations
 - U18 National event operations
 - Media Relations
- e) Preference for Director of Operations shall be given to residents of the Atlantic Members.

SECTION 4 – COACHING STAFF

4.1 Eligibility

- a) The following individuals are eligible for selection to the Team Atlantic Coaching Staff:
 - Staff that have participated in their respective Atlantic Member's high-performance programming in the previous calendar year, such member being as determined by the Hockey Canada Residential Qualifications; or
 - Staff that are otherwise endorsed by their respective Atlantic Member, such member being as determined by the Hockey Canada Residential Qualifications.

- Head Coach
 - Assistant Coach I
 - Assistant Coach II
 - Video Coach
 - Goalie Coach
 - Equipment Manager
 - Physiotherapy/Athletic Therapist
 - Mental Performance Coach
 - Strength & Conditioning Coach/Nutrition
- b) The descriptions for roles shall be determined by the Atlantic Member Technical Staff and reviewed on an as-needed basis.
- c) All prospective Team Atlantic Head Coaches and Assistant Coaches must carry the minimum of the following satisfactory certifications and checks at the time of application to be eligible for selection:
- High Performance 1;
 - Respect in Sport – Activity Leader;
 - Criminal Record Check;
 - Vulnerable Sector Check
- d) All Team Atlantic medical/safety-related staff must carry the minimum following certifications and checks at the time of application to be eligible for selection:
- Hockey Canada Safety Program certification;
 - Respect in Sport – Activity Leader;
 - Criminal Record Check;
 - Vulnerable Sector Check
- e) All other prospective Team Atlantic Staff must carry the following satisfactory certifications and checks at the time of application to be eligible for selection:
- a. Respect in Sport – Activity Leader;
 - b. Criminal Record Check;
 - c. Vulnerable Sector Check
- f) Any additional relevant formal training shall be considered an asset to selection.
- g) Any individual with a daughter attempting and eligible for Team Atlantic selection shall be ineligible to participate on the Team Atlantic Coaching Staff during their daughter’s eligibility.

4.2 Selection

- a) The General Manager in consultation with the Atlantic Branch Technical Staff shall oversee the Coaching Staff selection procedure, with such procedure and timing to be established on an annual basis, no later than March 31 of each year, being subject to Atlantic Members' annual calendars.
- b) Coaching Staff selection shall ultimately be decided by the General Manager in consultation with the Atlantic Branch Technical Staff.
- c) Preference shall be placed on qualified female candidates.

4.3 Roles and Descriptions

- a) Staff job descriptions and specific roles and responsibilities shall be determined by the Atlantic Member Technical Staff and reviewed on an-as-needed basis.

SECTION 5 - PLAYERS

5.1 Player Eligibility

- a) The following players are eligible for selection to Team Atlantic:
 - Players that have participated in their respective Atlantic Member's high-performance programming in the previous calendar year, such member being as determined by the Hockey Canada Residential Qualifications; or
 - Players that are otherwise endorsed by their respective Atlantic Member, such member being as determined by the Hockey Canada Residential Qualifications.

5.2 Roster Design

- a) Team Atlantic shall be comprised of a 20-player roster. While there is no mandatory positional breakdown, there must be at least two goaltenders selected.
- b) There are no quotas (i.e. number of players selected from each of the Atlantic Provinces) for roster selection.

5.3 Player Selection

- a) Player selection shall be coordinated and administered by the General Manager, and all grading must be completed in writing by the Atlantic Member Technical Staff, General Manager and/or Coaching Staff.
- b) Player selection shall occur as follows:

- i. The General Manager, in consultation with the Atlantic Member Technical Staff, shall identify 40-44 prospective players to participate in the Team Atlantic Summer Camp.
- ii. Of the 40-44 prospective players, no less than seven (7) must be from each Atlantic Member provincial program; the remaining spots may be chosen at the discretion of the General Manager.
- iii. Players will be evaluated at the Team Atlantic Summer Camp.
- iv. Players will be subsequently evaluated at the Atlantic Challenge Cup.
- v. The Team Atlantic Coaching Staff and General Manager shall make player selections based on player evaluations and any relevant input from Atlantic Member Technical Staff following provincial high-performance programming.

5.4 Special Consideration

- a) Team Atlantic recognizes that players may be unable to participate in the requisite activities to be formally evaluated by Team Atlantic Staff; these players may still be eligible for selection.
- b) Players seeking special consideration must complete the Special Consideration Form and in the case of injury, must submit a written medical certificate to the General Manager.
 - i. The General Manager, in consultation with the Coaching Staff, may approve a special consideration request at their discretion.
- c) Any special consideration submissions received after the commencement of the relevant event will not be eligible for special consideration.
- d) Players granted special consideration shall be considered and placed on the Team Atlantic depth chart at the discretion of the Team Atlantic Coaching Staff. That player may then be selected as per this policy.

5.5 Players Suspended by Atlantic Member

Players under suspension at the time of Team Atlantic activity will be permitted to participate in the Team Atlantic selection process; however, based on the severity of that suspension, the General Manager retains the right to deny that player's participation at the General Manager's discretion.

5.6 Alternate Players

Alternate players not selected to the final Team Atlantic roster shall be identified and ranked by position and made aware of their selection and ranking as an alternate player. In the event an alternate player is required, the Team Atlantic Coaching Staff and General Manager shall choose the next highest-ranked player at the required position.

SECTION 6 - COMPETITION

- a) The General Manager and Operations Staff shall oversee all logistical efforts related to Team Atlantic activities, including travel, accommodations, meals, equipment, etc.
- b) The General Manager and Coaching Staff shall oversee all hockey-related activities, including practice plans, lineups, etc.

SECTION 7 - FINANCIAL

7.1 General

- a) The Atlantic Member Presidents shall, on an annual basis unless otherwise agreed, authorize the budget and payment obligations for Team Atlantic.
- b) The Management Committee shall be responsible for the construction of the budget and payment obligations, with such responsible shared as they unanimously agree to.
- c) Any financial gain, or loss incurred by Team Atlantic due to authorized spending during the ordinary course of business, shall be split equally amongst the Atlantic Members.
- d) Hockey Nova Scotia shall oversee the administration of Team Atlantic finances, including the operation of a Team Atlantic bank account, collection and payment of funds, and financial statement preparation.
- e) For this responsibility, Hockey Nova Scotia shall be entitled to an Administration Fee, to be included in the annual budget as agreed upon by the Atlantic Member Presidents.

7.2 Player Fees

- a) Player fees shall be set forth in the budget and reviewed on an annual basis. Player fees shall be used to cover travel costs and other operational expenses.

7.3 Atlantic Member Contributions

- a) The Atlantic Members shall contribute equally to the Team Atlantic program expenses, as determined in the annual budget, with such payment to be made prior to the Team Atlantic Summer Camp each year.

SECTION 8 – MEDIA AND COMMUNICATIONS

The General Manager and relevant Operations Staff shall coordinate all communications to Team Atlantic participants with the necessary support from the Atlantic Member Technical Staff.

SECTION 9 – CODE OF CONDUCT / DISCIPLINE

9.1 Code of Discipline for Competition

- a) Hockey Canada Minimum Suspension Guidelines shall govern all play within the Program.

9.2 Application

- a) All disciplinary measures that occur within the Program shall carry over to the next phase of the Program.

9.3 Off-Ice Codes of Conduct

- a) The Team Atlantic Program places high expectations on all participants to conduct themselves in a manner that is representative of proper conduct, ethical behavior and good sportsmanship. As participants who evolve through the program are considered to be leaders in their respective category of participation, they are placed in a position where they must demonstrate the qualities that are equated with excellence and representing one's home province.
- b) All participants that are involved in Program activities must ensure that they meet the requirements of the standards of conduct expected of each. In addition, all participants must ensure that they conduct themselves appropriately in their involvement in other related activities. Participants cannot commit to proper conduct within the Program without considering their conduct outside of the Program. The high standards of conduct must be attained in all related activities while actively participating in the Program.
- c) All codes of conduct, sanctions and disciplinary measures must be communicated to all participants prior to the commencement of the program phase in which they are involved with. Where possible, these codes, sanctions and measures should be reviewed with all participants at the beginning of all events.
- d) Participants, who do not meet the requirements for conduct as established in this policy, may risk the loss of all privileges associated with involvement in the Program. As such, all players, coaches, managers, trainers, administrators, or other individuals participating in the Program should make every effort to ensure a high standard of conduct to enable all participants to enjoy a positive experience.

9.4 Minimum Sanctions

- a) General Manager shall ensure that the minimum disciplinary guidelines for infractions are acted upon as specified in this policy. In addition to the minimum guidelines, any guidelines established at events shall be adhered to fully in addition to this code.
- b) As these are the minimum guidelines, team staff may impose additional guidelines for a specific program event or activity with the prior approval of the General Manager and the Atlantic Member Presidents in any situation where team staff implements such additional sanctions. All

participants must be informed of such changes in writing prior to the actual event or activity occurring.

- c) The minimum sanctions shall apply to but are not limited to the following minor infractions:
- Disrespectful behavior;
 - Unsportsmanlike conduct;
 - Tardiness for events, activities or functions;
 - Failure to adhere to any code including the dress code;
 - Disrespectful comments or behavior deemed extreme; and
 - Any other infraction, which contradicts the code of conduct, developed specifically for the participant in question.
- d) Minimum sanctions shall also apply to but are not limited to the following major infractions:
- Curfew violations;
 - Disturbances or disruptions after the lights out/quiet time specified;
 - Violations of the policy regarding alcohol, marijuana, tobacco and illegal substances;
 - Unacceptable behavior such as fighting or destruction of property; and
 - Pranks, bullying, jokes or other activities that endanger the safety of others; - Any other infraction that causes embarrassment or harm to the integrity of the Program.
- e) The range of specific sanctions shall apply after a review of the infraction has occurred. The harshness of the sanction shall depend on the severity of the infraction in question
- f) All sanctions established in response to infractions shall be administered fairly and equitably. Team Atlantic shall ensure that consistent standards are used in the application of all sanctions.
- g) Possible sanctions that may be applied in response to a minor infraction include but are not limited to the following:
- Verbal reprimand;
 - Written reprimand;
 - Increased curfew requirements;
 - Written or verbal apology from the offender to the offended;
 - Possible loss of evaluation points - any other action as deemed appropriate within the code as applied by the General Manager and Head Coach.
- h) Possible sanctions that may be applied in response to a major infraction include but are not limited to the following:
- Suspension of playing rights;
 - Exclusion from certain events, activities or ceremonies;
 - Suspension of eligibility to specific phases of the program;
 - Dismissal from an event;

- Sent to home residence at own expense;
- Possible loss of evaluation points; and
- Any other action as deemed appropriate within the code as applied by four Atlantic Branch Presidents.

9.5 Code of Conduct for Players

a) All players who participate in the Program shall ensure that they adhere to the following aspects of conduct at all times. All players shall:

- Compete to the best of their ability in a fair and sportsmanlike manner;
- Show respect for opponents and officials;
- Play by the rules and respect the spirit of the game;
- Attend all activities of the Program as required;
- Refrain from making harassing comments to opponents or team-mates;
- Acknowledge the good plays of my team-mates and opponents; and
- Work hard to be a good team player and role model;

9.6 Code of Conduct for Coaches

a) All coaches within the Program shall ensure that they adhere to the following aspects of conduct at all times. All coaches shall:

- Coach in a fair and sportsmanlike manner;
- Prepare all players to perform their best;
- Take responsibility for the players during all aspects of the Program involved in;
- Attend all activities, meetings and ceremonies of the Program as required;
- Teach all players to respect the rules and play fairly;
- Ensure that all players receive equal instruction, ice time and support;
- Encourage all players to enjoy themselves and respect their opponents;
- Work in cooperation with the officials; and
- Be a positive role model, for all players.

9.7 Code of Conduct for Officials

a) All officials within the Program shall ensure that they adhere to the following aspects of conduct at all times. All officials shall:

- Ensure that all players have the opportunity to perform to the best of their ability within the limits of the rules;
- Make every effort to avoid or eliminate any situation that threatens the safety of the participants;
- Maintain a healthy atmosphere and environment for competition;
- Ensure that no acts or harassment or abuse occur in any competition;
- Handle all conflicts with dignity;
- Be consistent and objective in calling all infractions regardless of personal feelings;
- Accept my role as a teacher and role model for fair play with all participants; and

- Remain open to constructive criticism and show respect for different points of view.

9.8 Code of Conduct for Administrators

- a) All administrators within the Program shall ensure that they adhere to the following aspects of conduct at all times. All administrators shall:
- Ensure that all participants are treated fairly at all times;
 - Ensure that all equipment and facilities are safe;
 - Ensure that all polices are enforced in the best interests of the Program;
 - Ensure that the standards of fair play are followed; and
 - Act as a positive role model at all times.

9.9 Substance Abuse

- a) No participants in the Program, under the legal age, shall engage in the consumption of alcohol, narcotics, illegal drugs, performance enhancing drugs or any other banned substances while involved in any program event or activity. Failure to abide by this requirement shall result in immediate dismissal from the Program. All participants in the Program shall not use tobacco products while involved in any event, competition or activity of the Program.
- b) Staff and administrators shall ensure that no players or participants under the legal age, attend any event or function where the consumption of alcohol or tobacco is involved.

9.10 Investigation and Reporting

- a) All minor infractions must be investigated thoroughly by the General Manager and Head Coach. In instances where the Head Coach or General Manager is suspected of an infraction, the Atlantic Member Presidents shall conduct such an investigation.
- b) In instances where the General Manager and Head Coach, through investigation, determines that the level of the infraction is major, they shall refer any major infractions directly to the Atlantic Member Presidents for all further action. The Branch Presidents shall conduct a thorough investigation of all major infractions immediately upon being notified of any such infraction.
- c) The General Manager and Head Coach shall deal with all minor infractions and apply the appropriate sanctions in each case. The General Manager shall ensure that all minor infractions are administered fairly and equitably within the framework of the team or group that they are responsible for. The General Manager and Head Coach shall report any sanctions imposed upon a participants to the respective Branch.
- d) All sanctions must be appropriate to the level of the infraction. In all instances of minor infractions the General Manager and Head Coach must provide a "Report of Infraction" to the respective participant's branch. Both shall maintain a record of all minor infractions. These infractions and the applied sanctions shall be considered in the event of any subsequent reoccurrence by the offender. (need to create if not already created)

- e) In the event of a major infraction occurring, the General Manager and Head Coach shall report all findings related to the infraction and the subsequent investigation immediately to the Branch Presidents

9.11 Discipline Committee

- a) For the purposes of administering the sanctions of the code of conduct and the suspensions that result from a breach of the Competition Code of discipline, the Discipline Committee shall be comprised of the four Branch Presidents.
- b) The Discipline Committee shall ensure that all disciplinary measures are conducted in compliance with the direction of this policy and the Code of Discipline.

SECTION 10 – APPEALS

10.1 Appeals Committee

- a) Team Atlantic shall appoint an independent Appeals Committee. This Committee shall act in this capacity for the duration of its appointment.
- b) Team Atlantic shall make every effort to ensure that members of this Committee are not placed in a conflict of interest. For this reason, all members considered for membership on the Appeals Committee shall be responsible to disclose any potential conflicts of interest prior to accepting a position with this Committee. Committee members must have no significant relationship with the appellant, shall have no involvement with the original decision being appealed, and shall be free from the perception of bias or conflict.
- c) This committee shall be comprised of a Chair and two other members. The Chair shall only cast a vote in the case of a tie.

10.2 Appeals

- a) Participants who wish to appeal a suspension incurred during the High Performance Program must do so in writing. All appeals must be received within twenty-four (24) hours of being notified of such disciplinary action.
- b) Appeal hearings will only be granted for appeals that meet the conditions set forth
- Bias or perception of bias against the offending participation;
 - Established procedures were not followed;
 - New information has been received which may have a significant bearing on the decision;
 - The original decision was based on irrelevant facts or questionable information that may not be accurate or factual; and/or
 - The degree of the penalty far exceeds the level of the violation.

- c) Appeals will not be granted for minimum suspensions as established by the Code of Discipline for competition. Suspensions that exceed the minimum standards established may be appealed.
- d) Upon receipt of any appeal with the timelines prescribed, the Appeals Committee shall convene to review the “Notice of Appeal Form” upon submission to determine if sufficient grounds for appeal exist. The Appeal Committee shall determine within four (4) hours of receiving such an appeal if sufficient grounds to grant an appeal. If the Appeals Committee is satisfied that they are not sufficient grounds to grant an appeal hearing, it shall notify the Appellant of this decision in writing, stating the reasons.
- e) If the Appeals Committee feels satisfied that there are sufficient grounds to grant an appeal, it shall hold such a hearing as soon as is possible. The Committee shall give notice to the time and location of the hearing to the Appellant and the Respondent.
- f) The decision by the Appeals Committee to grant a hearing is discretionary and may not be appealed or protested.
- g) Copies of written documents which either the Appellant or the Respondent wish to enter into evidence must be provided to all members of the Committee as well as the opposing individual. The appeals committee shall reserve the right to request any other individual (s) to participate in the hearing as required.
- h) The decision of the Appeals Committee shall be final and binding.