



**QUAD CITY BLUES
POLICIES AND GUIDELINES**

March 2023

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1. QUAD CITY BLUES PHILOSOPHY

To provide an enhanced opportunity for player development and growth through higher-level hockey competition offered by traveling to other regional communities and tournament sites. As representatives of the Quad Cities and the Quad City Hockey Association, Quad City Blues (Blues) hockey players, parents and coaches will emphasize sportsmanship and team play.

2. REGISTRATION

Each player intending to play Quad City Blues hockey must register with the Quad City Hockey Association. Registration fees will be set annually by the Quad City Hockey Association and may include tryout costs, and other direct and indirect overhead costs of the QCHA.

Registration fees for Blues hockey will be due at or before tryouts. All players must be registered with USA Hockey at or before tryouts. Registration fees will include an initial deposit. This deposit is refundable if a player is not on the final roster.

To be eligible to register you must be in good standing from all previous QCHA financial obligations.

Players selected for the Blues will have player accounts set up with the team to cover team, coach, ice, jersey, travel, league, tournament, and other season related fees.

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Policies and Guidelines

Any team that has on its roster a player that has not satisfied QCHA registration and uniform payments by December 31 of the current hockey season will be prohibited from practices or games until all overdue fees are paid in full, unless there is specific exception made by the Director of High School Hockey.

3. USA HOCKEY AND LEAGUE ASSOCIATION

The QCHA is a member of the Mid-West Amateur Hockey Association (MWAHA) in the USA Hockey Central Region.

The Blues hockey team will primarily compete in the Midwest High School Hockey League (MHSHL). The Blues hockey team may participate in leagues beyond the MHSHL, as long as that team assumes all additional costs associated with membership or play in that league(s), and that activity does not conflict with MHSHL schedules

4. TEAM FORMATION

The Blues will be formed to play under USA Hockey Tier II Guidelines using age divisions, as defined by USA Hockey, in effect at the beginning of each season.

The QCHA intends to field Blues teams at the junior varsity and varsity levels.

All Blues teams will participate in the Midwest High School Hockey League (MHSHL). This league plays in Iowa, Nebraska and Kansas.

Once a player is placed upon a team for the coming season, that team will be that player's "primary" team. Players may participate with teams other than his/her "primary" team, but only if that activity is outside the season of the "primary" team, or only if there is no conflict with the "primary" team during the "primary" team's season. Team alternates are an exception to this rule.

As per USA hockey and MWAHA, female athletes are allowed to dual roster – i.e. play on both a Youth and All Girls team in the same season. Dual rostering may not be a consideration in youth team selection. In the event of game conflict, the following guidelines apply:

1. League games take precedent over friendlies
2. Team with fewest players available for conflict date take precedent
3. Team fighting for playoff spot may take precedent

Unresolved conflicts shall be determined by the Director at Large, Girls Hockey and Recruitment and the Director, High School

Quad City Blues will have a season defined as September through March.

5. COACH SELECTION AND CERTIFICATION

A. Coach Selection

QCHA coach selection criteria will in part be guided by the expectation that coaches will lead their teams by example. The QCHA is a zero tolerance organization. Coaches and referees will not accept abusive language, gestures, or behavior from players, parents, or other coaches.

Preference will be for the incumbent head coach to remain as head coach. If there is a continuation of coach from one season to the next, board approval of contract is not required.

In the event, the incumbent head coach is not available for the season, the following process should be followed:

1. Solicit coaching application forms from prospective new coaches or coaches seeking to coach at a different age level.
2. Follow a set of selection criteria to rate coaching applicants.
3. The Director, High School, Referee-In-Chief and the Association Coaching & Education Director will constitute the coach selection committee to evaluate the applicants against the selection criteria. When required, interviews may be required when two or more coaches are applying for the same position.
4. The Director, High School will provide the QCHA Board with the recommended head coach for the Blues. In addition, the Director, High School Hockey will summarize to the Board the reasons why a candidate was chosen in relationship to the selection criteria.
5. The QCHA Board will vote to either accept the recommendation or have the Director, High School reconsider specific selections. A simple majority of a quorum of the board is required for approval.
6. The Director, High School will respond to the Board's reconsideration request within two weeks at a special Board Meeting to resolve final coach selection.

C. Player or Parent Concerns

Players are encouraged to speak with the Head Coach if they have any questions or issues. If for some reason they feel uncomfortable talking to the Head Coach they should visit with one of the official Assistant Coaches. Only after a player has attempted to speak with a Coach should they ask their parents to speak on their behalf. Parents should address any concerns to team management and/or Director, High School.

Parents should attend all parent meetings to keep themselves well informed. Parents should ask the team manager at any time for information that is general in nature and applicable to the entire team. However, when an issue arises from a specific game or practice the parents should wait 24 hours before contacting the team manager. When a Parent doesn't feel that their issue was satisfactorily addressed they should contact the High School Director. Issues escalating beyond the team should go to the High School Director and if still not satisfactory, then to the President QCHA.

6. TEAM OFFICIALS

A. Head Coach

The Head Coach is responsible for ensuring that all Blues practices, games, and events are conducted in accordance with published USA Hockey and QCHA Guidelines. Blues will abide by the above Policies and Procedures, and are governed by the Midwest High School Hockey League.

Head Coach and team administration will meet with players and parents prior to the beginning of the season to review the QCHA approved players and parents' codes of conduct. A code of conduct form will be signed by each player and parent, collected by the compliance coordinator. In addition, Head Coach and team management will address with team members and their parents their coaching philosophy, goals for the season, expectations of players and parents, instructional style, health and injury issues, playing time philosophy, areas of potential discipline and scheduling matters relative to practices and game. Players and parents will also be given guidelines as to behavior when at any hockey rink as well as when at hotels when a QCHA team travels.

The Head Coach is ultimately responsible for making sure that game information is recorded and communicated as required. The Head Coach of each team will work with team officials to ensure proper use of Pointstreak application for all games.

The Head Coach will designate a contact that will provide team schedule (practice and games), game results, and team information to the QCHA website, as appropriate.

It is the responsibility of a Team Official (Head Coach, Asst. Coach, or Manager) to ensure that an adult (minimum of 21 years of age) of the same gender as the players is present near the player locker room at all times.

Under no circumstances may a team play any games with a player who is not on the official USA Hockey roster.

The Head Coach may suspend a roster player from practice and/or games for disciplinary reasons. These reasons include, but are not limited to:

- Showing lack of respect for self, team, coach, and/or officials
- Excessive penalties or game/match penalties
- Not attending practices per team policy

The Head Coach has the discretion and authority in determining which players will dress for each game and how much ice time each player receives during a game within the QCHA Playing Time guidelines. Coaches are expected to bear in mind the expense and time commitment all players and their families have made to support the team.

B. Assistant Coaches

Each Head Coach is responsible (required) for selecting Assistant Coaches once the team has been selected. Assistant coaches must be at least 18 years of age and be in compliance with USA Hockey coaching requirements.

In the event the Head Coach and Assistant Coach are unavailable for a game or practice, the Head Coach is responsible for finding a qualified substitute.

C. Team Manager / Team Treasurer

The Director, High School is responsible for appointing a Team Manager/Managers who will be responsible for the operation of games, coordination of equipment needs, team communications, away game (greater than 2 hour drive) travel, accommodations and meals. All individuals in the scorekeepers' box must be at least 14 years of age or accompanied by a parent. All volunteers must be compliant with all USA Hockey policies regarding volunteers, this includes all Safesport policies as they pertain to volunteers. If under the age of 18 the person must wear a helmet and have a valid USA hockey ID.

All league games hosted by the Blues will be recorded using MSHSL approved software and video of the game is captured.

The Director, High School will appoint management of team finances to a Team Treasurer. The Head Coach, his family members or a significant other will not be allowed to be the Team Treasurer.

The Team Treasurer, with approval from the QCHA Treasurer will manage a separate, and independent, checking account in the Quad City Blues's name. The QCHA Treasurer will decide on what bank can be used for the team accounts. Banks not approved by the QCHA Treasurer will not be allowed. The Treasurer, QCHA Treasurer, and President must be on the team account.

It is required that the Team Treasurer develop and maintain team financial records and provide individual statements for each player explaining Travel Team costs.

- The Team Treasurer must meet with the QCHA Treasurer prior to the beginning of the season to review procedures for the season.
- The Team Treasurer will maintain team accounts by player that are updated on a monthly basis.
- The Team Treasurer will provide updated monthly statements to the QCHA Treasurer.
- Within 4 weeks of the close of the season, the Team Manager / Treasurer must supply the QCHA Treasurer proof that the accounts have been balanced, and any surplus be returned to each family.

In the event that the team treasurer is the QCHA Treasurer, then the QCHA Treasurer will review that team's financial records with the QCHA President twice per season as described above.

7. TEAM EVALUATION / SELECTION PROCESS**A. Tryout Requirement**

Each year any player wishing to be selected for the Blues must participate in the annual QCHA tryout process. An exception can be made for players moving into the area, who have a previous unavoidable obligation or who have health issues, during the tryout period. For an exception the Head Coach must be notified in writing. The Director, High School will review the situation with the head coach and advise the impacted player.

Players will be selected for teams each season in an open, typically 3 day, camp style process.

B. Selection Process

The Head Coach will have discretion to select the players who will be on the final roster, with consultation with the assistant coach(es) based on tryout performance and other off-ice factors. Though likely to be more difficult, a player who misses a portion of tryouts may still qualify for the team but their selection is at the coach's discretion. Ultimately, there is an expectation and it is strongly encouraged that tryout participants attend both tryout sessions.

8. TEAM ROSTERS

. Per USA Hockey requirement, the Blues will submit a final roster before December 31, which may include player changes not limited to those players attending tryouts, with the agreement of the players involved, coaches involved, and the Director, High School.

The Head Coach may propose dropping an originally rostered player from the USA Hockey roster only under special circumstances and for a very limited number of reasons:

1. The player moves away from the area.
2. The player decides not to continue with the travel program.
3. Season ending injury.
4. The QCHA Disciplinary Committee, or other USAHockey authority decides to suspend the player for the remainder of the season.

The Director, High School, with Board approval, must approve any such status change for a player originally rostered as a full time player.

The Head Coach may not add players to a travel team roster, after tryouts have been completed and rosters posted, without agreement of the Director, High School and board approval, as long as such a move is consistent with QCHA Blues Policies and Guidelines.

9. TEAM UNIFORM

Uniforms are a key means by which unity is created across all ages and skill levels in the QCHA. All Blues players will be required to purchase the current approved Blues Uniform including:

1. home and away jerseys (if they do not already own a current approved Blues -jersey from a prior season).
2. Pant shells
3. socks
4. gloves (goalies excluded)

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5. helmet stickers
6. equipment bag
7. Away warm ups

Uniforms and equipment will be ordered by the Blues once the roster is finalized and ~~deposit~~ payment has been made by a selected player.

Helmets must be black in color.

10. TEAM SPONSORSHIP

The Blues will be responsible for obtaining sponsors and conducting their own fundraising, as long as those activities are consistent with QCHA principles, policies, and activities. Sponsorship monies go to the team as a whole in order to comply with the QCHA not for profit status. No business or company shall have their name placed on the jerseys of a travel team.

If the QCHA contracts with a sponsor, or sponsors, for the entire association, then all teams will honor the requirements of that agreement.

11. HIGH SCHOOL (VARSITY/JV) AND TRAVEL PLAYER OVERLAP

The QCHA recognizes that players selected for the Varsity / Junior Varsity High School program, if they accept membership in that program, will place first priority on the Varsity/JV Quad City Blues.

In the case when a player eligible for Bantam or Midget Travel is also selected for a Blues Varsity/JV team, the player typically will decide one or the other. However, it is possible for a player to be rostered on both a Blues and a Travel team, under certain provisions.

- The player and parents must first agree to such an arrangement.
- Both coaches must approve the arrangement.
- The Travel team coach and the Blues coach must present a plan for qualifying the player as a travel team member according to the USA Hockey 20/10 guideline if the Travel team plans to compete towards a National Championship.
- Prior to the start of the season, the travel team Head Coach must provide clear communication to the remainder of the Travel team (players and parents) regarding the roster and player plans for the season.

12. NONRESIDENT PLAYERS

QCHA Blues tryouts are open tryouts.

Players who are residents in other geographic areas without an active hockey association are of course welcome as long as USA Hockey registration is made with QCHA.

Players, who are residents in other geographic areas with active hockey associations, are welcome to participate in QCHA tryouts, under the following conditions:

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- USA Hockey registration is required with QCHA, or evidence of current USA Hockey registration must be provided.
- Non-refundable tryout fees must be provided by the player as defined by the tryout registration form.
- Nonresident players will be required to attend all team practices and games unless specific special arrangements are established with the head coach.
- Nonresident players will be placed on teams by skill level and coach selection at tryouts and cannot expect to be grouped together for convenience or other non-skill related reasons.
- The MSHSL policies restrict the number of times a player can move between associations and therefore players should be advised of the MSHSL policy prior to try-outs.
- Per MSHSL policy, billeting players is not permitted.
- Per MSHSL policy, there are restrictions on players moving associations in their high school hockey career. Those policies will take precedence over this Quad City Blues policy.

13. FUNDRAISING

Due to the QCHA's status as a 501(c)(3) organization and applicable IRS rules, the QCHA cannot allow or permit money raised via fundraising activities to benefit any single individual disproportionately. This means that all funds raised by the team will be shared equally among all active team members.

14. FEES

The Blues will be billed by the QCHA treasurer for their ice time throughout the season. An administrative fee of \$25.00/hr. for a full sheet of ice, \$12.50/hr. for a ½ sheet, will be charged to the team and added to their respective ice bills. The administrative fee will be assessed on all practices and games. Ice costs will be based on the rates charged to the QCHA by the River's Edge and Vibrant Areen at the Mark respectively for the hour(s) scheduled for that team. For teams that schedule additional practices and/or games at venues other than the River's Edge, the administrative fee will still apply and the QCHA Board will consider adjustments to the ice rates for those practices and/or games.

It is up to the Team Manager or Head Coach to let the QCHA Master Scheduler know in writing at least 45 days in advance if the team wants to be released of any scheduled practice or game times they do not plan on using. For any changes in ice time within the 45 day window, e.g., swapping ice times with other teams, it is up to the Team Manager or Head Coach to communicate this in writing to the QCHA Master Scheduler and QCHA Treasurer. Once inside that 45 day window the financial responsibility for the ice remains with the scheduled team unless it can be established by the QCHA Master Scheduler and/or QCHA Treasurer that the team has been relieved of that ice time.

Assessed administrative fees will be applied to coaching expenses that are necessary due to USA Hockey membership, coaching education, clinic attendance and other direct expenses that are part of serving our skating membership.

15. SOCIAL MEDIA

The QCHA prohibits all coaches, assistant coaches, on-ice help and team support staff from following any players via social media or having players joined to their personal social media pages. This includes, but is not limited to, Facebook, Instagram and Snapchat. An official team page may be set up with coaches,

players and parents joining in an effort to provide team-related communication. Violation of this policy may lead to disciplinary action including termination of coaching and/or volunteer duties.

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and players must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages to any minor participant must include a copy to parents. Violation of this policy may lead to disciplinary action including termination of coaching and/or volunteer duties.

The QCHA adheres to the SafeSport social media and electronic communications policy.

16. TEAM TRAVEL

As a component of regular game play, a number of contests will require the team to travel overnight. The following are a summary of responsibilities during away game travel.

1. It is expected that players and team officials will conduct themselves in accordance with QCHA and USA Hockey Player, Coach, and Parent codes of contact.
2. There will be two types of team travel, Parent Drive and Bus (typically 2+ hour drive) travel based on distance, schedule, time of year etc. the General Manager is responsible for notifying players and families of the travel method and schedule.
3. During bus travel, players will be supervised at all times by team staff. This is to ensure player safety during travel.
4. A team hotel will be designated during travel weekends. Parents will be notified in advance of location of the hotel for the weekend. Whenever possible, it is encouraged that parents do not stay in the player hotel overnight unless a part of the team staff or requested to do so for chaperoning purposes.
5. General manager is responsible for assigning rooms, ensuring meals are arranged, and the general oversight of away travel.
6. Room checks are to be conducted nightly by designated team staff. This is the responsibility of the General Manager and staff to ensure completion.
7. Parents will be communicated within reason planned time of return for player transportation once a player arrives at home.

17. Volunteering

Volunteering is essential to enabling home games to be completed. It is also vital to maintaining traditions and contributing to the overall team. The team will designate a volunteer coordinator. The volunteer coordinator will define jobs to be completed and maintain an assignment list. Volunteering is not optional. If you fail to complete assigned activities you can be assessed a penalty of up to \$100 per assigned task.

Game mandatory activities

1. Locker Room Supervision (covered by equipment manager(s) and Team Manager)
2. Clock
3. Pointstreak
4. Home penalty box
5. Camera

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6. Medic (if no one qualified this will be a hired position)
7. Admission

Game optional activities (TBD if this is accounted for)

1. Music / Announcing
2. Video play by play
3. Other

Team positions that exempt family from requiring to participate in game specific volunteering.

1. Manager x 2
2. Treasurer
3. Equipment manager x 2

Volunteer coordinator time will be considered as volunteering.

18. Financial Obligations

Based on team size, training, practice and game schedule a team budget will be developed and evenly distributed through the playing season (Monthly). Payments will begin 1 Sept and end 1 Feb. Players with monthly dues more than 2 months in arrear will not be allowed to participate in team activities until caught up. All player dues are required on or before Feb 1 or they will not be allowed to participate in team activities until caught up.

Costs for uniform, equipment, apparel and other necessities will be billed either on your monthly statement or separately and will not be delivered until payment is received.

19. Injury Policy

It is a team expectation that an injured athlete maintains communication with the Head Coach and the General Manager(s) on return to athletic participation expectations. Athletes are expected to rejoin team activities, even in a reduced capacity, as soon as capable. Athletes are also expected to participate in all team activities as they can. This includes trips, video review, team building and other team activities. An injured athlete is considered for financial accommodation only if requested. Only if an athlete is incapable of participating for 3 consecutive weeks or more in a month are they provided financial relief equivalent to 1 full payment. Partial or prorated credits are not considered.

During the injury period any participation in team activities that requires payment will be billed to the athlete. These would be things like an away bus trip, team building and other similar costs. For reference the 2022-23 season cost of a bus trip is \$100 for an injured player. If the athlete does participate in off ice training that will be billed also.

End of Policies and Guidelines