



Risk Management for Team Staff

LEDUC MINOR HOCKEY ASSOCIATION

Parents Meeting

All parents, players and team staff need to sign a code of conduct statement. This needs to be kept on file with the team. All team staff coaches, assistant coaches, managers should familiarize themselves with the code of conduct and social media policy. This can be found on the LMHA website under Risk Management.

Team related items for the initial parent's meeting include:

- Player Conduct (On-ice / Dressing Room / Respect)
- Parental Conduct
- Coaching Philosophy / Goals / Conduct
- Expectations for communication between parents & team staff
- Cell Phone Policies **NOTE: NO CELL PHONES/CAMERA ARE ALLOWED IN DRESSING ROOMS. NO EXCEPTIONS!!!!**

Criminal Record Checks

All team staff, coaches and managers, require a Criminal Record Check every 2 years. If you are not sure if your check is current please contact risk@lmha.ab.ca.

The letter that needs to be taken to the RCMP office can be found on the LMHA website under the Risk Management or Information/Forms tabs.

CRC's will be collected and handed in by team not individuals.

If your CRC is not handed in you will not be receiving credit for your coaching/managing and may face disciplinary action.

Injury Reports

All injured players or coaches requiring medical attention shall complete an injury report form and not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries otherwise written parental approval is required.

All player or coach injuries require an injury report form, found on the LMHA website under Risk Management, filled out and returned to Risk Management at risk@lmha.ab.ca

Permits

Any games or travel that require a permit must be applied for a minimum of 5 days prior to the event. No permits will be given without enough notice.

Exhibition Games

All home exhibition games require a permit from Hockey Alberta. All permit requests can be made through the risk management tab on the LMHA website. These will then go to Risk Management who will apply for your permit. Your permit will then be emailed to you with instructions for submitting your game sheets electronically. Game sheets must be submitted within 48 hours of the game with any referee incident reports.

Travel Permits

All exhibition games or tournaments that are outside Leduc require a travel permit, the Hockey Alberta Zone where the game/tournament is held is no longer relevant. With the exception of league games or regularly scheduled practices scheduled by LMHA.

All permit requests can be made through the Risk Management tab on the LMHA website. These will then go to the Risk Management Director who will apply for your permit. Your permit will then be emailed to you with instructions for submitting your game sheets electronically. Please note that **ALL** game sheets need to be submitted to Hockey Alberta. The instructions will be included on your permit, either e-gamesheets or emailed to our Zone Coordinator, Daryl Pickering.

All hosts of Exhibition and Tournaments **MUST** use e-gamesheet to enter the stats from the gamesheets and upload the gamesheets and ref reports (pictures) - suspensions will be issued from the info received through e-gamesheet. The ref report will have to be typed in word for word as well as uploaded.

When entering tournament games - enter the games as they happen and save, but **DO NOT hit SUBMIT** until the end of the tournament. This is VERY important because it is difficult to re-open the permit. **Hitting submit closes the permit**, this means you will not have a permit therefore no insurance coverage for the remainder of the tournament.

Communication Protocol/Code of Conduct/Discipline

Communication Protocol Within LMHA

Prior to reporting and or filing a complaint all members must wait 24 hours before submitting their concern.



All formal reporting of complaints or incidents must be made in writing. This will be strictly enforced.

Communication Flow Chart (LMHA)

Step One: Player / Parent

Step Two: Team Manager / Coach

Step Three: Division Director / VP Directors / VP Female Hockey / Discipline Chair

Step Four: Discipline Committee – *If formal discipline required*

Code of Conduct – all parents will be required to sign off on their conduct and agree to act responsibly.

Coach meeting – if you feel strongly that you require a meeting with the head coach or coaching staff please feel free to contact the Manager first to arrange a mutually convenient time. It is best to wait 24 hours until making the call to allow yourself some time and distance to think.

LMHA meeting – if you remain dissatisfied with the outcome after the meeting, your next step should be to contact the Division Director.

1. Discipline – disciplinary actions for unacceptable behavior will be dealt with by the following manner:

Step 1 – coach will discuss concerns with the individual involved (offering opportunity to correct their actions)

Step 2 – coach and manager will discuss their concern with the player's parent or guardian.

Step 3 – manager will bring the matter to the attention of the Director, LMHA and offer to discuss the concerns

INFORMAL PROCESS

a) STANDARD SUSPENSIONS

Where the CHA current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with the Level Director as a matter of routine.

b) NON-STANDARD DISCIPLINE

1. These suspensions are applicable to Players, Coaching Staff, Bench Staff, Parents or Legal Guardians.

2. When an incident involving a Player occurs which may warrant disciplinary action, the Coach(s) or another member of the Coaching Staff or Bench staff shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game, and at least prior to the next game, for action.

3. When an incident involves a member of the Coaching Staff or the Bench Staff which may warrant disciplinary action, another member of the Coaching Staff or Bench Staff, or a concerned Parent shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game.

If the above protocol is not followed you will be required to go back and follow this communication protocol before your complaint will be dealt with. I.e: parent going directly to another board member, directly to the league or Hockey Alberta.