

LDMHA Policy and Procedure Manual



Updated: April 05, 2019

Table of Contents

- 1.0 Lillooet and District Minor Hockey Association Mission Statement
- 2.0 Board of Directors Positions and Job Descriptions (Committees)
 - 2.1 President
 - 2.2 Vice President
 - 2.3 Secretary
 - 2.4 Treasurer
 - 2.5 Directors
 - 2.6 Registrar
 - 2.7 Equipment Manager
 - 2.8 Coach Coordinator
 - 2.9 Referee in Chief
 - 2.10 Ice Ambassador
 - 2.11 Risk Manager
 - 2.12 Female Coordinator
 - 2.13 Concession Manager
 - 2.14 Bursary Committee
 - 2.15 Banquet Committee
 - 2.16 Finance Committee
 - 2.17 Discipline Committee
- 3.0 Registration Policy
- 4.0 Program Guidelines Recreational Level:
 - 4.1 Tykes: Program Purpose
 - 4.2 Tykes Policy
 - 4.3 Team Officials
 - 4.3(a) Volunteer Screening
 - 4.3(b) Coaching Requirements
 - 4.4 Tykes: Male and Female
 - 4.4(a) New Player/Tykes Learn to Skate Program
 - 4.5 Initiation: Male and Female
 - 4.6 Novice: Male and Female
 - 4.7 Recreation Atom and Atom Development: Male and Female
 - 4.8 Recreation Pee Wee: Male and Female
 - 4.9 Recreation Bantam: Male and Female
 - 4.10 Recreation Midget: Male and Female
- 5.0 Representative Program
 - 5.1 Intent to Declare a Rep Team
 - 5.1(a) Pee Wee Rep
 - 5.1(b) Bantam Rep
 - 5.1(c) Midget Rep
 - 5.2 Affiliated Players
- 6.0 BC Hockey Driving Policy
- 7.0 Coach Application
- 8.0 Ice Scheduling Policy
- 9.0 Requests for Approval

- 10.0 Game Schedules
 - 10.1 Game Cancellation Policy: Travel Advisories
- 11.0 Score Keeping Policy
- 12.0 Rep Player Selection Policy and Procedure
- 13.0 Team Formations and Player Placement Policy
 - 13.1 Team Formations and Player Movement
 - 13.2 Player Movement Procedure
- 14.0 Goal Tending
 - 14.1 Goal Tending Principles
 - 14.2 Goal Tending Policy
- 15.0 Team Fundraising Policy
 - 15.1 Fundraising Principles
 - 15.2 Fundraising Policy
 - 15.3 Fundraising for Championships
 - 15.4 Donations and Sponsorships
- 16.0 Tournament Policy
 - 16.1 Attending Tournaments/Exhibition Games outside of District
- 17.0 Complaint Policy
- 18.0 Media Policy
 - 18.1 Social Media Policy
 - 18.2 Social Media Violations
- 19.0 On Ice Volunteers:
- 20.0 Alcohol and Drug Policy
 - 20.1 Players
 - 20.1 Referees
 - 20.3 Team Officials and On Ice Volunteers
 - 20.4 Parents
- 21.0 Discipline
 - 21.1 Discipline Levels (non BC Hockey On Ice Offenses)
 - 21.1(a) First Level Offenses
 - 21.1(b) Second Level Offenses
 - 21.1(c) Third Level Offenses
 - 21.2 Match Penalties and Gross Misconducts
 - 21.3 Discipline Levels (BC Hockey On Ice Offenses)
 - 21.4 Discipline Guidelines for Parents and Spectators
 - 21.5 Discipline Committee Guidelines
- 22.0 Abuse of a Vulnerable Person
 - 22.1 Criminal Code Offenses -Vulnerable Sector
- 23.0 Harassment Policy
 - 23.1 Definition of Harassment
 - 23.2 Procedure
 - 23.3 Resolution
 - 23.4 General
 - 23.5 Procedure
- 24.0 Team Rules and Expectations
- 25.0 Locker Room Policy

APPENDIX:

- A. Registration Package
- B. Managers Package
- C. Coach Application
- D. Team Safety Person Package
- E. Concession Manager Package
- F. Fair Play Contracts:
 - a. Sports Administrator
 - b. Team Officials
 - c. Parents
 - d. Players
 - e. On Ice Officials
- G. Player Medical Information Sheet
- H. Tournament Budget Sheet
- I. Expense Reimbursement Form
- J. Team Jersey Inventory Form

Under the direction and guidance of the Lillooet and District Minor Hockey Association Constitution and By-Laws and in accordance with the British Columbia Society Act, Hockey Canada, British Columbia Amateur Hockey Association and Okanagan Mainline Amateur Hockey Association, Lillooet Minor Hockey Association guides the operations of amateur hockey within Lillooet and surrounding district.

1.0 Mission Statement

Lillooet and District Minor Hockey Association believes that hockey should be fun, that it should be experienced by as many people as possible and that hockey can foster important life skills including but not limited to: **sportsmanship, fitness, creativity, and respect for others.**

Therefore, in program and policy development LDMHA will endeavor to:

- a. Keep the fun in hockey, where fun can be defined by watching a group of children playing pond hockey.
- b. Introduce the largest possible number of children to hockey bearing in mind the social and economic environment in which we live.
- c. Encourage development of important life skills, including development, support, and recognition of our volunteers and supporters.
- d. Provide challenge to our players without sacrificing fun or the safety of the organization as a whole.
- e. Maintain a continuum of hockey levels within the organization and as much as possible support the concept of a continuum of recreational hockey levels within the community.

2.0 Board of Director Positions and Job Descriptions

2.1 President:

- a. The President shall preside at all meetings of the Board of Directors, General, Special, and Annual General Meetings and shall perform the duties usual to the office of President. It shall be the duty of the President, immediately after the close of the Annual General Meeting to:
 - a. Set the date of the first Board of Directors Meeting
 - b. Appoint a Finance Committee
 - c. Appoint a Discipline Committee
- b. The President shall have the power to suspend any team player or team official for disrespectful or improper conduct on or off the ice, abusive language to any official or for failure to comply with the Lillooet and District Minor Hockey Constitution and By-laws and regulations pending review of the incident by the Discipline Committee.

2.2 Vice President:

- a. The Vice President shall, in the absence of the President, carry out the same duties as the President.
- b. Shall Chair the Discipline Committee.

2.3 Secretary:

- a. The Secretary's duties shall be to record the minutes of all meetings of the Association, whether Executive, Board Meeting, General, Special, or Annual General Meeting.
- b. The Secretary shall be responsible for all the correspondence and any other related duties as required.

2.4 Treasurer:

- a. The Treasurer shall be responsible for maintaining a proper set of books to record the financial transactions of the Association.
- b. The Treasurer shall provide a financial report at each Board Meeting and a financial statement at the Annual General Meeting.

2.5 Directors:

- a. The Directors shall perform such duties and chair such committees as directed by the Board.

2.6 Registrar:

- a. The registering of all team officials, players and volunteers as required by BC Hockey.
- b. Registrar to arrange personnel for all registration dates and act as the Lillooet Minor Hockey Association contact for any late registration.

2.7 Equipment Manager:

- a. The distribution, maintenance, and collection of equipment owned by the Association.
- b. The purchasing of all new equipment

2.8 Coach Coordinator:

- a. To maintain an effective line of communication between the coaches, the Association, BC Hockey and the National Hockey Coaches Certification Program.
- b. To recommend to the Board of Directors the appointment of Team Coaches and Team Officials.
- c. To organize any clinics the Association needs to offer to the membership.

2.9 Referee-In-Chief:

- a. To maintain an effective line of communication between the Association, Referees, and the Hockey Canada Officiating Program.
- b. To coordinate training programs for all referees.
- c. To appoint the Referees for all house leagues, rep teams, and exhibition games and this appointment shall be final.
- d. To aid timekeepers with advice and necessary training programs

2.10 Ice Ambassador:

- a. To obtain ice time
- b. The scheduling, rescheduling, exchange, and cancellation of ice times.
- c. To approve ice times for league Games and Exhibition games through the OMAHA director prior to scheduling the game.

d. To facilitate all booking requests with the Lillooet Recreation Centre including room rentals, gymnasium and other.

2.11 Risk Manager:

- a. To educate the Board of Directors and all members as to good risk management.
- b. To distribute Risk Management educational material.
- c. To ensure that all association teams have at least one HCSP qualified person assigned to the team
- d. Complete regular arena safety checks and facilities used by the association and liaise with the facility manager with respect to association safety issues.
- e. Ensure that all teams have adequate supply of and access to mutual aid/injury report forms; and establish a protocol for handling all injury report forms.
- f. Communicate with team officials, parents and players should there be a conflict of opinion with regard to removal from/return to play.
- g. Ensure teams have completed their medical history forms prior to the first game of the season.
- h. Ensure that all Team Officials and volunteers have the necessary certification and requirements as per BC Hockey, Hockey Canada guidelines while associated to a team.
- i. Ensure that criminal record checks of potential volunteers are completed.

2.12 Female Hockey Coordinator:

- a. Have a genuine interest in the development of females in hockey
- b. Have a thorough understanding of the development, rules and regulations of female hockey in conjunction with OMAHA and BC Hockey/Hockey Canada
- c. Ensure the effective integration of female players, officials and volunteers into hockey development plans, player placement and team formations in conjunction with the Coach Coordinator within the local association considering OMAHA and BC Hockey/Hockey Canada policies.
- d. Monitor, evaluate and report on girl's development within the association.
- e. Promote and advocate the opportunities for females to get involved and stay involved in hockey as a player, coach or volunteer.
- f. Identify, organize and promote appropriate training opportunities to support the development of female hockey.
- g. Be present to monitor all evaluations or try outs where female players are involved and shall be included in decision-making process.

The Female Hockey Coordinator should be included and/or notified of the following: Complaints, written or verbal where a female player, coach or volunteer is involved.

Any Disciplinary action internal or external where a female player, coach or volunteer is involved.

2.13 Concessions Manager:

- a. Requirements: Food Safe Certification:
- b. The Concession Manager is responsible for the overall operations of the concession including but not limited to purchasing of inventory, deep cleaning of equipment and filling volunteers slots for events outside of LDMHA.

-see Addendum Concession Manager Package

2.14 Bursary Committee:

- a. To accept and review all applications put forward to LDMHA using the following criteria in decision-making process:
 - i. Post-secondary education plans to attend College, University or Apprenticeship Program.
 - ii. How being a part of the association and participating in hockey has impacted the applicant
 - iii. Volunteer work within the association and other groups within the community
 - iv. Has this applicant represented the association in a positive manner? (Suspensions etc.)
- b. Remittance of Funds:
 - i. Proof of acceptance to a certified college, university or apprenticeship program.
 - ii. If recipient not attending within the first year they must make application in writing to the secretary of LDMHA asking to have extension of deadline.
 - iii. Maximum deadline 2 years

2.15 Banquet Committee:

- a. to oversee year end banquet

2.16 Finance Committee:

- a. The Finance Committee shall consist of the Treasurer of the Society, who shall be Chairperson, Ice Manager and Registrar
- b. The duties of the Finance Committee shall be to review the finances and expenditures of the Society and recommend to the Board of Directors any course of action which they may deem advisable or have an external audit done.
- c. The Finance Committee shall prepare and circulate a budget of the proposed operations for the coming year to be approved by the membership at the first General Meeting.

2.17 Discipline Committee:

- a. The Discipline Committee shall consist of the Vice-President, Referee-in-Chief and one other member appointed by the President at the first Directors meeting.
- b. The duties of the Discipline Committee shall be:
 - i) To review decisions of the President made under By-law 6, Article 3.
 - ii) To review all misconduct penalties (ten minute, game, gross, and match) assessed players and team officials of the association and to suspend and/ or take disciplinary action that may be deemed necessary against such individuals.
 - iii) To assist coaches in enforcing the player discipline policy.
see 21.0 for Guidelines and Policies

3.0 Registration Policy

- a. Each player registered with the Society shall be assessed an annual registration fee, set by the Board of Directors, prior to the current season's registration period. This fee will include any assessments by BC Hockey and/or Mutual Aid registration.
-see Addendum: Registration Manual

4.0 Program Guidelines Recreational Level:

This program is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, relaxation, and fellowship.

The objectives are to promote a game to fit the need of the Participants, to be open to all ages, to allow player equal ice time, deemphasize the importance of winning, allow enjoyable participation of the fun aspect, assist in an individual's physical development, create a social environment, and allow an individual to participate freely in other sports and activities. In a game situation only a maximum of 19 players can dress and all teams require a minimum number of players as set out by LDMHA.

4.1 Tykes: Program Purpose

The Tykes Program will:

- a. Provide affordable entry to hockey for first time players between the ages of 4 and 6, by supplying equipment and ice time at a low cost.
- b. Provide hockey in a non-threatening, fun environment in which the main emphasis is development of basic skating skills
- c. Provide a more challenging hockey environment for players in the regular Initiation level of hockey, by placing the newer skaters in a level appropriate for their skills level.

4.2 Tykes Policy:

- a. All first time hockey players between the ages of 4 and 6 can enter this program for at least one session or part of a season. Note, LDMHA will review any special circumstances with regard to this rule keeping in mind the program purpose as defined above.
- b. Players in the Tykes program may take part in more than one season of Tykes but will not be considered first time hockey players in subsequent years.
-Any player placement or movement will follow the existing player movement policy.
- c. At the request of the parent and with coach recommendation, a Tyke player may be evaluated any time during the season by LDMHA for placement in the current season's Initiation division.
- d. All parents of Tykes approved to move up to Initiation division during the season will be responsible for all the normal volunteer duties or hours required under the then current working agreement.
- e. All Tykes approved to move up to Initiation division during the season must pay prorated Initiation registration fees based on the remaining months in the current season.
- f. LDMHA will, on request during registration, provide on a rental basis, all the available equipment necessary for players entering the program for their first year. All equipment is used at the players and parents own risk. Second year Tykes would pay half of Initiation yearly fee.
- g. Subject to equipment availability, Tykes approved to move up to Initiation during the season might rent their hockey equipment from LDMHA at a nominal fee.
- h. Parents will be responsible for the replacement of any lost equipment, equipment not returned to LDMHA, or equipment destroyed through neglect.
 1. A partially refundable deposit is required if using LDMHA equipment.
- J. Parents with players in the Tykes program may be held to concession running agreements of LDMHA.
- k. Parents with players in the Tykes Program will be required to meet team Fund-raising targets in conjunction with the Initiation division as directed by LDMHA

4.3 Team Officials:

All Teams require at minimum, the following:

1. Head Coach
2. Manager
3. Hockey Canada Safety Person

All team officials including On Ice Volunteers require the following prior to being allowed to participate with any team

1. Respect in Sport –expires after 5 years
2. CATT (Concussion Awareness Training Tool)
3. Criminal Record/Vulnerable Sector Check -expires after 2 years on July 31st of that year.

4.3(a) Volunteer Screening Policy:

All volunteer coaches, managers and safety personnel assigned to Lillooet & District Minor Hockey Association teams will be required to pass a Criminal Record /Vulnerable Sector Check. Any volunteer who does not submit to the Criminal Record/Vulnerable Sector Check or is revealed to have a Criminal History that would put children at risk shall be deemed ineligible to continue as a volunteer.

The Risk Manager shall be the individual who receives and keeps the Criminal Record/Vulnerable Sector Check documents.

The Risk Manager may consult with BC Hockey using the Back Check Process and may contact the individual to discuss any concerns outlined in the results of the Criminal Record/Vulnerable Sector Check.

BC Hockey may also request an interview with the applicant to discuss any concerns with the results of the Criminal Record/Vulnerable Sector Check.

Any individual who refuses to discuss concerns with the Risk Manager and/or BC Hockey Representative will be deemed ineligible to continue as a volunteer.

In the case where a volunteer is identified as an individual who may put children at risk, the Risk Manager will tell the individual they are deemed not suitable to continue in their role. Should they refuse to cooperate, the Risk Manager will bring the matter to the President for disposition. The President may involve the authorities in the matter should the need arise. These records shall remain private and confidential.

4.3(b) Coaching Requirements

TYKE	Head Coach and Assistant Coach	Coach 1 –Intro to Coach or Previous Coach 2 - Coach Level qualification
INITIATION	Head Coach and Assistant Coach	Coach 1 –Intro to Coach or Previous Coach 2 - Coach Level qualification
NOVICE	Head Coach and Assistant Coach	Coach 1 –Intro to Coach or Previous Coach 2 - Coach Level qualification
ATOM-ATOM DEV	Head Coach	Coach 2 - Coach Level Instructional Stream – Checking
	Assistant Coach	Coach 2 –Coach Level

PEE WEE REC	Head Coach	Coach 2 - Coach Level Instructional Stream – Checking
	Assistant Coach	Coach 2 –Coach Level
BANTAM REC	Head Coach	Coach 2 - Coach Level Instructional Stream – Checking
	Assistant Coach	Coach 2 –Coach Level
MIDGET REC	Head Coach/Assistant Coach	Coach 2-Coach Level
PEE WEE/BANTAM MIDGET CARDED	Head Coach	Development 1 Instructional Stream – Checking
	Assistant Coach	Development 1

4.4 Tykes: Male and Female

- a. Entry level for 4-6 year old children
- b. One practice per week
- c. Positive environment for all participants
- d. No set games, no scoreboards
- g. To provide a learning experience that is fun and safe
- h. Can be for first year players
- i. Practices will be operated using half ice/cross ice surface as per BC Hockey Policy.

4.4(a) New Player/Tykes Learn to Skate Program

Participants enrolled in this Program in conjunction with Skate Lillooet must pay minimum insurance fees in order to cover the costs of the program. (Approximately 100.00)

-Participants will receive first hand instruction on the basic fundamentals of skating from the onset of the season until December 31st. This is a mandatory part of the Learn to Skate/Tykes program and attendance is necessary.

-Upon completion of the program with Skate Lillooet, the player will be moved into their proper hockey division and continue the season learning the fundamentals of hockey.

-Upon LDMHA receiving confirmation that the participant has met the attendance requirements of Skate Lillooet and successfully completed the Learn to Skate programs, as well as completing the season with LDMHA, the player will be reimbursed a portion of the fees, determined by the Board of Directors at the onset of the season.

-Players wishing to continue receiving instruction from Skate Lillooet after December 31st must advise Skate Lillooet of their intention to continue and will be responsible for all costs set forth by Skate Lillooet.

-A player who has met all the requirements outlined above but still requires additional skating instruction in order to be moved into a hockey division can apply to the LDMHA Board of Directions for approval to continue in the January –March Skate Lillooet Programs.

-A member of LDMHA and Skate Lillooet will meet with the parent to discuss plans and ensure a commitment is made to both associations in order to have these costs covered through the Learn to Skate/Tykes Program.

4.5 Initiation: Male and Female:

- a. 5-6 year old players
- b. To provide a learning experience that is fun and safe
- c. Minimum two practices per week
- d. No set games, no score board

- e. Practices will be operated using half ice/cross ice surface.
- f. Games will be played using half ice/cross ice surface

4.6 Novice: Male and Female

- a. 7-8 year old children
- b. Minimum two practices per week
- c. Practice ratio to games 3 to 1
- d. Goalies and skaters on automatic rotation even at tournaments
- e. To promote referees- use referees for all scrimmages and games
- f. To provide a learning experience that is fun and safe
- g. Games will played on half ice/cross ice surface

4.7 Recreation Atom and Atom Development League: Male and Female

- a. 9-10 year old children
- b. Minimum 2 - ice times per week
- c. Emphasis on basic and team tactics
- d. No fixed power play or penalty killing units
- e. Player development is paramount over winning
- f. Automatic rotation of all players according to fair play code
- g. To promote referees -use referees for all scrimmages and games
- h. To provide a learning experience that is fun and safe
- i. Referee 3 man system recommended-can use 2

4.8 Recreation Peewee: Male and Female

- a. 11-12 year old children
- b. Minimum 2 ice times per week
- c. Emphasis on basic and team tactics
- d. No fixed power play or penalty killing units
- e. Referee 3 man system
- f. To provide a learning experience that is fun and safe

4.9 Recreation Bantam: Male and Female

- a. 13-14 year old young adults
- b. Minimum 2 ice times per week
- c. Emphasis on basic and team tactics
- d. No fixed power play or penalty killing units
- e. Referees for all scrimmages and games
- f. To provide a learning experience that is fun and safe
- g. Referee -3 man system

4.10 Recreation Midget:

- a. 15-18 year old young adults
- b. Minimum: 2 ice times per week
- c. Emphasis on basic and team tactics
- d. No fixed power play or penalty killing units
- e. Referee - 3 man system
- f. To provide a learning experience that is fun and safe

5.0 Representative Program:

This program is designed for players who have the ability to play at a more competitive level. Participants must be willing to invest a reasonable amount of time on and off the ice.

The objectives are:

- a. To achieve a degree of excellence according to player's commitment and potential,
- b. Provide an opportunity for achievement in an enjoyable and self-fulfilling environment;
- c. Provide an opportunity to progress to a high level of competition and to stimulate development both from an individual and over-all point of view.
- d. There is an additional cost to the player (Rep Fee) to play at this level.

5.1 Intent to Declare Rep

Teams intending to declare in Representative League play must notify the Board of Directors immediately of the intent. (Preferred prior to AGM or immediately thereafter)

-Notification must be made in writing to the secretary of the association who will have it added to the next meeting agenda. (A representative of the team should attend this meeting)

Rationale: There are additional costs and commitment in declaring in a Rep league.

This submission must include the following:

- Number of players committed
- Name of Head Coach, Assistant Coach, Team Safety Person and Manager and whether they have the required certification or not.
- Dry land practice plans and days

5.1(a) Peewee Rep:

- a. Participate in tiered league play within OMAHA
- b. 11-12 year old children
- c. Minimum 12 players needed to card a team
- d. Maximum 19 players- two of which must be goalies
- e. Minimum of 2 full ice practices per week
- f. Can use fixed power play or penalty killing units
- g. Promote fairness to all players
- h. Referee 3 man systems
- i. To provide a learning experience that is fun and safe

5.1(b) Bantam Rep:

- a. Participate in the tiered league play within OMAHA
- b. 13-14 year old young adults
- c. Minimum 12 players needed to card a team
- d. Maximum 19 players - two of which must be goalies
- e. Minimum of 2 full ice practices per week
- f. Can use fixed power play or penalty killing units
- g. Promote fairness to all players
- h. Referee 3 man system
- i. To provide a learning experience that is fun and safe

5.1(c) Midget Rep:

- a. Participate in the league play within OMAHA

- b. 15 - 18 year old young adults
- c. Minimum 12 players needed to card a team
- d. Maximum 19 players -two of which must be goalies
- e. Minimum of 2 full ice practices per week
- f. Can use fixed power play or penalty killing units –
- g. Promote fairness to all players
- h. Referee 3 man system
- i. To provide a learning experience that is fun and safe

5.2 Affiliated Players:

- a. Affiliated Players (AP)- Individuals affiliated to a Representative Team can be brought up at any time- Coach to advise Coaching Coordinator, parents, and player.

6.0 BC Hockey Driving Policy:

- a. Players are prohibited from driving to any out of town BC Hockey sanctioned event without the supervision of a parent or guardian.
- b. A direct family member who will be responsible for that player must supervise players operating a motor vehicle with an “L”. If operating a motor vehicle with another adult who is not the parent/guardian of that child, written permission must be provided to the Board of Directors of LDMHA by the child’s legal parent/guardian.
- c. Players are not permitted to travel in a vehicle where the driver is required to display an “N”.
- d. Travel includes the route to the event and return back home regardless of the date scheduled to travel. (ie: travel 1-2 days prior to the event and/or completion of the event is still considered travel for hockey purposes)
- e. If a player is found to be in breach of the driving policy, the Head Coach will immediately “bench” the player and disallow them to participate in the event.
- f. The Head Coach will ensure that the player returns home as per policy.
- g. The Head Coach will immediately advice the Chair of Discipline and the player will be prohibited from participating in any BC Hockey sanctioned events, including practices until they meet with the Discipline Committee.

Notes: Special permission for travel through BC Hockey is only permitted for Junior Divisions.

7.0 Coach Application

Without prejudice LDMHA has the right to revoke an application made by an individual for a position as a team official should they feel that this persons use/consumption of alcohol or legal drugs compromise their role as a “person in trust.”

Rationale: The Board of Directors is mandated to ensure that all players are provided a safe and healthy environment where they can participate and play the sport of hockey and team officials are a representation of the association as a whole.

-see also Alcohol/Drug Policy

All coaches who wish to be a part of the Lillooet Minor Hockey Association must apply to the following protocol.

- a. All persons interested in being a coach must fill out a Volunteer application form and submit it to the Coach Coordinator no later than July 1st of the upcoming season.
- b. All coach applicants must submit to and clear a criminal record check once every three years
- c. Coaching Coordinator along with the Board of Directors will choose and approve Head coach

- positions for every team prior to the start of the hockey season.
- e. The Association will contact all applicants before the season starts
- f. Must retain all appropriate certificates that are required by BC Hockey
- g. Adhere to the direction of the LDMHA Coach Coordinator
- h. The Coach Coordinator and the head coach for the team will both decide on who will help as assistant coaches
- i. It is the duty of the Team Head Coach attempt to teach all appropriate SKILLS to all the players in that division.
- j. Skills development is the basis of developing a good hockey program.
- k. The head coach must help in the advancement of all coaching staff on the team
- l. Practice plans must be used for all practices and shown when requested by the Coach Coordinator
- m. All coaches must be assigned a mutual aid number by the association registrar before the individual can go on the ice
- n. Any person that has not been approved by the Coach Coordinator prior to going on the ice will receive discipline from LDMHA
- o. The Coach Coordinator along with the Board of Directors may review all coaches' conduct at the end of the year
- p. Any individuals wanting Lillooet Minor Hockey to pay for any high performance coaching levels must get approval from the Board of Directors first and will be at the discretion of the Board only.

8.0 Ice Schedule Policy:

- a. Only the Ice Ambassador and the President have the authority to book and cancel ice times with the Lillooet District REC Centre. The President or Designate is to only fill in for the Ice Ambassador if that person is out of town or is incapable of fulfilling the duties of that position.
- b. All teams will be given their weekday practice schedules (Monday thru Friday) prior to the opening of the Arena.
- c. When necessary the Ice Ambassador may call a meeting of the Head Coaches of each team to accommodate a practice schedule that does not conflict with their employment schedules.
- d. The Ice Ambassador's schedule obligations are only to the Head Coach of the team only.
- e. The Lillooet Minor Hockey Board of Director's must approve extra ice times for exhibition games, extra practices and other events outside of the official schedules.

9.0 Requests for Approval:

- a. Teams must take into consideration the time frame when making requests that require Board approval. Board meetings are scheduled on a "once per month" basis and some requests may require a discussion that can only be done at these meetings.
- b. All requests must be made in writing to the secretary of the Board and should include as much information as possible. (ie. Costs associated, dates, sanctioning etc.)
- c. All teams are aware of stat holidays well in advance. If you are seeking replacement activities due to a stat holiday, ensure that these requests are made in a time frame as such that allows a discussion within the Board if necessary.
- d. Where the Board deems that sufficient time has not been provided to consider a request, the request will be denied.

10.0 Game Schedules

- a. All Recreation and Rep team schedules in the Atom, Pee Wee, Bantam and Midget divisions will be decided at the scheduling meeting held by OMAHA. The Ice Ambassador for the Lillooet District

Minor Hockey Association should attend the meeting and once schedules are completed, the Ice Ambassador will provide each team a list of the scheduled games.

b. Request to change a scheduled game:

In the case where the schedule has been established and a team would like to make a change to that date or time, the Head Coach/Manager must forward a request to the Ice Ambassador who will try to facilitate the change in compliance with OMAHA Policy.

10.1 Game Cancellation Policy: -Weather Conditions

-If game scheduled before noon of the following day, a request to cancel due to weather conditions cannot be made before 9:00pm the evening prior.

-A print out or screen shot of the travel advisory must accompany the request.

-If a game is schedule for after 12:00pm (noon) a request to cancel cannot be made prior to 9:00am of that morning.

-a print out or screen shot of the travel advisory must accompany the request.

-Failure to comply: Game Forfeit, Fine of 250.00 plus 50% of the ice rental costs of the home association.

-Requests to cancel will be forwarded to the Ice Ambassador along with the travel advisory

-Teams that cancel without using the above OMAHA policy will be responsible to cover the costs incurred on behalf of the association.

11.0 Score Keeping Policy

a. All score keeping will be done using the E-score app provided by BC Hockey.

b. The Head Coach or Designate of both the Home and Away team must review and verify the team roster prior to the game commencing. Team Officials can verify their roster using their own device however scorekeepers must ensure this is done by reviewing the team roster on the device.

c. The Team Official verifying the roster must be in attendance on the player's bench during the game.

d. At the end of each game, Scorekeepers MUST ENSURE that Ice Officials (Referees) review and sign off on the game prior to submitting to BC Hockey.

e. If time is a factor in reviewing game stats, the game can be saved so the Referee can review and confirm stats and they will then submit the game.

f. All Game Reports will be done on-line and are the responsibility of the Referee handing out the suspension.

h. Ice officials are required to enter all game reports into the Hockey Canada Registry (HCR) by 8:00am the day following the game.

i. If the event that the Internet or app is not available, the game can be recorded using a paper score sheet. A copy of the score sheet must be immediately forwarded to the Association Designate who can enter the information using a back up method.

12.0 Rep Player Selection Policy and Procedure:

a. Player Try Outs consist of (3 hours +) ice times not exceeding 5 hours of ice time

b. Ice Time breakdown will consist of

i. 2 - one hour practices

ii. 2 - one and one half hour practices

Coaching staff, Coach Coordinator and the President will decide dates and order of the practices prior to tryouts. Peewee and younger may go with fewer ice times if they want.

a. All players should be given the chance to attend tryouts as long as they are registered in that

division. The Board of Director's has the ability to limit the number of players at tryouts and set the number of players for a Rep team, up to a maximum of 19 players (17 players and 2 goalies) as per BC Hockey.

b. Deciding on what to evaluate, all items below should be considered, however some might not be appropriate for the younger age groups

- i. Individual Skills: skating, passing, pass receiving, shooting, dribbling, and checking
- ii. Team Skills: offensive tactics, defensive tactics, and ability to play with others
- iii. Mental Qualities: intelligence, reading and reacting, concentration
- iv. Physical Qualities: strength, muscular endurance, cardiovascular endurance, balance, agility, and coordination, power
- v. Emotional Characteristics: self-control, patience, desire, and attitude

The following methods should guide in the evaluation

- a. Specific skill drills
- b. Skill testing for skating and agility
- c. Competitive drills: paired races and other drills, which pit two players against one another in a confined space with a specific objective.
- d. Scrimmage sessions: this is the best way to evaluate the player's ability to play the game and to evaluate the individual under game situations
- e. Dry land training: may also be a tool to use in the selection of team members.

All tryout sessions must be organized in advance and include:

- a. Parent/Player meeting informing all about the way selection will be made for the team and what drills will be used in practice
- b. All tryouts must have a practice plan two days prior to ice time
- c. Objectives of scrimmage selection Target line for team selection
- d. Assigning responsibilities for player evaluation
- e. On ice assistants
- f. Impartial observers should include experienced coaches, the President or Designate

Releasing Players:

- a. Avoid public announcements (lists of cut player or reading names in front of all players)
- b. Speak with players individually and invite questions from players
- c. Try and direct player to another team
- d. Make every attempt to have the player leave on a positive note
- e. Be prepared to answer questions from parents
- f. Allow for player re-assessment throughout the year.

13.0 Team Formations and Player Placement Policy:

Lillooet and District Minor Hockey Association (LDMHA):

- a. Will endeavor at all times to find a place for every child to play hockey;
- b. Will endeavor to have every child in an age appropriate division;
- c. Will endeavor to have as little player movement between divisions as possible;
- d. Will not dictate what team a player is assigned to based purely on gender;
- e. Will endeavor to form teams based on the best interest of the whole association and find a place for every player to play on at least one team;
- f. Will endeavor to ice a team in every division;

- g. Will require players to choose one team as their primary team in the event they are rostered to more than one team. The primary team will be the primary team that they play and practice with over all other team assignments including game scheduling conflicts. The primary team cannot be one to which a player is rostered as an Affiliate player.
- h. If a player is rostered to 2 teams or is an Affiliate player and there is a conflict in games schedules, the player will play with their primary team. Both Head Coaches of the teams must approve any exceptions. The Coach Coordinator/Female Coordinator will make a final determination in the event of a disagreement amongst Coaches.
- i. LDMHA reserves the right to evaluate a player and place the player on an appropriate team based on their skill and safety factors. Other factors can also be weighed.
- j. Will not place a player on a team where they may be subjected to an undue level of risk.
- k.

13.1 Teams Formations and Player Movement

- a. At registration, the HCR automatically assigns players to their division based on age.
- b. LDMHA will present the team options at parent meetings that will be held in advance of the season to review the divisions and team options in keeping with policy.
- c. Final decisions will be made by the Coach Coordinator/Female Coordinator and President, or Designate and presented to the Board of Directors for review and approval prior to the OMAHA deadline to declare teams. The Board will consider all information received from the parent meetings.
- d. For the purpose of player development; if there are more players than available spots on a team, then a rotation list for practice and games can be considered, however LDMHA should first try to place every player on a team using all methods available by BC Hockey. (This especially the case for female players wishing to gain experience on an integrated team)
- e. Player Movement to a higher division will only be considered for the following:
 - i. when it is necessary to fill a team roster for a team to play in a league
 - ii. when a player's skill level is beyond that of the division they have been placed in and there are significant signs that the player is being "held back" if he/she were to remain in that division. A player that is a consistent goal scorer on a team does not signify being held back. Only a player who is no longer challenged on the ice and is beyond the skills being taught then a request for movement can be considered.
- f. All player movement requests for players to move to a higher division must be made to the Head Coach of both teams as well as the Coach Coordinator. The Board of Directors will also review the request and have a chance to provide feedback.
- g. In some exceptional cases the Head Coach may recommend that a player be registered in a division below the level indicated by their age alone. The above policies must be considered when making that request.
- h. Also, in some situations coaches may find that they need, for various reasons, more players to make up a team for games, events, or even practices. A temporary movement can be made for these reasons following BC Hockey policy.
- i. In some cases the reasons for moving players and the perception of fairness (ice time) has been lost. Particularly with temporary movements it is not always clear why particular players have been given an opportunity for what is seen as "extra ice time". In following the above policies, this perception can be made more transparent.
- j. Player movement requests will not be considered for the purpose of accommodating travel for parents with multi players in different divisions.

- k. The Coach Coordinator must notify the Registrar and Treasurer of any player movements so all paperwork can be processed accordingly.

13.2 Player Movement Procedure:

- a. The Coach Coordinator will consider all player movement requests so long as they are in accordance with all policies.
- b. The Coach Coordinator will be responsible for evaluating players in the division they are requesting to be moved to in order to risk factor and confirm skill level.
- c. The Coach Coordinator will consult with the Head Coaches of both teams and use an evaluation team to assist in making these decisions.
- d. The Head Coaches and Coach Coordinator will deal with any concerns prior to the player taking up position on the new team.
- e. Approval from the Registrar must also be received that the movement has been recorded with HCR prior to the player taking up the position.
- f. Players approved to be moved into a higher division will be required to pay the fees of that division and payment is due prior to the player taking up the position.

14.0 Goal Tending Policy:

Background:

- a. In the younger age groups (Atom, Novice and Initiation) decisions to choose goaltenders for a team have been controversial. Often the most vocal parents or most vocal players are chosen to play goal over many others that wish to try.
- b. By the Pee Wee/Bantam level of hockey it becomes very difficult to find players that want to be goalie and have much experience as a goalie. At this level there is more chance for injury in goal. Also, at this level players are generally "finding" a position that may last for many years while many of the great goalies did not play goal until their Bantam years it is also true that many players are apprehensive about trying a position they have never played or at the most played very little.
- c. Research conducted by the association found that until at least the Peewee level of hockey, players should be encouraged to play all positions of hockey and no player should become "the" goalie. Goalies need to be among the best skaters on a team. Therefore some of the reasons for choosing weak skaters or skaters that need to be motivated to action are not valid reasons for choosing an individual to play goal.

14.1 Goal Tending Principles:

- a. LDMHA recognizes that all players on house teams deserve a fair chance to play goal. All players in Initiation, Novice and Atoms will have an equal opportunity to play goal in both games and practices as the schedule permits.
- b. Peewee coaches will be encouraged to develop a broad list of potential goalies and should play these fairly in at least practice situations. Peewee coaches are encouraged to choose only one "team" goalie and to develop a broad list of potential goalies for practice and game situations. Coaches in Peewee, Bantam, and Midget may choose team goalies for game situations.
- c. LDMHA recognizes the shortage of players wishing to play goal in the later years and will encourage more players to try goal in the younger age groups.
- d. Having goalie equipment does not guarantee that a player will be a goalie in any given division. Players in at least the Initiation, Novice and Atom age groups will be encouraged to play all positions

and will not be allowed to play goal exclusively.

e. LDMHA recognizes the high cost of personal goalie equipment and that to encourage more goaltenders in the older age groups there may need to be some financial incentive.

14.2 Goal Tending Policy:

a. Coaches of all teams must develop a list of players wishing to play or try goal at the beginning (minimum requirement) of the hockey season. This list must be provided to the head coach within six weeks of the commencement of the regular season. Coaches of Initiation, Novice, Atom, and Pee wee should actively encourage all players to try the position of goalie. At the Pee wee age this may mean a variety of players rotating through practice situations on a more or less equitable basis.

b. Coaches of Initiation, Novice and Atom teams will develop a fair system to allow all players on a "goal tending list" to play in both practices and games on an equitable basis. A team "goal tending strategy" will be provided to the Head Coach within six weeks of the commencement of the regular hockey season. All players registering for minor hockey MUST be outfitted in CSA approved out player equipment for all practices and games.

Exceptions may be expected at the

c. Pee wee, Bantam, and Midget levels and must be pre-approved by the LDMHA Board of Directors.

d. Parents will be encouraged to talk to the coach about any concerns they may have regarding how this policy is put into practice. If parents have further concerns they are encouraged to speak to the Head Coach and finally in writing to the Board of Directors. LDMHA will reimburse players, who provide their own goalie equipment in Pee Wee, Bantam, Midget and Female levels of hockey, the price of registration (less a fee for insurance) if- and only if, the team coach has designated them as team goalies after the season begins and the goalie list has been provided to the Coaching Coordinator (maximum two per team).

e. Unless otherwise approved, for the purposes of reimbursement, no team will have more than two designated goalies. Coaches in the Pee wee division, with the exception of a Rep team will be encouraged to designate no more than one goalie each year to ensure that other players can try the position.

f. The Coaching Coordinator, in consultation with the Head Coach will approve the selection of "team goalie" to ensure that conflicts of interest do not arise.

g. There is no assurance that each division will have a team in any given year. Also note, unless waived in specific cases by the Board of Director's of LDMHA, players must pay full price for registration at the time of registration, including designated goaltenders who will be reimbursed upon completing the first half of the season as the designated goal tender (January 1st).

h. Head Coach will forward names of Designated Goaltenders to the Treasurer for the purpose of reimbursement.

15.0 Team Fund-Raising Policy:

Background:

a. Each team is responsible for raising money for Minor Hockey each year.

b. Each team has been budgeted to make a certain amount of money.

c. In the past teams have raised money and kept some or all their money for themselves, this is unacceptable and will be considered theft.

d. In order to maintain credibility with those who donate money to Minor Hockey there must be controls over the monies, which are raised.

15.1 Fund-Raising Principles:

- a. Each team should raise, on a more or less equitable basis, the same amount of money each year. Each team should have the opportunity to raise the same amount of money each year. All monies to be spent by teams must be approved by the Board of Directors.

15.2 Fund-Raising Policy:

Team fundraising targets are developed to assist with additional operating costs of the association. It should never be assumed that team targets belong to the specific team doing the fundraising. All fundraising is done on behalf of the association as a whole and the Board will take into consideration the financials status of the association when reviewing applications to spend money raised over and above targets.

- a. Each year at the beginning of the hockey season the Board of Director's will develop fund-raising targets for each team. The Board of Director's may consider the age, number of players and any other factors in determining equitable team targets.
 - b. In the event of a budget shortage to pay for basic minor hockey needs (such as paying for ice time) the Board of Director's may revisit and modify the targets during the season.
 - c. Teams must hand over all monies received as a result of fund-raising to the Treasurer within five days of receiving the money by using the drop boxes located in the minor hockey room or concession.
 - d. In accordance to proper bookkeeping practices, a LDMHA deposit slip must accompany all cash dropped or handed to the association Treasurer.
 - e. E-transfers to lilloetminorhockey@hotmail.com will be accepted. Provide a description of what the funds are for to the Treasurer.
 - f. The Treasurer will keep a record of all teams fundraising achievements.
 - g. Teams may not raise LDMHA money to cover travel expenses. It is expected that team individuals may, on their own accord, earn money toward travel expenses but that in no way should contributors' think that this money is going towards the Association.
 - h. Teams cannot fundraise nor accept donations for the purchase of team apparel such as scarves, tracksuits, hoodies, name bands etc. LDMHA has a sponsorship program for team jerseys.
 - i. Any monies which are raised in the name of LDMHA or that would be perceived by a contributor to be for the purposes of the Association will be subject to all of the conditions described in this policy.
 - j. All purchases require approval from the LDMHA Board of Director's. Teams are advised to test their plans and receive pre approval for spending their team funds with the Board of Directors before entering into a campaign to raise funds in excess of target.
 - k. Any monies raised by a team and not reported to the Association Treasurer will be considered stolen funds and will be reported to the proper authorities (RCMP).
 - J. Any monies not received by March 31st of the current hockey season will be considered stolen and reported to the proper authorities (RCMP).
- Exception- an event that takes place beyond this date (Championships, final tournament or fundraising such as sandbags that are still in sales) then "c." applies.*

15.3 Fundraising for Championship Tournaments: (formerly known as Provincials)

- a. A team may fundraise specifically to cover Championship Tournament costs. These costs will need to be summarized by the team manager and presented to the LDMHA Board for approval prior to

the start of the fundraising. Regular fundraising in excess of the target set for the team will be considered as part of these funds.

Rationale: To recognize the cost of attending this championship event and to separate it from the rules surrounding regular yearly fundraising.

15.4 Donations and Sponsorship

Monetary donations by individuals or Corporations to LDMHA belong to the association as a whole and cannot be allocated to a specific team. The money will be deposited into the association bank account and the Board of Directors will vote on how the funds will be used based on the needs of the association.

Exception: where teams have solicited sponsorship for hosting tournaments in exchange for advertising or assisting with tournament costs. These funds will be recorded on the tournament budget sheet.

16.0 Tournament Policy –Hosting a Tournament

In the past teams have relied on Tournaments to reach their fund-raising targets for that division. All tournaments have to be sanctioned with BC Hockey, the Risk Manager in charge of team managers will make sure that all teams have the sanctions filled out and sent to BC Hockey head office. Once the head office receives the sanction form they will add the tournament dates to their web site.

Please make sure that the date advertised is correct.

- a. Tournament schedules need to be completed one week in advance and copies need to be forwarded to the Ref in Chief: Concession Manager, and the Ice Ambassador.
- b. All teams participating in the tournament must provide a copy of their official team roster from the HCR and Manager must forward rosters to OMAHA Administrator 2 weeks in advance of tournament start date.
- c. Tournament budget sheets and money raised are due within 5 working days from tournament to the Association Treasurer.

-Attending a Tournament

- a. Teams attending tournaments are responsible for all travel costs including accommodations and fees to attend the tournament.
- b. Tournament fees are to be collected by managers and funds turned into the association treasurer. The Treasurer will then process a cheque to the hosting association in order to ensure that funds are recorded as required.

16.1 Attending Tournaments/Exhibition Games outside of OMAHA District

- a. Teams wishing to attend a tournament outside of the OMAHA District must submit an "INTERDISTRICT TRAVEL/EXHIBITION GAME" request form to the Association President for approval from the OMAHA Administrative Director.
- b. An official copy of the HCR team roster must be included with this form.
- c. A copy of the game sheets must be forwarded the OMAHA administrator within 48hrs of game/tournament completion

17.0 Complaint Policy:

In a situation where a player or parent wishes to lodge a complaint about a coach or other team official or a game official, the complainant must follow these guidelines:

- a. The complainant must wait 24 hours (a cool down period) before lodging the complaint.
- b. The complainant should first bring their concern to the attention of the team manager, as long as the manager is a neutral person. If the manager is the subject of the complaint, the complainant should take their concern to another neutral team official or, failing that, a member of the Board of Directors.
- c. The complainant and manager should attempt to resolve the situation if possible.
- d. If the concern is about a coach or coaching decision, the coach can be brought in to the discussion if all parties are amenable.

- e. If the complaint remains unresolved, all parties are to meet with the Coaching Coordinator to resolve the issue. If the complaint does not involve coaches or coaching decisions, the complainant should go directly to next step (ie. submit written complaint to President).
- f. If the complaint is still not resolved, the complainant should forward a detailed written account of the incident or concern to the President or neutral designate. Upon receipt of the letter, the President may direct the complaint to the appropriate board member (i.e.: Ref complaint to Ref in Chief) or directly to the Chair of the Discipline Committee.
- g. At their discretion, the designated board member may engage all parties to attempt to resolve the issue. If the situation cannot be resolved the designated board member will forward all of the information to the chair of the Discipline Committee to be dealt with by the committee.
- h. The Discipline Committee will have 7 days to conduct an investigation into the matter and render a decision.
- i. The individuals involved have the opportunity to appeal the decision in writing to the Appeal Committee within 7 days.
- j. The Appeals Procedure proceeds as outlined in Bylaw 8 of the LDMHA Constitution and Bylaws.

All information gathered is confidential. Any breach of confidentiality will result in expulsion of the individual involved from the Lillooet and District Minor Hockey Association and the Society.

18.0 Media Release Policy:

a. The Board of Directors must approve any information given to the media on behalf of the Lillooet District Minor Hockey Association. High Risk Incidents regarding a BC Hockey member (Team official, Ice Official, on ice volunteer or player that may create negative publicity shall be turned over the BC Hockey office who will act as the media spokesperson for the association.)

The President or Designate shall act as the spokesperson for incidences specifically associated to LDMHA. The only exception to this policy is if a team wants to disseminate any information about games or tournaments.

18.1 Social Media Policy

Lillooet Minor Hockey Association holds the entire hockey Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

1. Comments or remarks of an inappropriate nature, which are detrimental to a Team, the Association or an individual, will not be tolerated and will be subject to disciplinary action.
2. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
3. Refrain from divulging confidential information of a personal or team related nature. Only divulge information that is considered public.
4. Use your best judgment at all times – pause before posting. Ultimately, you are solely responsible for your comments and they are published for the public record.

18.2 Social Media Violations

The following are examples of conduct through social media and networking mediums that may result in disciplinary action:

1. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
2. Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or staff, programs, stakeholders, players or any member of Lillooet Minor Hockey.
3. Any form of bullying, harassment or threats against players or officials. Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
4. Inappropriate, derogatory, racist, or sexist comments of any kind.
5. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

19.0 On Ice Volunteers:

1. All on-ice helpers must be a current registered member of BC Hockey/Hockey Canada. If the individual is not currently registered as a BC Hockey Member or Associate Member, the Hockey Canada Registry (HCR) needs to be updated to include this person on the roster as a “volunteer” with the team(s).
2. All on-ice helpers must wear a CSA certified helmet with chinstrap fastened and appropriate face protection required for the player’s level of play. A certified neck guard must also be worn by all minor hockey aged players assisting as an on-ice helper.
3. Bantam and below on-ice helpers must wear full gear. All other helpers (above Bantam, age 14 +) are to wear what is appropriate to their division.
4. Any helper who is not a BC Hockey minor or junior player must have certification in Respect in Sport (RIS). Additionally, they must be under the direct supervision of the certified team officials.

5. Non-members offering coaching or other on-ice help for a fee are not volunteers, and must become an Associate Member prior to participation. A person working in this capacity should not be rostered with an MHA.
6. MHAs are not to create “Volunteer” teams within the HCR for volunteers and executive members who do not participate in on-ice activities with the registered participants.
7. Minor hockey players must be rostered to the team they are assisting as an “on Ice Volunteer”. Players age 16 plus must be certified in RIS and CATT prior to attending the ice as a volunteer.

20.0 Alcohol and Drug Policy:

Alcohol, drugs (legal or otherwise), and tobacco, including e-cigarettes and vaping products have no place in youth sports. LDMHA is committed to providing all our players with an alcohol and drug free environment. LDMHA's alcohol and drug policy will be strictly enforced.

20.1 Players:

Any player caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs, or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the discipline committee. This includes documented off-ice behaviour and LDMHA events found in violation of the policy disciplinary consequences are as follows:

- a. First Violation: Suspension from the Association - 15 days
- b. Second Violation: Suspension from Assoc. - 30 days
- c. Third Violation: Permanent expulsion from LDMHA

20.2 Referees

a. Any referee caught under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs, or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the discipline committee. This includes documented off-ice behaviour and LDMHA events. If found in violation of the policy disciplinary consequences are as follows:

- a. First Violation: Suspension from the Association- 15 days
- b. Second Violation: Suspension from Assoc. - 30 days
- c. Third Violation: Permanent expulsion from LDMHA

20.3 Coaches, Team Officials and On Ice Volunteers

As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol or drug consumption by coaches should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if they are under the influence of alcohol or drugs. Additionally, coaches should not engage in any alcohol or drug consumption around the players: including hotel during tournaments or game travel.

- a. First Violation: Suspension from the Association - 15 days
- b. Second Violation: Suspension from Assoc. - 30 days
- c. Third Violation: Permanent expulsion from LDMHA

20.4 Parents:

LDMHA asks parents to observe the high standards set forth by our Association at the rink, hotels, and during LDMHA events. If you are drinking or partaking in the consumption of drugs in or around the rink or you enter the building intoxicated by alcohol or drugs you will be asked to leave the

premises. If you refuse to leave the arena the police will be contacted to remove you. Please do not jeopardize your child's future at LDMHA by violating this policy..

a. First Violation: Suspension from the Association - 15 days.

b. Second Violation: Suspension from Assoc. - 30 days

c. Third Violation: Permanent expulsion from LDMHA

21.0 Discipline

Due to the transient nature of a volunteer organization, significant personnel changes can and do occur on a regular basis. As a result, this policy has been prepared to provide guidance and ensure a degree of consistency with respect to player and parent discipline.

It is not intended to replace or to affect a coach's ability to evaluate and deal with issues independently through the use of more soft discipline. It is recognized that the circumstances pertaining to each incident can be radically different and that wherever possible issues should be dealt with through positive reinforcement as opposed to discipline. However, it is imperative that when applied, discipline should be consistent to negate the perception of either favoritism or persecution of individual players.

The Discipline Chair may request the Committee to meet where they find that an incident is serious enough to warrant the meeting.

Proactive Communication

It is suggested that prior to the 1st practice each year, coaches meet with the players and parents to convey their coaching philosophy and behavioral expectations. By doing so, the potential for conflict between parents for actions taken throughout the season that affect their child is reduced.

21.1 Discipline Levels (non-BC Hockey on-ice offences)

It is recognized that some behavioral issues are more serious than others. In order to recognize this reality, progressively more stringent responses are suggested through the establishment of the following 'Offence Levels':

21.1(a) First Level Offences

These offences are generally the type of minor actions that negatively impact on the team, the flow of practice or set a negative example for other players on the team. They include but are not limited to: Unexcused absences (missing practices), Tardiness, Excessive Horseplay, Swearing.

It is expected that the coaches will address these type of issues, and that the reason for the actions taken against a player will be communicated to the parent by a team official. It is expected that the theory of progressive discipline will be used as a guiding principle as follows:

1st Offence – benched for 10 min of practice/game

2nd Offence – benched for 20 min of practice/game

3rd Offence – benched for 40 min of practice/game

4th Offence – benched for practice or game

Multiple Offenders-after the 3rd offense, the Coach can request that the Disciplinary Committee meet with the player and parent. The player will be prohibited from participation in all hockey events until this meeting takes place.

21.1(b) Second Level Offenses

These offenses are considered more serious in nature and discipline is to be more significant in nature to emphasize the zero tolerance level for such behavior. They include but are not limited to: Fighting, (off ice, practices, dressing room), Insubordination to Coaching staff, Poor sportsmanship taunting opposing players, failure to shake hands, unacceptable displays of temper.

The team Head Coach or Designate is authorized to impose the following disciplines with a written incident report filed by the team manager or Coach to the Chair of the Discipline Committee within the initial suspension period, or the suspension will be carried on until such a meeting occurs.

1st offense-Prohibited from all minor hockey events as well as a 1 game suspension.

2nd offense- Prohibited from all minor hockey events as well as a 2 game suspension

3rd offense - Prohibited from all minor hockey events as well as a 5 game suspension

21.1(c) Third Level Offenses

All third level incidents shall be referred in writing to the Chair of the Discipline Committee (and the RCMP where appropriate) for review and action. Third level offenses shall include but are not limited to: Excessive verbal abuse or physical confrontation with a Game or Team official, Theft, Vandalism.

Consideration must be given to referring any such incidents to the appropriate authorities. Any player or parent proven to have partaken in these activities shall be suspended from LDMHA as follows:

1st offense-one month suspension

2nd Offense –one-year suspension

Before reinstatement, the player or parent must meet with the Discipline Committee to ensure that full restitution has been made to the parties involved as well as a written apology. Failure to make full restitution will result in the player/parent being rejected for the following season.

21.2 Match Penalties or Gross Misconducts

Any Match and Gross Misconduct Penalties incurred during a game are automatically referred to BC Hockey for mandatory and discipline.

In addition to BC Hockey Discipline, the player who incurs such a penalty along with their parent will be required meet with the Discipline Committee before he/she can continue participation with the team. The Discipline Committee can impose additional penalties in addition to the BC Hockey suspension.

1st Offense-Up to 3 game suspensions

2nd Offense –Up to 6 game suspensions

3rd Offense-suspended until further notice.

21.3 Discipline Levels-BC Hockey On Ice Offenses

LDMHA operates under the rules and regulations of BC Hockey/Hockey Canada. There is an expectation that we address on-ice behavior that is potentially dangerous and reinforce the unacceptability of such behavior when representing our organization.

As such, players who are ejected from a game for fighting or have been ejected for 3 games during the current season, they will be required to meet with the Discipline Committee prior to continuing participation with at any level. The Discipline Committee may refer back to the player's history in

rendering their decisions.

21.4 Discipline Guidelines for Parents and Spectators

It is the intent to promote the game of hockey and this extends to the parents, guardians and spectators who attend games. LDMHA will endeavor to stop all negative and abusive language and/or actions towards any person during all events. Types of unacceptable behavior are:

- Use of obscene language or abusive behavior to any person on or off the ice
- Continued disruptions that may cause a delay in a game
- Continued disruptions that do not allow other spectators to enjoy the game
- Repeated disrespect towards the rulings of an official

-Parents/Guardians of players are required to uphold their signed "Fair Play Contract"

-Any member of LDMHA can ask a parent or spectator to leave the facility for the above reasons. It is suggested that a warning be given.

-If the individual refuses to leave the RCMP can be contacted

-Where an action is taken to eject an individual from a minor hockey event, a detailed written report must be provided to the Head of Discipline as soon as possible

-If an individual is asked to leave the facility, they will be prohibited from attending any minor hockey events until they have met with the Discipline Committee for review.

21.5 Discipline Committee Guidelines:

The President may appoint more than 3 directors as indicated in policy to the Discipline Committee to ensure the availability of individuals to hold a meeting when required. All appointed members could participate in planning sessions, however if one is unavailable the planning can proceed. Discipline meetings to review concerns will be limited to 3 members in order to ensure that a decision is not stalemated: The Chair or Designate, the RIC or Designate and one appointed Director of the Committee. If more than one is appointed then members shall be rotated for separate cases.

- a. The Discipline Chair shall make every attempt to schedule meetings within 24 hours of being notified of an offense/complaint and advise all parties the purpose of the meeting.
- b. The player shall be permitted to present an explanation or defense to their actions; followed by the parent or guardian who will be permitted to provide their input if they so desire.
- c. Coaches are permitted to attend discipline meetings of players rostered on their team and can be included in the discussions that take place, however all discipline actions will be made by the Committee only.
- d. The members of the Committee shall be entitled to ask any questions or make any observations that the player and/or parent should be aware of.
- e. The members of the Committee can interview any other individuals that may be relevant to the case.
- f. It is encouraged that the Discipline Committee make a decision at the time of this meeting, however if private meeting to deliberate and come to a decision is required the Chair must ensure that it is concluded within 72 hours of the meeting ending.
- g. Where a player is involved, the meeting will not take place without a parent or Guardian present.
- h. Failure for either the parent or guardian to attend a requested meeting shall result in the player ineligible to participate in any minor hockey activities until the meeting is held.

- i. The Chair will record minutes and the parent, guardian; team officials must sign the “Discipline Agreement” once a decision is made. These documents will be confidential and retained for a period of two years by the association however they can be reviewed and referenced in a decision making process should another offense occur.

Appeals of the decision of the Disciplinary Committee can be made in accordance to By-law 7 of LDMHA Society By-Laws.

22.0 Abuse of a Vulnerable Person

a. The Society has and follows procedures for dealing with suspected, alleged, or known abuse of a vulnerable person (e.g. a child) by a person with caretaking and/or authority responsibilities (e.g. manager, coach, assistant coach, Board Member, volunteer etc.).

Rationale: To ensure complaints are dealt with and that a record of the complaint and its resolution are available for possible future reference.

22.1 Physical Assault, Sexual Assault, Sexual Harassment, Sexual Abuse –Criminal Code Offenses.

Any complaint received under this definition where the victim is a Vulnerable Person, regardless of whether it is alleged or known, the RCMP will be notified immediately and the complaint will be turned over to them. If the victim has identified the “Offender”, LDMHA will remove that individual from participating in any minor hockey events or attending the arena until the investigation has been completed.

If the Offender is a parent, they will be prohibited from attending the arena during minor hockey events until the investigation is complete.

-LDMHA will ensure that confidentiality is maintained at all times and the incident is never discussed until the RCMP has completed their investigation.

-Depending the outcome of the investigation, LDMHA may proceed with disciplinary action.

23.0 Harassment Policy

a. The Society agrees that the purpose of this policy is to ensure that parents, players, and volunteers operate in an environment free from any form of discrimination or harassment, and to be treated with dignity and respect. This policy also underlines the seriousness of harassment either as a participant or as an observer and to work toward the elimination of harassment. There is no acceptable level of harassment. In the context of this policy, the person filing a complaint shall be referred to as the Complainant and the alleged harasser shall be referred to as the Respondent.

23.1 Definition of Harassment

a. Harassment is any improper behaviour directed at another person and that the other person finds offensive. It is also behaviour that the person knew or ought reasonably to have known would be unwelcome. Harassment can be a remark or a gesture -made once or many times -that demeans, belittles, or causes personal humiliation or embarrassment.

b. Discriminatory grounds under the Canadian Human Rights Act:

Race, National or Ethnic origin, Colour, Religion, Age, Sex, Marital status, Family status, Pardoned conviction, Sexual orientation, Physical or mental disability (including alcohol or drug dependency)

c. Grounds for harassment are not limited to the discriminatory grounds under the Human Rights Act.

d. Sexual harassment is unwanted and sometimes repeated sexual advances usually by a person who has power or authority over another. The harassment can take many forms - from touching, fondling, and lewd comments, to coercive sexual intercourse. Because victims of sexual harassment often feel that they precipitated the advances, confrontation is difficult.

23.2 Procedure:

a. A complaint may be initiated by an individual (Complainant)

b. Any incident(s) are to be reported to the Association President. Where the alleged harassment was committed by the Association President the incident may be reported directly to the Vice-President or member of the Board of Directors to allow for unbiased decision making when determining action to be taken.

The President and/or other designate have a dual responsibility of action to both the Complainant and the Respondent.

1. Complainant:

The Complainant shall be assured of confidentiality, with the exception of the Respondent, those to whom the alleged harassment is responded and when those involved are required by law to report the incident(s) to the appropriate authorities.

2. Respondent:

The Respondent shall be advised of the right to provide an explanation and to be given proper consideration of those explanations. In addition they shall be advised not to discuss the matter with anyone outside of the complaint.

23.3 Resolution

The President or designate shall discuss the allegation(s) with both parties, determine a plan of action, and inform all parties of this plan.

Possible actions to be taken:

a. Education customized as required;

b. Appropriate corrective action will be taken on the part of the complainant;

c. If the respondent agrees that the action happened, then determine the intent. If the respondent didn't mean for the action to be offensive then discuss and educate. If the behaviour was harmful or malicious then appropriate corrective action may be taken.

d. Conflict resolution may involve the services of a qualified outside person.

e. To ensure that the harassment has been resolved, a program of ongoing monitoring will be established with agreed identified timelines. Regardless of determination of the President and/or designate the complainant retains the right to lodge a complaint with the Canadian Human Rights Commission.

23.4 General

a. The Designated Director will keep a confidential record of all investigations including interviews, evidence and the outcome. Where a false charge is laid with malicious intent, corrective action may be taken against the complainant. Nothing in this policy shall be considered to negate the rights of individuals to seek redress through the Internal Complaint Resolution process, the Human Rights Commission or any legal means. The Harassment Policy shall be reviewed every two years.

23.5 Procedure

- a. Assure that the vulnerable person is made safe, is emotionally, physically, and medically cared for, and that steps are taken to remedy any harm, which may have been caused.
- b. Assure that the vulnerable person has an informed and free choice to proceed with complaints or grievances regarding the abuse.
- c. The complaint must be reported immediately to the President.
- d. Determine if the vulnerable person is a minor, and, if so, ensure that the Ministry for Child and Family Development is immediately notified.
- e. Incident is to be referred to the Discipline committee for review to determine if any disciplinary action is warranted. If disciplinary action is taken, including the expulsion of a member from the Society, Board ratification is required.
- f. Through the Risk Manager and the Board of Directors assure that improvements in policy and procedures, which would reduce the risk of further similar incidents, are identified and promulgated.
- g. Assure that a critical incident report has been filed.
- h. Assure that a file of detailed, factual information on all knowledge of the incident and all steps taken is maintained.

24.0 Team Rules & Expectations

The following are rules that apply to all teams within the association.

- a. All players and parents will be expected to follow the principles of the Hockey Canada Fair Play Contract and show respect to others both on and off the ice. This includes hotels and restaurants while traveling as well as the arena facilities of other associations.
- b. Players seen to be purposefully acting in an unsafe manner may be asked to leave the ice and any official team staff member of the association can make this request. Special attention will be paid regarding the reduction of head injuries.
- c. Team Official will not tolerate behavior that is overtly disrespectful of the team staff, Referees, teammates or opposing players.
- d. At the discretion of the Coaches, there will be a consequence for disrespectful behavior and these consequences will gradually increase, starting with a warning then being asked to sit on the bench for some portions of practices and/or games and may include being asked to leave a practice or a game. If called for Coaches may apply to the board to have the player go before the Discipline Committee for possible suspension.
- e. Hazing, Bullying or harassment will not be tolerated at any level. Consequences are spelled out in this policy.
- f. Players are expected to attend all practices and games and arrive on time. Parents must make every effort to contact Coaches or Managers if players are unable to attend. Coaches have the discretion to ascribe consequences for non-attendance or tardiness, which should be discussed and agreed upon at team meetings.
- g. Players should be fully dressed and ready for practices and games at the time set by Coaches at team meetings. Parents may be asked to leave the dressing rooms at any time in order for Coaches to practices, game plans and expectations.
- h. Players must wear properly fitted certified equipment. Parents are responsible to ensure that children have transportation to practices and games.
- i. Parents are encouraged to ensure that player's skates are sharpened on a regular basis and good quality hockey sticks are used. As per BC Hockey policy, players should bring their own

water bottles to practices and games and never share water bottles.

25.0 Locker Room Policy

Locker Room Monitoring

Players are not to enter a dressing room unless there is a minimum of two team staff members present. (Coach, Assistant Coach, Safety Person or Manager)

A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require proper supervision.

Refer to BC Hockey Co-ed Dressing Room Policy.

Injury Treatment

Team Officials should avoid treating injuries out of sight of others. The “Two Deep Method” shall be used. In this case a parent can act as the second adult.

Female Teams

Recommend that when using the “Two Deep Method” with female hockey teams, there shall be two female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would remain within hearing distance to protect the players and supervisors. Once the players are dressed the male supervisor can enter the dressing room along with the female supervisor.

Refer to BC Hockey Co-Ed Dressing Room Policy.

Physical Contact

Team Personnel should avoid touching a player. Use the “Two Deep Method” (two personnel or two players) supervision system. The comfort level and dignity of the player will always be the priority. Limit touching to “safe areas” such as hand to shoulder.

Parents in Dressing Rooms

Except for players in the younger divisions, Tykes to Novice, parents should not enter the dressing rooms unless necessary. If a player needs assistance with his/her uniform or gear, if a player is injured or a player’s disability warrants assistance, then parents should notify the Coach beforehand that he/she will be assisting the player.

At the younger age groups it may be necessary for parents to assist players with getting dressed. It is encouraged that parents teach their children as young as possible how to get dressed independently. Where parents are permitted in the dressing room, they should arrive in a timely manner as Coaches have the discretion to ask parents to leave in order to discuss practice and game plans with the players. As players get older, Coaches at his/her discretion may prohibit parents from entering the dressing rooms. In general, parents should never enter the dressing room if players undress to less than shorts and t-shirts.

Isolated Spaces and Sport Training Facilities

Parents/Guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member.

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member.

Use the “Two Deep Method”

Cell Phone and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities; including voice recording, still cameras and video cameras are not permitted to be used in the dressing rooms. If phones are other devices need to be used, they must be taken outside of the dressing room.

Revised and Ratified by Motion of the Board of Directors:

Date:

Society Signatory:

Appendix to include:

A. Registration Package:

B. Managers Package:

C. Team Safety Person Package:

D. Concession Manager Package:

E. Volunteer Application Form:

G. Expense Reimbursement Form

H. Tournament Form

Addendum A: LDMHA Registration Package

PRICES SUBJECT TO CHANGE-CONFIRM FEES WITH TREASURER

Registration packages are in accordance with current BC Hockey and Hockey Canada Policy. Lillooet and District Minor Hockey Association is committed to encourage the maximum participation in our sport. LDMHA provides children and youth from the ages of 4 to 18 with the opportunity to participate in the following divisions:

Division	Age as of Dec 31	Registration	If Paid by July 31st	Concession Volunteer Fee	Rep Fees
TYKE	-new players age 4-6	100.00	-----	125.00	N/A
INITIATION	- age 5-6	470.00	420.00	125.00	N/A
NOVICE	-age 7-8	470.00	420.00	125.00	N/A
ATOM	-age 9-10	490.00	440.00	125.00	N/A
PEE WEE	-age 11-12	490.00	440.00	125.00	50.00
BANTAM	-age13-14	515.00	465.00	125.00	50.00
MIDGET	-age 15-17	515.00	465.00	125.00	50.00

Registration Fees: the Board of Directors at the first meeting following the LDMHA AGM sets all fees. Cheques are payable to: Lillooet District Minor Hockey Association (LDMHA) and can be mailed to Box 1354. E-transfers can be made to lilloetminorhockey@hotmail.com

Family Discount is available as outlined and is offered to families registering two or more Players.

- a. Full fees for eldest player **** re: Designated Goaltenders**
- b. 10% discount on 2nd child's registration
- c. 25% discount on 3rd child's registration
- d. 50% discount on 4th and subsequent children's registration
- e. Family discount does not apply to ½ season or tykes options.

******(a) does not reference to Designated Goaltenders as they are eligible to have their fees waived
Families with a designated goaltender must pay one full fee prior to being eligible for (b) second child discount and so on******

How Is Hockey Funded At LDMHA?

Each player's hockey at LDMHA is funded in four ways:

- a. Concession Earnings
- b. Association Sponsors
- c. Registration Fees
- d. Fundraising

Where Do Registration Fees Go?

Registration fees go toward paying for the following:

- a. LDMHA player and volunteer insurance fees
- b. Membership and league Fees with BC Hockey and OMAHA
- c. Meetings –BC Hockey/OMAHA
- d. Team and Ice Official Clinics and Certifications
- e. Website Maintenance
- f. Administration costs associated with registration
- g. Management costs (lawyer fees, insurance, office equipment, accounting fees)

- g. Equipment: Jerseys, Goalie Equipment, Pucks, and First-aid kits, Coaching Manuals
- h. Payment of Referees
- i. Ice, Gymnasium and Room Rentals

How Are Fees Established?

The Board of Directors, taking into accounts all of the above noted expenses and ice allotted per division establishes fees for LDMHA. Fees are based on a combination of expected revenue from LDMHA sponsorship and Program fees.

General Registration Information

- a) No player may participate in Association activities unless he/she is properly registered. A player is registered when a completed registration for has been filled out using the BC Hockey site and registration fees have been paid in full.
- c) Registration will be rescinded if fees are not paid in full by the first practice date.
- d) Each player must be properly registered and insured through the Association with LDMHA, OMAHA, and BC Hockey
- e) The number of Association teams in each division will be confirmed on September 15th
- f) Participation of coverage players will be in accordance with BC Hockey Bulletin #2003-15-A
- g) The Registrar and Treasurer will review all registrations.
- h) Designated Goalies must supply their own Goalie gear.
- i) Subject to designation as a Goalie, players in Peewee, Bantam, Midget, and Female will be refunded their registration fee less an amount to cover insurance upon the goaltender completing the first half of the season with that designation and committing to the end.
- j) Refunds will be distributed when LDMHA Coach Coordinator receives confirmation from division coaches that the player has been designated goalie and (i) has been met.
- k) Each player registered with the Society shall be assessed an annual registration fee, set by the Board of Directors prior to the current season's registration period. This fee will include any assessments by BC Hockey and/or Mutual Aid registration
- l) The Board of Directors shall have the discretionary power to waive or return player registration in exceptional circumstances
- m) The Board of Directors shall rule how to classify teams as they may deem to be in the interests of the Association
- n) Coaches, players, and parents shall make application to the Board of Directors that their team become a Rep team to enter into competition in OMAHA.
- o) All registrations must be made through the LDMHA website or BC Hockey site
- p) Any registration received after the advertised registration dates shall only be accepted providing additional space is available in the appropriate division.
- d) Registration will be taken until teams in the particular divisions are full. Once a division is full, the Board of Directors will accept names and will register these players as spots become available on a first come first serve basis
- e) Half year registration will take place from January 5th -15th: registration will only be accepted if the division is not full.

Returning Player Registration

<https://registration.hockeycanada.ca/registration/?ID=163>

Log into your account.

- Click “Register a Participant”
- You do not need their Hockey ID number, enter all the requested info and Hockey Canada will link your child with their ID number
- Once you see your child’s name, click on “Register Now” to the right of their name
- Click “participant”
- The player will automatically be placed to the appropriate division based on their age. Click on that division (Keep in mind, this is registration, team formations will be dealt with at a later date)
- Click “select” on right side button of the Registration Package provided.
- Enter requested information (Note that * denotes required information)
- “Agree” to the waiver
- Your total will be 0.00 –Select “Review”
- Select “Checkout” NOTE: If you have other players to register, click on “Add to Cart” then “Register a Participant” following the steps above.
- Select “Checkout” again
- At the Checkout, select “Other”
- Done! You can print a receipt however you will receive one via e-mail.
- If you do not receive an e-mail confirmation, your registration is NOT complete. Return to your application and ensure that you have properly checked out.

Once you register your child online, you must remit a minimum payment of (65.00) by cheque or money order to the address above or e-transfer to lillooetminorhockey@hotmail.com. Once the registration and initial payment is received an invoice will be mailed to you with the balance owing.

New Member Registration

a) New players to the Association can register by visiting LDMHA website at lillooetminorhockey.org and completing the “New Player Registration Package”

d) Required are the following:

1. Copy of player's birth certificate and Care Card
11. Proof of Residence, Telus Bill, Parent Driver's License showing Lillooet address
111. Minimum insurance fee paid at the time of registration by way of cheque or e-transfer to lillooetminorhockey@hotmail.com.
- IV. Registration will not be accepted until the Association is provided with all of the above
- v. Transfer -release papers where applicable.

If registering in September there can be an approximate two-week waiting period before the player is deemed eligible to play for LDMHA, OMAHA, and BC Hockey. The registrar will notify the parent/player and Coach and provide him/her with the player's name and telephone number. THE PLAYER IS NOT PERMITTED ONTO THE ICE UNTIL THE REGISTRAR HAS GIVEN SUCH APPROVAL.

Concession and Volunteer Hours

The concession is operated by LDMHA to provide a service to our community and to help offset the costs of the season. We will try to keep the hours you must fulfill this volunteer time to a minimum. We will also try and take into account other volunteer positions you may be filling for LDMHA. We request that you do not bring young children with you when you are doing your hours.

Volunteer hours ensure that everyone is involved with the necessary tasks in order for a team to play. It has been noted in the past that only a small core group of individuals take on these tasks when everyone should be doing their part.

Your concession/volunteer deposit will be forfeited if concession duties/volunteer tasks are missed and you have not provided a replacement, or you have not worked the minimum hours required. The volunteer hours are not applied to players registering in the Tykes program (concession hours are applied) but will be charged to players moving into Initiation or above for the second half of the season.

Your concession/Volunteer fees will be refunded at the end of the season at the awards night or other set date.

Assistance

In case of financial hardship, members must contact the Board of Directors in writing to discuss their specific situation

New Members Transfer from Other Associations in BC

Players who have played hockey for other Associations in BC, at any time during the previous season must fill out the appropriate documentation before their application for registration is accepted. A fee for this transfer may be required at the time of registration payable to LDMHA. Transfer of new players will be allowed providing they have registered with an association in the area they are from. Their registration fee shall be pro-rated for the current year.

New Members Transfer from Other Associations in Canada

Players who have played hockey for another Association in Canada at any time during the previous two seasons must fill out appropriate documentation. A fee may be required at the time of registration payable to LDMHA.

Refund Registration

- a) Full refund for the upcoming season before a player goes on the ice providing the request meets the standards set below:
- b) The refund of registration money shall only be if the registrant moves or is unable to continue playing due to injury or medical condition.
- c. Refund due to injury or medical condition will require a letter from the family doctor notifying the date of injury or indicating that it is a medical condition. The refunds will then be pro-rated less insurance from the date of injury.
- d) If a player has attended the ice, registration refunds shall be pro-rated with no refunds after February 1 of the current year unless the player in question is waiting to see if they are able to return from an injury and that assessment would need to be after February 1.
 - Rationale: That would give the player the maximum opportunity to play at the end of the season.
- e) The date that the request is made is the date from which the refunds will be adjusted. Times actually on the ice will not be considered.
- f) Requests are to be made by notifying the Treasurer or Registrar in writing via e-mail.

- g) Refund cheques will be mailed.
- h) An insurance fee will be deducted no matter when the refund takes place.
- *Rationale: LDMHA cannot recover the costs of insurance once it is paid.*

NSF Cheques

- a) Upon notification in writing, the member has two weeks from the date noted on the letter to rectify the situation.
- b) All NSF cheques must be made good by mailing a certified cheque, money order or e-transfer to the Minor Hockey office. Full cash payment can be made to the team manager.
- c) After this date, the Treasurer or Registrar will notify the member that the player is ineligible to attend any games or practices until the situation is rectified.
- d) The Registrar or Treasurer will inform the member once the player is again eligible to play.
- e) There is an NSF charge for all NSF cheques.
- f) The Board of Directors will set an NSF charge at the first Board Meeting of the new season.
- g) The Registrar or Treasurer will inform division coach or manager when a player's ice privileges have been revoked or reinstated

Applicants from Other Associations (No Team in Their Home Association)

Players from other Associations will not be given clearance to tryout for our Single A teams unless we do not have enough of our own players in that division. No Lillooet resident player should be cut as a result of an outside player trying to make a team.

Mutual Aid Insurance

Mutual Aid coverage is the Insurance that we as an Association purchase through BC Hockey from LDMHA for our players and volunteers. The insurance offers coverage for liability and injuries in addition to the player's coverage under their parents medical to a maximum set by the insurance agent for BC Hockey. Any claims must be made within 90 days of the date of the accident. The claim is then held open for a period of three years. Sibling helpers on the ice must be in full gear unless given the roster position of an Asst. Coach for that particular team. Please note that the team is only covered for the sanctioned Minor Hockey events. Sanctioned activities include scheduled practices and games under the control of the Association or League. ANY EXTRA ACTIVITIES, WHETHER IT IS EXTRA ICE TIME, DRY LAND TRAINING, OR OTHER SUCH FUNCTIONS MUST HAVE THE APPROVAL OF THE LILLOOET MINOR HOCKEY BOARD OF DIRECTORS.

THE RISK MANAGER WILL THEN ENSURE PROPER INSURANCE COVERAGE. THE TEAM WILL BE NOTIFIED IF THEIR APPLICATION HAS BEEN APPROVED OR DENIED. LDMHA members are not permitted to participate in a non-sanctioned event as a team. The wearing of any equipment or jerseys is strictly prohibited at such an event.

Participation in a non-sanctioned event could result in penalties and suspensions to the team and the team officials.

Players on their own may participate in non-sanctioned tournaments however they cannot represent themselves as a member of LDMHA when doing so, nor will they be covered with BC Hockey insurance during the event. If a player is injured during a non-sanctioned event they are prohibited from submitting an injury report to BC Hockey. In order to hold harmless LDMHA, a "return to play" will be required before they will be allowed to participate back with the association. Any player/parent falsifying an injury report will be immediately suspended pending a meeting with the discipline committee.

Addendum B: LDMHA Managers Package

CERTIFICATION

Respect in Sport

Criminal Record/Vulnerable Sector Check

Review the Concussion Awareness Training Tool (CATT) at bchockey.net/Clinics/CATT

All certifications must be completed and copies forwarded to the Risk Manager prior to being allowed to participate.

The division of team generally determines manager responsibilities. General duties include the responsibility of acting as the liaison between the team parents and the team coaches. Scheduling games and assisting coaches with any preparation for in town and out of town games, fund-raising, and tournament duties.

It is important to have a team meeting at the beginning of the year with parents, players and coaches.

Using the concession area to host meetings is discouraged as there are interruptions due to others accessing the concession and equipment room as well as inconvenient for the Rec Centre staff in completing their duties. Contact the Ice Ambassador to book a room for your meeting. Discuss the expectations, consequences, tournaments, deadlines and dates. Coaches should have significant input in these meetings. Create a team contact list for communication. A key manager's role is communicating with parents about upcoming games, tournaments and other pertinent information such as the following:

- Identify the Team Safety Person
- Practice information and expected arrival times
- Dress codes

Declaring Rep:

- see policy

Advise every one of the LDMHA Policy and Procedure Manual and By-Laws. They are available for download at www.lillooetminorhockey.org

- Make yourself familiar with the policy also. If you are not clear on a policy seek clarification.

COMPLAINT PROCESS:

Ensure all parents are familiar with complaint process:

- 24 hour cool down
- Bring concern to Manager. The stands and other public areas are NOT places for parents to bring forward their concerns. If the concern requires discussion at the coaching level, they need to be in written form in order to protect our volunteers.
- The Manager will advise the Head Coach of the issue and forward a copy to the Coach Coordinator. The Coach will attempt to deal with the concern at the Coaching level. Managers should exclude themselves from these discussions unless the Team coach makes a request for your involvement.
- A response will be provided to the Manager, who will in turn advise the complainant of the outcome.

-If a resolution cannot be made at this level that satisfies all parties, the complaint will be turned over to the coach coordinator.

Managers are welcome to discuss issues with parents at any time, however it is suggested that caution be taken and Managers understand when a level of discussion would be considered a complaint that requires the proper policy be followed. Protect yourself and consider using the two deep method.

DRESSING ROOM POLICY:

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, especially when they are showering or changing: two (2) adults should be present together, which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

-Players shall not leave the dressing rooms half dressed.

-The use of cell phones is prohibited inside dressing rooms. If a player needs to make a phone call they will leave the dressing room to do so. –Photographs are not to be taken inside the dressing room.

-The use of tobacco or tobacco products is prohibited inside of the arena.

ICE TIME CHANGES AND REQUESTS

Only the Ice Ambassador has the authority to book ice time or address game change requests on behalf of the association. If the Ice Ambassador is unavailable, the President can be contacted. Do not contact the recreation centre or other associations. The Coach will be required to confirm the request and upon confirmation the Ice Ambassador will facilitate the change. LDMHA will not pay any costs for ice time changes, cancellations or extra bookings that are not approved by the association.

Ensure that the RIC, Concession Manager, parents and players are made aware of any changes or cancellations, once approved.

MINOR HOCKEY EQUIPMENT ROOM

-As Manager you are responsible for your team jerseys and equipment. A locking cupboard will be provided to each team for storage. Jerseys must remain in cupboards except for cleaning and game purposes. Jerseys will not be lent out or worn outside of sanctioned events unless approved by the Equipment Manager.

-AN inventory of team jerseys must be completed at the onset and end of each season and a copy provided to the Equipment Manager.

-Managers are not to access other team cupboards nor borrow equipment without permission.

-Managers will be provided with keys. Keys are not to be copied or lent out and must be returned to the Equipment Manager at the end of the season.

-If you lose your keys, notify the Equipment Manager immediately.

-Parents/players are not to be in the minor hockey room unless accompanied by a team official.

NAME BANDS

Teams who have name bands attached to jerseys must ensure that parents remove these bands at the ends of the season unless that player s returning to the team for another season. Record this on the inventory sheet so the Equipment Manager is aware.

- Name band must be removed in a way to ensure that there is no damage or holes in the jersey. Parents will be responsible for jersey replacement or repair costs if damaged.
- Loose threads must also be removed

TEAM ROSTERS

- You will receive an Official Team Roster once league play begins. Any changes that need to be made to the roster must have approval from the Head Coach.
- The Head Coach will notify the Registrar who will submit the paperwork for approval.
- If you need to temporarily add a player to your roster for the purpose of attending a tournament or exhibition game, the request can be sent to the Registrar.
- all requests must be submitted no later than Wednesday evening at 9:00pm.
- You must wait for confirmation from the Registrar that the change has been approved prior to the player attending the ice.
- Remember to consider cards used when making these requests.
- It is important that you notify the Treasurer and Registrar if a player discontinues participating in minor hockey.

EXHIBITION/FUNDRAISER GAMES

- Players are only covered by BC Hockey insurance while participating in games or practices involving other members of BC Hockey. ie Coaches vs players, Females vs Males etc.
- If one person is not insured, it voids the insurance coverage for everyone.
- Players participating in tournaments or games that are not sanctioned by BC Hockey are doing so at their own risk and are not covered by insurance.

TOURNAMENTS

- Find out from your team how many tournaments they wish to attend and how far they are willing to travel. Tournaments within the province are listed on the BC Hockey website.
- Once coaches, parents and players commit to a tournament set a deadline to gather the fees so they can be forwarded prior to the deadline.
- Fees are to be turned over to the Treasurer who will issue a cheque on behalf of the association.
- If your team is travelling outside of the OMAHA District, you must forward a request for permission to travel to the OMAHA Division Director. If traveling within our district, this is not required. The approved permission must be forwarded to the Risk Manager.
- Gather hotel and community information for the team. Encourage the team to stay together.
- All teams should try to host at least one local tournament. The team must cover and pay for all expenses incurred: Ice rentals, Officials, trophies, raffle tables etc. Purchases over \$100.00 must have approval from the Board.
- Use tournament budget sheet as a reference.
- Do not solely rely on the BC Hockey website to advertise tournaments. Make contact with other association by mail, e-mail or other methods.
- If you are hosting a tournament, you need to apply for sanctioning from BC Hockey.
- Shop locally for prizes
- Use Minor Hockey address for all things related –Box 1354

- When charging tournament fees to out of town teams ensure that all cheques are made out to LDMHA
- Tournament schedules need to be completed one week in advance and copies provided to Referee in Chief, Ice Ambassador and Concession Manager.
- Official HCR rosters of all teams participating must be submitted to OMAHA Administrator at least 2 weeks prior to tournament start
- Tournament Budget sheets and money raised must be turned in to Treasurer within 48hrs from the end of tournament.

SUPPLIES

LDMHA will not reimburse for the cost of office supplies. If you require supplies such as paper, tape, elastics, 50/50 tickets, paper clips etc, please contact the Treasurer as there is inventory on hand that can be supplied.

SCORE KEEPING TABLET/APP

- All score keeping must be recorded using the E-score app.
- In the event that Internet or app is not available, the game can be recorded on paper. Should this be the case, forward a copy of the completed game sheet immediately to the Treasurer who can enter the information using a backup method.
- Ensure that team rosters have been reviewed and signed off by the Head Coach or Designate prior to the start of the game
- At the end of the game scorekeepers and timekeepers can sign off however it is MANDATORY that the Ice officials review the score sheet prior to being submitted. –No exceptions

TEAM FUNDRAISING

- All fundraising must be presented to the Board of Director's prior to commencing. This is to ensure that the fundraising venue has not already been allocated to another team.
- Fundraising notifications can be e-mailed to the secretary.
- Teams must report all monies received to the Treasurer within 48hrs. Monies not reported to the association will be considered stolen funds and will be reported to the authorities-RCMP
- A record will be kept of team's fundraising achievements. The Treasurer will provide you with financial information regarding your team fundraising upon request.
- Teams may not raise money under LDMHA to cover travel expenses. Individuals on their own accord may earn money toward travel expenses but contributor's should be made aware that this money is not be allocated towards the association and receipts will not be provided.
- Teams are not to fundraise for the purchase of any team apparel. (scarves, track suits, hoodies, name bands etc.) LDMHA has a sponsorship program for team jerseys and donations are to be used where a "need" exists. If you are made of a potential sponsor or donation, inform the Board of Directors by contacting the association secretary.

While we appreciate every donation, it is our duty to ensure that funds are allocated accordingly and only used for necessary operations.

Teams wishing to use the LDMHA logo on any apparel/item sales for fundraising must obtain approval from the Board of Directors to ensure there is no infringement of copyrights. (this includes using the BC Hockey and OMAHA logos)

FUNDRAISING TARGETS

TYKES/INITIATION.....\$1300.00
NOVICE\$1300.00
ATOM.....\$1300.00
PEEWEE.....\$1300.00
BANTAM.....\$1300.00
MIDGET.....\$1300.00
REP TEAMS.....\$1700.00

- Teams are required to meet fundraising targets for the season.
- Fundraising is a team effort and it is important that everyone participate
- The Board of Director's may consider the age, number of players and other factors when determining team targets
- When a team has achieved or exceeded their fundraising target they may apply to the Board of Directors to use some of the over and above money for other sanctioned events such as dry land and team building exercises, however it should never be assumed that these monies belong to the team specifically.
- The Board of Directors must authorize expenses for year-end parties

****ADVERTISE GAMES AND TOURNAMENTS USING POSTERS, FACEBOOK PAGE AND WEBSITE- MANY INDIVIDUALS OUTSIDE OUR ORGANIZATION ENJOY ATTENDING BUT NEED TO BE MADE AWARE OF GAME TIMES AND TOURNAMENTS. THIS ALSO ASSISTS IN INCREASING FUNDRAISING REVENUE****

PLAYERS SERVING SUSPENSIONS

Player who are serving a suspension are not to attend the player's bench. They can participate in all other team functions unless you are notified otherwise.

MEDIA RELEASES

The Board of Director's must approve any information given to the media on behalf of the association. The President shall act as the spokesperson for the association. The exception to this is where teams want to disseminate information about games or tournaments.

CONCESSION/VOLUNTEER HOURS

-Every player is required to have a minimum of 10 hours of volunteer time per child in the concession. Players in AtomInitiation division and above must also complete 10 hours of volunteer time per child in order to have their concession fees reimbursed. Other volunteer time includes score/time keeping, 50/50 sales, jersey washing etc. Coaches and Managers are not exempt from these hours. Hours can be worked by any adult on behalf of the player and must be recorded in order to receive credit.

-Parents need to be advised that these times are a "minimum". If a team is still in league or competition play, the team is still obligated to ensure that the concession remains in operation during their events. As concession is an important source of revenue in our entire operations and in keeping fees at a minimum, teams that do not ensure the operation of the concession will have their fundraising reviewed and the Board may take into consideration the loss of profits during that event and deduct it from the team target. It can also result in volunteer hours being increased for the next season.

-Children under the age of 13 are not to be in the concession. Children under the age of 16 are not to operate the grill or deep fryers as per Interior Health Policy and must be accompanied by an adult at all times while in the food service area.

-It is suggested that Managers draw up a concession and volunteer schedule once they receive game schedules and designate volunteers to work these times. Schedule around your game times and try not to overlap hours into other teams. Also take into consideration not to leave the concession without volunteers if there is an upcoming game shortly after yours.

-The concession should be open 1 hour prior to the start of each game if there is no game prior to yours.

-It is the responsibility of the team to fill their own events and priority should be given to parents of the team. If a position cannot be filled then it can be offered to parents in another division.

-Tykes, Initiation and Novice teams will be given first priority to concession hours for non-LDMHA events.

-Ensure that parents are aware that they must sign the Concession Log book in order to receive credit.

-Ensure that parents read the concession duties list on the wall in the concession and that all tasks are completed.

Lines of Communication:

It is encouraged that Managers and Coaches use the proper lines of communication within our association; Contacting BC Hockey or OMAHA should never be the first line of communication.

President	Gina Doyle	Gina.doyle@hotmail.ca	256-1532
Vice President	Jackie Bzdel	jackie_bzdel222@hotmail.com	778-209-0342
Secretary	Debbie DeKolver	Baxter16@telus.net	256-7790
Treasurer	Gina Doyle	gina.doyle@telus.net	256-1532
Head Coach	Steven Alain	winnersedge@telus.net	256-4848
Equipment Manager	Heather Holt	holtzoo@telus.net	256-9066
Ice Ambassador	Jackie Bzdel	jackie_bzdel222@hotmail.com	778-209-0342
Female Coordinator	Jackie Bzdel Therese Harrison	Jackie_bzdel222@hotmail.com harrison74@telus.net	778-209-0342
Referee in Chief	Verne Rasmussen	verne.rasmussen@gov.bc.ca	256-4292
Risk Manager	Bailey Stone	bstone9085@hotmail.com	256-9088
Concession Manager	Merellee Clifford	mareclifford@yahoo.com	
Registrar	Ailsa Wolfe	wolfepack5@shaw.ca	256-4744

Addendum C: LDMHA Team Safety Person Manual

The safety person is a volunteer who has received HCSP accreditation. The HCSP program must be successfully completed every three (3) years in order to be a team's safety person, even if the individual is a medical professional.

Hockey Canada Safety Program (HCSP) Guidelines

- The minimum age for participants is 19 years of age as of December 31 of the current season
- It is mandatory to have at least one (1) certified official on each team
- HCSP must be enrolled in HCSP Course prior start of the current season and completed by October 15
- CATT (Concussion Awareness Training Tool) enrolled prior to start of the season and completed by October 15
- Respect in Sport (enrolled prior to the start of the hockey season and completed by October 15
- All teams intending to participate in BC Hockey Championships, must include an official accredited in the HCSP by December 1 of the current season
- Criminal Record Check-submitted to RCMP/Stl'atl'imx Tribal Police prior to the start of the hockey season.
- Lillooet Minor Hockey will reimburse costs of the program by forwarding receipts to Association Treasurer.
-

The safety person

-Establishes medical history files on every player and carries these files and the team first aid kit to every event.

-Contact the Equipment or Risk Manager if you require replacement supplies for your team First Aid Kit

-Responsible for completing injury reports and ensuring that a "Return to Play" has been received by any player, team official, Ice Official or On Ice Volunteer after an injury, prior to them re-attending the ice.

-Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.

-Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.

-Ensures that BC Hockey Insurance through sanctioning covers all activities outside of normal practices and games.

-Assumes a leadership role in promoting the values of safety, fair play and integrity.

-It is important that you are present at all games. If you are unable to attend, try to find another HCSP certified person or notify your Coach. Most Coaches are HCSP certified and can act on your behalf.

SANCTIONING

Any events outside of regular practices and games including fundraising venues such as chocolate sales, raffles, bingos and dry land training must be sanctioned by BC Hockey. Sanctioning applications can be done on-line by accessing;

www.bchockey.net-scroll down to Administration-forms- SPECIAL EVENT SANCTION REQUEST FORM.

You will receive confirmation either from BC Hockey or the President once your request has been approved. **A copy of approval must be forwarded to the Risk Manager.**

Medical Forms

Review your team medical forms and take note of players with serious health concerns.

If a player is required to carry an inhaler or epi-pen or take prescription medication, it is important that you meet in confidence with a parent to discuss the following:

- seriousness of the illness.
- triggering factors
- is the child able to use or administer treatment/medication on their own.
- will the child carry this on the bench with them.

Team Officials are prohibited from administering medication of any type without written consent from a parent or guardian. The team official must have knowledge in how to administer the medication.

Share the information with the Head Coach only so they have knowledge of the player's history and take preventive measures necessary in their safety.

Remember that all information is CONFIDENTIAL.

Risk Management - Injury Claims

The Hockey Canada Insurance Program provides **supplemental** assistance to BC Hockey members for injuries incurred during hockey sanctioned activities.

Injury Reports

1. When an injury occurs, a **Hockey Canada Injury Report Form** must be submitted to the RISK MANAGER who will review and submit to the BC Hockey office within **90 days of the injury**. Invoices can be submitted for up to 52 weeks after the injury date.
2. The claim form must be completed in full. The form has portions that must be completed by the member, a team official and doctor or dentist.
3. If reimbursement is requested and an incomplete claim has been filed, it will be returned to the member for completion before any further processing.
4. If page 2 is submitted separately from page 1, the member's name must be written on the page. It should also include the member's association and injury date

ORIGINAL FORM GOES TO THE RISK MANAGER. Retain a copy for your purposes.

Submitting Receipts and Invoices

1. Invoices can be submitted for up to 365 days after the injury date.
2. If the member has another insurance plan (other than provincial)
 - If the injured individual has insurance through another source, a claim must be filed with the other insurance provider first because the Hockey Canada Insurance Program is a secondary provider
 - Once an individual's primary insurance has made payment on treatment, the original statement of coverage from the primary insurer as well as copies of the receipts / invoices should be sent to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.
3. If the member has NO other insurance (apart from provincial) – Original receipts / invoices should be submitted to the BC Hockey office. All documents must clearly list the injured member's name and should also include the member's association and injury date.
4. Because processing a claim can take several weeks, it is recommended that the member pay the medical / dental bill and then be reimbursed.

A player who returns to play and re-injures an existing condition where an injury report has already been forwarded to BC Hockey, a new form is not required, however the player will be required to see a physician and provide a new "Return to Play" form.

Use the Team Injury Log to document all injuries.

1.22 INJURED PLAYER RETURN TO PLAY POLICY

Team Officials should not force a player to play after they are injured or play a player without a medical certificate following illness or injury.

When an injury prevents a player from participating in regularly scheduled practices or game occurs, it is essential that a medical certificate or "Return to Play" from a physician authorizing the player's return to active participation be presented to a Team or Association Official.

Team Officials should not allow an injured player to be on the player's bench during a game or practice without BC Hockey certified protective equipment.

A player returning from injury or illness must participate in at least one practice prior to being allowed to play in a game.

HELMET POLICY - MINOR HOCKEY PRACTICES/EVENTS

All Minor Hockey Coaches are to wear a CSA approved helmet during BC Hockey on-ice sanctioned events. The chinstrap of the helmet shall be securely fastened under the chin in accordance to Hockey Canada Official Playing Rules with respect to Protective Equipment. The failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by the association's insurance policy.

Exemption to this policy may be requested on the basis that the wearing of a helmet would interfere with the observance of a religious custom, as follows:

- I. Application for such exemption must be made in writing to the BC Hockey Executive Director.
- II. Granting of such exemption will require the applicant to provide a signed BC Hockey Helmet Policy Waiver Form to the Executive Director prior to participation in any sanctioned activity.

The Association Risk Manager is available to assist you and answer any questions or concerns you may have.

Addendum D: LDMHA Concession Managers Manual

Concession Manager

The Board of Directors along with the Concession Manager will determine a pay schedule or stipend at the beginning of each season.

The Concession Manager is still required to complete their volunteers hours for their child(ren) and will only receive credit for actual volunteer hours of operation.

The concession should be in full operation for all minor hockey exhibition and league games, and tournaments. Managers will assist in filling the volunteer schedule for these events.

The concession Manager will:

- Make every effort to have the concession in operation for beverage and snack sales for other events such as Public/Family/Teen skates and full operation for Ice shows, other hockey tournaments or ice events and will be responsible to fill the volunteers needed for these events.
- The concession is to be operated by LDMHA members only.
- The concession cannot be used by any other organization without the prior approval of the Board of Directors and where approved, a member of LDMHA must be on site at all times of operation, (ie: dry grad) . A cleaning deposit will be required by that organization to be determined by the Board of Directors at that time.
- The concession cannot be rented or leased to another organization or individual

Other Responsibilities:

- Host a training day at the beginning of the season for parents who are new to the association and provide them the fundamentals of the operations.
- Ensure that volunteers operating the concession are following all Interior Health Policy.
- Ensure that the concession is fully stocked for all scheduled events
- Be available during large events to restock items that may sell out (or designate a back up person to assist)
- Attend the concession within 24 hours of concession closing (after league games or tournaments) to ensure that all equipment has been shut down properly and food has been sealed and stored according to Interior Health Policy.
- At the same time ensure that volunteers have completed the end of day tasks. If the Concession Manager has to complete a task on behalf of the parent volunteer, they may deduct the time spent from that individual and keep the time for themselves. This must be documented in the volunteer logbook including details of the tasks that had to be completed.

Purchasing:

- All purchasing will be done locally unless the item is not available in town.
- Purchase inventory at the best price possible using sales and promotions when available.
- The Board of Directors must approve the purchase of any concession equipment.
- Charge accounts available with Van Houtte Coffee Supply, Country Store, Buy Low Foods and Pharmasave.
- The Concession Manager will not open any charge accounts under the name of LDMHA without the consent of the Board of Directors.
- Any purchases made that require reimbursement must be submitted to the Treasurer using the LDMHA Expense Claim Form and all receipts must be included in order to be reimbursed.

-LDMHA will not remit payment for any invoices that are not signed by a representative of minor hockey. Individuals delivering the product are not representatives of LDMHA and are not authorized to sign on our behalf.

All hot beverage products, cups and lids must be purchased through Van Houtte Coffee Services in accordance with our machine rental contract.

The hot chocolate machine, coffee machine and hot water machine are owned by Van Houtte coffee services and any maintenance/repair problems must be completed by them.

Food storage:

-All food must be sealed and stored properly.

-Ensure that bags are not left opened and products passed their expired date are removed from sales.

-Food and drinks are never to be stored on the floor of the concession regardless of whether they are sealed in a container. They must be placed on the shelves provided in the concession. Non-food/drink items can be stored on the floor area under the shelves only and all walking areas must be free and clear.

-Empty cardboard boxes are never to be left in the concession area-they must be broken down and placed outside the door for recycling.

Refrigerator and freezer temperatures must be recorded on the form attached to the fridge as per Interior Health Authority Policy, and must be done every day that the concession is in operation. (Not required on the days when closed)

Deep cleaning:

-Deep Fryer should have oil changed, as needed depending on the use. If the oil is dark and contains lots of food morsels a change must be done.

All components of the deep fryers should be washed in hot soapy water including the main base, doors and sidewalls. Ensure to use a hot rinse and dry all parts completely prior to adding new oil.

-Hot beverage machine should be deep cleaned as needed. All components need to be removed and washed in hot soapy water and thoroughly rinsed using hot water.

Close to the end of the season, try to sell as much product as possible and minimize overstocking. Most products can be purchased locally if a small amount is needed. If an item is not necessary, do not spend money replenishing the stock. (ie: some pop/juice flavours, types of chocolate bars and candy, corn dogs)

-if low on coffee or hot chocolate, buy what you need locally and the amount you need to get you through.

End of season:

-Must be completed within 2 weeks of end of current season

-Take an inventory of all food products left in stock and provide that list to the Secretary and Treasurer of the association

-Downside all refrigerated and freezer food into one area. If planned well, most of the food products can be stored in the upright fridge and freezer.

-Defrost and clean the large freezer. If needed, the Rec Centre may allow you to use their freezer temporarily so this can be done. Once completed, refill the freezer if needed and turn power back on.

- Drink Beverages can be placed on the storage shelves in the concession and the Pepsi cooler must be cleaned and power shut off for the season. (Power switch is on top of cooler)
- All non-perishable items must be placed in sealed bins and stored on the shelves in the concession area. Food bins are not to be left on the floor, they must be on a shelf.
- Empty and deep clean the hot beverage machine, microwave and deep fryers and leave empty with cover doors open (if applicable). Turn off and unplug all equipment except for those needed. (Refrigerator or freezer can be left on for storage purposes)
- Check the refrigerator and remove all products that may expire out during the shut down period.
- Ensure fridge and grill are clean, cupboards and countertops wiped down, floors mopped, all garbage removed and area left free from tripping hazards.

Once all items are completed on the list, notify the Recreation Centre staff and ask them for assistance in shutting the water supply off to the machines.

OTHER:

The importance in ensuring these tasks are completed and done in a timely manner is a requirement of Interior Health Authority and can impact LDMHA's ability to retain a licence to operate the concession. The Health Inspector has 24/7 accesses to the concession and can perform an inspection at any time without notice so it is important to be prepared.

LDMHA TOURNAMENT BUDGET SHEET

Ice Officials

Division	2 Man	3 Man
Tykes/Novice	13.00 1 required	N/A
Atoms	34.00	N/A
Pee Wee	36.00	46.00
Bantam	100.00	100.00
Midget	120.00	130.00

Expenses:

Ice Time _____ # of hours X _____ = _____

Officials _____ # of games X _____ = _____

Tournament Sanctioning = 75.00

Trophies, souvenirs, awards, goodie bags etc. = _____

Other: please list

_____ = _____

_____ = _____

_____ = _____

TOTAL EXPENSES: = _____

PROCEEDS

Teams _____ # of teams X tournament fee = _____

50/50 Sales = _____

Draws, Raffles, Program Sales = _____

Clothing, Souvenirs = _____

Other/Donations = _____

TOTAL PROCEEDS = _____

TOTAL PROCEEDS	\$
TOTAL EXPENSES	\$
PROFIT	\$

Submitted by: _____

Team/Division: _____

Date of Tournament: _____

Budget Sheet and all money must be turned in to Treasurer within 5 days of tournament end.

All cash must be accompanied by a signed transmittal slips.

LDMHA will not reimburse for the purchase of office supplies such as paper clips, staples, elastics, pens, thumbtacks, tape, paper, or 50/50 tickets etc. Please contact the Treasurer should you require any office supplies, as there is an inventory on hand of these items.

Receipts must be included if requesting reimbursement for any purchases.