

# LACOMBE MINOR HOCKEY ASSOCIATION



## **Policies & Procedures Handbook**

**Last updated: February 2026**

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## PURPOSE

The purpose of this handbook is to give players, parents and coaches a reference guide to the operation of the Lacombe Minor Hockey Association (LMHA). This handbook does not cover all the bylaws, policies, rules, or guidelines used by LMHA, but it does outline the most common operational issues and frequently asked questions.

## PHILOSOPHY

The philosophy of the LMHA is to provide a hockey program, which encompasses fun, development, competitiveness and challenge for all players.

## SECTION 1: PLAYER ELIGIBILITY, REGISTRATION, MOVEMENT, PAYMENTS, REFUNDS AND BOUNDARIES

*This section excludes hub teams*

*Amended April 2025*

### 1.1 Boundaries

LMHA provides programs for players aged 4-17 years, who are residents of our defined service area (boundaries) A map detailing our boundaries will be made available at the time of registration. Any registrant may be asked to provide proof of address as per Hockey Alberta. Rural residents must provide their mailing address and land location at registration. *Note: Upon review of the new Hockey Alberta boundary updates, LMHA has confirmed that our boundaries will not change (April 2025).*

### 1.2 Age Qualification

Age qualification for players for all divisions is as follows:

- A) U5 – this division is open to players who are 3 & 4 years old as of December 31, in the season they wish to compete.
- B) U7 – this division is open to players who are 5 & 6 years old as of December 31, in the season they wish to compete.
- C) U9 – this division is open to players who are 7 & 8 years old as of December 31, in the season they wish to compete.
- D) U11 – this division is open to players who are 9 & 10 years old as of December 31, in the season they wish to compete.
- E) U13 – this division is open to players who are 11 & 12 years old as of December 31, in the season they wish to compete.
- F) U15 – this division is open to players who are 13 & 14 years old as of December 31, in the season they wish to compete.
- G) U18 – this division is open to players who are 15 – 17 years old as of December 31, in the season they wish to compete.

### 1.3 Over-age & Under-Age

Players must participate in the Division of their age except:

- Players may play in a lower division as an over-age player. Requests need to be submitted in writing to the LMHA president and will be forwarded to Hockey Alberta for approval.
- Players (not including the intro to hockey ages) shall be permitted to try-out for the division immediately above as an underage player. Players need to submit a written request to the President of LMHA prior to tryouts commencing. In order to be approved as an underage player, you must evaluate in the top 15% of the top team (excluding the Central Alberta Selects teams.)
- Players from neighboring associations wishing to tryout for the A team in Lacombe will be reviewed on an annual basis. Imports will not be taken unless there is space available in the division and their home association supports them trying out. Imports must be evaluated in the top 50% of evaluated players in order to remain in the division. A non-refundable fee of \$150.00 will be charged to players wishing to tryout.

Birth certificates are required for all first time registrants.

### 1.4 Types of Players

There are two types of players eligible to register with LMHA for tiered hockey: Resident and Import Players.

1. **Resident Player** - Players are eligible to register with LMHA as a Resident Player if they in good standing with LMHA and if one of the following is met:

- a. Your primary residence is in Lacombe catchment area (see boundary map on our webpage)\*
- b. You have played with LMHA for the last two consecutive seasons
- c. You have been previously permanently released to LMHA from your minor hockey association.

*\*LMHA reserves the right to request any proof of residency, schooling, or other documents to use in validating requests to register with LMHA. If you are part of another association and meet one of the above criteria, you will require a release from that association before the registration process can begin. LMHA resident players trying out for elite level hockey must be registered with LMHA as a resident player to be guaranteed a spot should they be released from Elite tryouts.*

**2. Import Player** - Registration as an Import Player for LMHA may be granted on the following basis:

- a. First time registration in a Hockey Alberta sanctioned league
- b. Provide proof of extenuating circumstances, and if necessary, obtain a release from your current home association.
- c. No team in your division in your home association
- d. Previous registration in LMHA

Import players will not be guaranteed a spot until after resident registration closes. Spots will be confirmed as soon as possible as space permits. If no space remains in the division, players will be placed on a waitlist.

## 1.5 Registration Deadlines

Registration Type	Date
Registration opens for Resident Players	May 1
Registration opens for Import Players and waitlist begins in full divisions	July 1
Late Registration Fees Begin	August 1
Registration Fees due in Full	September 1

**May 1** - Lacombe resident registration opens

- Must meet one of the requirements listed above for Resident Players

**July 1** - Division size determined, Import registration opens and waitlist beings

- Number of teams per division will be determined at this time and a set number of spots remaining will be posted on the registration site. See Section 1.6 below on Team Size Limits
- Number of teams per division may be revisited later in registration
- Any Resident Player that registers starting July 1 will be treated like an import player and may be waitlisted
- Import Players will be notified if they have been accepted to play with LMHA or if they will be placed on a waitlist as soon as possible
- Players will/may be moved from the waitlist as spots become available
- If cuts need to be made due to HA team size limits, players on the waitlist will be cut first in the order in which they registered. If further cuts are needed, they will be the lowest evaluated Resident who registered before the wait list cut-off.

**August 1** - Late registration begins

- All players that register after August 1 will be charged an additional \$300 late fee. Exceptions to this include players new to LMHA and players that move to the area after August 1
- Late fees may be waived by LMHA should registrations be needed in a division to make a team viable

**September 1** - Registration fees due

- Any player without a payment plan or registration fees paid in full will not be allowed on the ice for any LMHA function and may be treated as a late registrant (e.g. team formation).

## 1.6 Registration Fee Payment

Upon registration, a \$150 non-refundable deposit is due for U7 and higher divisions and a \$50 non-refundable deposit for Rocket Launchers Learn to Play. Fees must be paid in full by September 1st of the playing year. If unpaid, the player cannot participate in LMHA activities until paid in full.

Payment plans are available - Choose the split payment option when registering and the schedule available will show. Please note - any payments that are missed and not communicated prior will result in the player not being allowed on the ice until payment has been received. Late fees will begin after Feb 1st at \$50 bi-weekly. Any outstanding accounts by April 30th, will be blocked for registration for the following year until balances are cleared.

The methods of payment are:

- Cheque (payable to Lacombe Minor Hockey Association)
- E-transfer (lacombehockeypayments@gmail.com)

- Credit Card\*

\*Credit card payments are charged a 2.4% surcharge

If you choose credit card the payments will automatically be drawn from your card on the listed dates. If you choose e-transfer, cash or check, you will need to make sure your payments are received by the registrar or treasurer on the noted dates.

If receiving funding (e.g. KidSport) you must still have 50% of registration fees paid by August 15 and provide proof of application for funding.

Registrations for U7 and up received by the Spring AGM will receive a \$100 per player discount provided the family attends the AGM. Failure to attend the AGM will result in an additional \$100 per player added to registration fees.

### **Payment Schedule**

The payment schedule within RAMP shall be setup to allow 3 options of payment

Option 1: Full payment at time of Registration

Option 2: 50% at time of Registration, 50% by August 15th

Option 3: Payment divided 4 ways - by May 31, June 30, July 31, Aug 31

*Note: If players are registered after the payment deadlines, the previous installments must be provided at time of payment.*

*Last updated May 2025 - no policy changes but enhanced clarity on wording regarding on deposits.*

## **1.7 Waitlist Deposit**

*Effective September 2025*

To be added to the waitlist, a 30% deposit of that division's registration fees will be charged. The deposit will be refundable if there is no space available on the team. However, if placement is offered and declined, the deposit will not be refunded.

## **1.8 Refunds**

- Prior to September 1, refund requests are eligible for a full refund minus the \$150 non-refundable deposit.
- If you withdraw after September 1st, you will receive a pro-rated 50% refund (the \$150 non-refundable deposit is deducted before the pro-rated refund is calculated). (Based on a 6 month season and additional costs such as socks or pictures.)
- No refunds will be issued after Hockey Alberta rosters are locked or by January 15

- Any outstanding fees owed to a team will be deducted from the refund and given to the team (e.g. slush fund, tournaments, approved team expenses)
- Refunds for U7 and Rocket Launchers - Learn to Play will be prorated.
  - The \$150 non-refundable deposit still applies for U7 and \$50 for LTP
- Refund requests based on a league suspension, or any other disciplinary action will not be considered.
- Refunds will be issued in the form of initial payment made, and requests for cash will NOT be considered.
- For unforeseen events that may occur after registration that would have a significant impact on the season's operations, the LMHA Executive Board will calculate the fixed costs of operations and prorate fees appropriately. Unforeseen events are defined as events beyond the control of LMHA that may arise making it impractical or illegal to continue with a season, including but not limited to a government-declared public health emergency, act of God, natural disaster, etc.

**Refund due to Injury:**

- Players who have been injured and miss or are out for more than 8 weeks may qualify for a partial refund.
- In this case the original injury must have been reported when it happened with all necessary paperwork submitted and must be accompanied by a doctor's note stating the player was unable to participate and the duration of the injury. Refund requests for injury reasons must be submitted prior to April 30 of each year.

*Last updated May 2025 - no policy changes but enhanced clarity on wording regarding refunds.*

## 1.9 Late Registrations

*Last updated: December 10, 2024*

The purpose is to provide a fair and transparent process for late registrants while preserving the viability of existing teams and integrity of September evaluations.

Players who register after teams have been formed are considered late registrants. Late registrants can either choose to play with the lowest skilled team or proceed w/ evaluations dependent on team size.

If evaluations are to be conducted, an evaluation committee is formed which includes the division director and 2 impartial members of the association as appointed by the executive. Player's skill, team size and split of forwards vs defence are used to determine where the player will be placed.

Player is evaluated by at least two impartial evaluators. The director and coach mentor will coordinate the evaluations with coaches and evaluators during the evaluation process.

The evaluation committee will determine which teams the late registrant skates with for evaluations. Player will evaluate onto the higher level team if he or she is compatible in skill with the top 1/3 of that team. If a player's skill is compatible with more than one team, team size and split of forwards vs defence are used to help determine where the player best fits. The evaluation committee will gather information from evaluators to help determine where the player best fits.

## 1.10 Team Size Guidelines

*Effective December 10, 2024*

Team sizes will be capped after the evaluation process is complete with the following numbers of skaters (see below by division) and two goalies with special consideration for players new to the community and registered injured players. Teams may reach maximum roster sizes as per Hockey Alberta dependent on registration numbers prior to evaluations. Exceptions considered on a case by case basis.

- U7: 9-13
- U9: 9-13
- U11: 12-15
- U13: 12-15
- U15: 12-15 (non-body contact considered)
- U18: 15-18

## 1.11 Elite Stream Registration

When registering for tryouts with elite teams, players will also need to fully register with LMHA to be guaranteed a spot if released from the elite teams. If you are selected to a roster, you will be refunded for your LMHA registration fees (this may take up to 30 days).

## 1.12 Player Movement

LMHA will exhaust every avenue to ensure all kids who wish to play hockey will have an opportunity to do so. If LMHA cannot accommodate a player, a full refund will be given and we will assist in finding placement with an alternative association.

## 1.13 Releasing Players

- Players who wish to exit LMHA to play with another association must show reasonable circumstance for doing so, and attain the necessary release documentation from LMHA
- Once a player has completed two full seasons with another association they will be considered members of that association whether or not they live in that association's resident area
- Players who are accepted into LMHA on a one-year release from their home association will automatically revert back to their home association at the conclusion of that season. If no home association exists they will remain as an LMHA home association player

## SECTION 2: ROLES & RESPONSIBILITIES

All positions within Lacombe Minor Hockey are on a volunteer basis. Everyone is eligible to be a volunteer and you do not need to be a part of the association to hold a volunteer position. The main volunteers who manage the day to day operations are the Executive group and the Operating Committee. Other key roles including Coaching Staff, Team Volunteer positions, as well as all parents/guardians, fans and families.

Hockey Alberta and LMHA is committed to ensuring an environment that is accessible, inclusive and free from all forms of Maltreatment, Bullying and Harassment as outlined in [Hockey Canada's Rule 11.4](#). All players, coaches, volunteers, parents and fans have a responsibility to providing a safe environment for everyone involved in the game.

### 2.1 Executive and Operating Committee

- The Executive positions shall be elected at the Annual General Meeting and shall serve a term of minimum 2 years. President, Treasurer and Past President positions will be available for all even years. Vice President, Game and Conduct and Secretary positions will be available for all odd years.
- Operating Committee members, except for Team Representatives and appointed positions, shall be elected at the Annual General Meeting and shall serve a term of one year.
- If any executive member resigns during the season, the remaining executive members can appoint someone to replace them.
- If a member of Executive or Operating Committee resigns for personal reasons and remains in good standing with the Association, they may receive approval from the Executive to fulfill a volunteer role in current and/or future years. If an Executive or

Operating Committee member is removed and is not in good standing, they are unable to fulfill a volunteer role in current and/or future years for one year. *Motion at Operating Committee February 25, 2025.*

## 2.2. Coaching Staff

### Coaching Applications

All coaches are required to submit a Coaching application form on the LMHA website (Coach/Manager tab). No one will be allowed on the ice at any time without a coach application being submitted and approved.

Head coaches will be appointed by the LMHA Executive based on their application, resume, interview process and previous coach evaluations.

All coaches must submit a Criminal Record Check (CRC) with Vulnerable Sector Check (VSC) by November 15th to be consistent with other coach requirement dates with Hockey Canada. For volunteer roles, some detachments provide a free or low-cost VSC. To qualify, a signed letter must be obtained from the Game & Conduct Manager. Please email [lacombehockeygameconduct@gmail.com](mailto:lacombehockeygameconduct@gmail.com) to request a letter. Criminal Record Checks with Vulnerable Sector Checks will be valid for 3 years. If you have submitted a CRC/VSC within the past 3 years, a signed Offense Declaration Form is required.

If your CRC/VSC is not submitted by November 15th, you will be suspended until the required documentation has been provided to the Game & Conduct Manager.

Suspension from coaching will include:

- No dressing room access during practices or games in a coaching capacity.
  - Parents in lower levels are allowed in the dressing room as per team rules to help dress and tie the skates of their own player.
- No on-ice participation during practices
- No bench access during games or practices

All coaches must have a current Respect in Sport (Activity Leader) certificate before being allowed on the bench or ice. Respect in Sport will be changing for the 2026/2027 season as per Hockey Canada. More information will be provided prior to the 2026/2027 season. Respect in Sport Activity Leader must be completed before the first ice time a coach attends.

*Last updated: February 2026*

## Coaching Responsibilities

Coaches are asked to be reasonable in their demands on the young player's time, energy and enthusiasm. Remember that hockey is not their only activity and that family and educational responsibilities come first. Remember that kids play hockey for the fun and enjoyment of the game and that winning is only part of it. It is important that the players feel accepted as a member of the team and feel good about themselves and their contribution to the team. Deal fairly with players at all times.

Coaches must recognize their responsibilities as **leaders, educators** and **ROLE MODELS** for young players. Players need a coach they can respect and look up to. Do not lower yourself to the level of fans, parents or other coaches who throw tantrums, use profanity and make a spectacle of themselves by abusing game officials and in general degrade themselves and the game.

Coaches must ensure proper supervision of the team before, during and after all games, practices and other team functions and accept reasonable responsibility for the conduct, safety and well-being of their players (this includes but is not limited to dressing rooms, arenas, etc.). Coaches must make a personal commitment to keep informed on sound coaching principles and the principles of growth and development of the children. Coaches must attain the appropriate certification for the level they wish to coach.

Coaches play an important role in adhering to [Rule 11.4](#) – Maltreatment, Bullying and Harassment and ensuring there is no inappropriate behaviour on the ice or in dressing rooms.

## Coach Development

LMHA will reimburse the cost of mandatory coaching requirements, including Respect in Sport Activity Leader certification.

LMHA will cover the cost of coach development over and above required courses to a maximum of \$200 per individual per lifetime or 25% of course registration fees for courses exceeding \$200. Requests must be submitted 7 days in advance of the course start. *Added October 2023 AGM*

## 2.3 Team Volunteers

It takes parent involvement from everyone to make a team successful. Do your part and get involved in some capacity with your team! In addition to the Coaches, the following positions are required:

1. Manager\*

- Responsible for all off-ice administration for a team and are the primary conduit between the LMHA Operating Committee and teams. Some key tasks include establishing team volunteers, coordinating the initial team meeting, managing all home and away game requirements (e.g. exhibition games, permits, game sheets, referees, etc), and coordinating away tournament(s).
  - Will be required to complete a Criminal Record Check with Vulnerable Sector Check (new April 2025)
  - For more information, see the LMHA Manager Handbook.
- \*Note: The Manager may not be from the same family as the Head Coach.*

## 2. Treasurer\*

- Responsible for all money for the season. Team accounts are two-person signing accounts, meaning any cheques written or cash withdrawals require 2 signatures (Manager and Treasurer). The LMHA President and LMHA Treasurer also have signing authority on all LMHA accounts.
- The LMHA Treasurer coordinates all team account signing updates.
- Drafts, with the Manager, and obtains approval of the team budget
- Manages the team budget and ensures accurate accounting and management of all funds coming in and out of the account (e.g. revenue and expenses).
- Needs to ensure that any funds raised through gaming (e.g. raffles, 50/50) are spent in accordance with Alberta Gaming, Liquor and Cannabis Commission (AGLC) [guidelines](#).
- Works in partnership with the Manager to seek input and consultation from the team to manage finances and expenditures throughout the year that may not be anticipated or known during initial budget development (e.g. if there are surplus funds raised how they may be used)
- Will be required to complete a Criminal Record Check with Vulnerable Sector Check (new April 2025)

*\*Note: The Team Treasurer and the Manager cannot be filled by the same person nor can they be from the same family.*

**Note:** In the event of a change in Team Manager or Treasurer positions for team accounts within an LMHA (Lacombe Minor Hockey Association) or HUB team, the team shall hold a parent meeting within **72 hours** of the change. The purpose of this meeting is to formally approve the removal and addition of individuals associated with the team's financial accounts. The minutes from this meeting must be documented and submitted to the bank to update authorized account holders. *(Approved August 13, 2025)*

## 3. Jersey Parent

- Responsible for looking after team jerseys. All game jerseys are the property of LMHA so must be kept together as a team set.
  - U7/U9 only have one set of jerseys whereas U11 and up have two sets (home and away).
  - U11 and up teams may choose to have two jersey parents (one for each home and away).
  - Jersey parents are responsible for cleaning and ensuring they make it to every game in good shape.
  - Players are not allowed to take jerseys home with them.
  - Jersey parents should live in town – well water can discolour jerseys (especially white jerseys) quickly. Damaged jerseys due to well water will be a team's responsibility to replace.
4. CAHL Data Entry
- For U11+ teams, supports the Manager by entering the scores/penalties from each HOME game. These must be entered as is on the sheet, you cannot make changes. Responsible for appropriately managing the game book/game sheet to complete this.
5. Safety Parent
- In addition to the Safety Coach(es), there is one Safety Parent on each team who will receive additional training and support from the LMHA Safety Officer. It is not recommended to be a coach and cannot be the Head Coach.
  - If the Safety Parent is not present for games, they should have a designate in their absence.
  - Must have safety training course and first aid is recommended.
  - There are three key responsibilities for the Team Safety Person:
    - i. Work to prevent injuries through implementing effective risk management procedures
    - ii. Lead the management of injuries from the time of occurrence to returning to play
    - iii. Promote the health and safety of participants through role modeling and education
  - The Team Safety person must comply, be certified and meet the requirements as outlined by Hockey Alberta and Hockey Canada Guidelines.
  - The safety course can be found on the Hockey Alberta [website](#) under the Coaches/Coaching Requirements section.
6. Home Tournament Committee Volunteer(s) (U7-U13 only)
- Responsible for planning the HOME tournament for their child/children's division.

- Depending on how many teams are in the division, there should be 1-2 volunteers from each team to be on the planning committee.
  - Each home tournament must have a Tournament Coordinator. It is critical the Tournament Coordinator be identified at the same time as the Team Manager to support planning and preparation.
  - If LMHA hosts additional tournaments (e.g. U15, U18, Provincials), volunteers need to be identified to help run them.
7. Special Event Representative\*
- Support the Special Events Coordinator and LMHA Executive and Operating Committee to plan and coordinate existing and new association events such as Alumni Game, Awards Night, Welcome Back to Hockey, Come Try Hockey, Lacombe Days/Light up the Night Parades, and the Used Equipment Sale as well as provide communication to teams as needed.
  - May also spearhead and plan team building events (e.g. year beginning/ending, community volunteer activities, other team building activities).
- \*Note: New role for 2024-25*
8. Fundraising Coordinator
- Primary point of contact between the LMHA Fundraising Coordinator and the team to manage any LMHA fundraising activity for the year (e.g. cash raffle, bingos/casino nights that occur every second year)
  - Coordinates and leads the planning and execution of any other fundraising activities a team may decide to participate in.
  - All team plans for fundraising must be approved by the LMHA Executive to ensure that teams are not doing fundraisers on the same weekend or over fundraising.
  - Any licenses that are required are the team's responsibility to obtain and manage through AGLC.
  - For more information and the Fundraising Application Form, visit the LMHA Fundraising page [here](#).
9. Parent Liaison\*
- This person is the first point of contact to resolve issues within a team that may arise throughout the season and may receive assistance from the Division Director. All parents must feel comfortable talking to the liaison and going to this person with any issue they have. Someone who has experience dealing with conflict is preferred.
- See Appendix C and D for more information on the Conflict Resolution and Communication Flow process.
- \*Note: The Parent Liaison should not be from the same family as the Head Coach, Assistant Coach or Manager*

## 2.4 Parent & Fan Responsibilities

Parent responsibilities are centered on commitment and support to the player, the sport of hockey, the association and the community. You, as a parent, have not only made a commitment to your child, but have made a commitment to the coaching staff and the other players on a team that are counting on your child's commitment to the team.

It is difficult for a coach to develop a team when some players are continually missing practices and/or games. Remember hockey is a TEAM sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team.

The team also relies on parent volunteers to assist the team throughout the season in various roles such as managing, phoning, tournaments, and most importantly positive support and encouragement at games. **DO YOUR PART, BE THERE.**

The Association Will Not Tolerate Loud, Obscene or Obnoxious Parents or Fans. Such individuals will be subject to disciplinary action.

Parents are expected to follow the guidelines, policies and procedures set out by LMHA. Hockey is a privilege, not a right. Policies, procedures, program guidelines form the boundaries by which LMHA operates, these processes are put in place to provide consistency to the system or program which is essential for providing the foundation to a successful association.

Individuals that refuse to participate or follow the directives of the programs, policies or procedures set by LMHA may result in disciplinary actions which could lead to suspension from all LMHA activities. Disciplinary actions will be determined by the LMHA Executive group and the Game and Conduct Coordinator.

## 2.5 Junior Coaches

*Last updated: February 2024*

Junior coaches are defined as any on ice helper or coach under the age of 18 that helps with any LMHA, CAS or CAW team. Generally, Jr Coaches must be:

- Registered with minor hockey
- Invited by the Head Coach

- Coaching players younger than them

To become a Jr Coach, you must first register as a coach with LMHA. Once registered, your application will be sent to the Director(s) for the level(s) which you have applied for. The Head Coach of a team is responsible for inviting Jr Coaches to help with the team and notifying the LMHA Registrar. The Registrar will notify the Coach once Jr Coaches have completed any required courses and are properly registered to the team to ensure the Head Coach knows they are able to go on the ice – Jr Coaches cannot go on the ice or participate in practices with the team until this is complete.

Junior Coaches with Respect in Sport Coach may help out on the bench for games.

Hockey Alberta requires any on ice helper/junior coach/coach, even under 16 years of age and minor hockey players, to **take Respect in Sport Activity Leader (RIS-AL) or wear full equipment.**

- Any on ice helper without RIS-AL will need to wear full equipment.
- On Ice Helpers under 12 years of age as of Dec 31 of the current hockey season, will need to wear full equipment regardless of RIS.
- On Ice Helpers that play for LMHA and are over the age of 12 but under the age of 16 can take RIS-AL or wear full equipment.
- All on ice helpers over 16 years of age as of Dec 31 of the current hockey season must take RIS-AL
- All on ice helpers that do not currently play for LMHA, CAS or CAW must take RIS-AL whether or not they wear full equipment. On ice helpers are to notify the Registrar of their choice.
- Once a Jr Coach has RIS-AL and is over the age of 12, they are only required to wear a helmet, gloves and skates.
- LMHA will reimburse Jr Coaches (aged 12-18) for the cost of RIS-AL by filling out the form.

## SECTION 3: PLAYER EVALUATIONS

All evaluations will be conducted each year in accordance with the LMHA processes. Please see the evaluation process for your specific division for further information in Appendix A.

## SECTION 4: PLAYER & COACH EQUIPMENT

It is the responsibility of the parent or guardian to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada requirements.

All coaches are responsible for ensuring every player taking part in any game or practice is dressed in required equipment.

All coaches are required to wear CSA approved helmets for on ice activities. See Junior Coaches for more information.

Any player who is not playing but is on the bench (unless she/he is carded coach) must be fully dressed from the waist up.

LMHA will provide goalie equipment for the Intro to Hockey programs.

For more information on jerseys, see Section 8.

## SECTION 5: POLICIES & PROCEDURES

### 5.1 Ice Policy

Ice time is allocated from the city each year based on number of members and usage statistics from the previous season. As such it is important that LMHA uses every hour allotted to them. Therefore, ice returned to LMHA must be done a minimum of 7 days prior to the ice time. If it is returned within the 7 days and another user is not found, the team will be responsible for the cost of the ice. Morning practice slots are non-returnable unless authorized by the President. Teams that are required to pay for unused ice according to procedure will have all practice ice suspended until the payment is received by LMHA.

Additional information regarding LMHA ice policy can be found in Appendix B - Ice Policy.

### 5.2 Fair Ice Policy

Added September 18, 2023

Lacombe minor hockey values it's players and wants the best experience possible for them. LMHA believes that player development is more important than game results

and, regardless of individual skill level, each individual player is important to the team and as such should be provided an equal opportunity to develop and contribute to the success of the team. The purpose of this policy is to bring guidelines to coaches and information to the players and parents on the recommendations set forth by Hockey Canada and Hockey Alberta.

**As a coach.** you have the responsibility to encourage players to be the best they can be, and provide equal opportunities for them to develop self-esteem and sport skills. When you play your talented athletes more often, you make other players feel less important and deny them the chance to improve their skills.

**As a parent.** you have the responsibility to understand the challenges of equal and fair ice time and speak up if you feel it is abused. Give our coaches some latitude and consider your position over at least 3 games. Please don't bring your stopwatch to the game.

Coaches must strive to ensure all players receive the same amount of playing time in any game and are given equal opportunity to play in all game situations.

All players on a team should have equal opportunity to play in all game situations, such as power play, penalty kill, late-game scenarios, etc.

Every goalie should have a reasonable expectation to play  $\frac{1}{2}$  of all games (whether that is  $\frac{1}{2}$  of each game or rotating games is decision of the coach). The goaltending rotation should be communicated to the player and parents. Hockey Canada recommends that goalies play out rather than sit on the bench (U11 and down)

Not intended to be a stop watch approach. Games can even out over the course of a few games.

The Fair Ice policy does allow for scenarios where ice time is withheld for disciplinary reasons. Examples of reasons are as follows:

- Penalties not called by the referee.
- Recurring penalties
- Penalties regarding respect of referee or opponents (e.g., unsportsmanlike, roughing after the play, etc.)
- Disrespectful behaviour towards a teammate, team personnel, game officials, fans, or facilities.

A 55-5 Rule is supported by LMHA. Coaches may observe the 55-5 rule, where in the last 5 minutes of every game, coaches can use discretion to reward players if they so choose. Up until then, coaches are expected to ensure a normal rotation applies.

## 5.3 Code of Conduct-Zero Tolerance Policy

Membership and participation in Lacombe Minor Hockey Association (LMHA) activities is a privilege, not a right. All parents and players must abide by LMHA's Code of Conduct (Parent, Player, Volunteer, Coach) which can be found on the LMHA website [here](#). This is also signed at the time of registration (Parent, Player, Coach).

Members, players and participants are required to abide by the bylaws, rules and regulations of the local association as well as Hockey Alberta and Hockey Canada organizations.

- All members and participants of LMHA shall RESPECT other members, parents, players, fans, team officials, game officials, volunteers and executive members. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards these members or those of another association will not be tolerated.
- All members, fans, and participants of LMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- Violation by any member, fan or participant of any provision of the Code of Conduct may result in an immediate and indefinite suspension or expulsion from LMHA for the family (including the player) or family member involved.
- In the event of an alleged violation of this Code of Conduct, the President shall be immediately notified and shall convene a hearing with the Executive as soon as possible. Until such time as the Executive can meet, the President may suspend the member(s), participants and/or player(s) accused of the code violation. This suspension would remain in effect until the Executive could rule on the incident.

## 5.4 Social Media Policy

Refer to the [LMHA Social Media Policy](#) for more information.

## 5.5 Anti Bullying and Harassment Policy

Lacombe Minor Hockey will follow all Hockey Alberta and Hockey Canada policies and regulations with regards to Maltreatment, Bullying and Harassment ([Rule 11.4](#)). We will take all allegations seriously. As such:

- Any player or hockey operations staff found to be participating in bullying of any kind will face disciplinary action up to and including removal from LMHA.

- Players who have engaged in cyber bullying could face a minimum 2 game suspension. All suspected incidents will be reviewed by the Game & Conduct coordinator.

## 5.6 Injury/Concussion Policy

Lacombe Minor Hockey takes the safety of all players seriously. Any player or coach that receives an injury during a sanctioned hockey event will be required to report the incident. If medical attention is required a [Hockey Canada Injury Report](#) must be filed with LMHA and the Return to Play protocol will take effect.

Any time a player is suspected to have received a concussion the player will immediately be removed from the game. Coaches and safety personnel will make every effort to side on the error of caution when dealing with injured players.

Please see the [LMHA Injury and Concussion Information page](#) for more information.

## 5.7 Game & Conduct

Improper conduct is detrimental to the development of players, coaches, officials and volunteers in minor hockey and can be directly linked to many quality participants exiting the game. See the [LMHA Game & Conduct Resource Manual](#) for more information.

A Statute of Limitations was added to the Game & Conduct Resource Manual in March 2025:

*The LMHA Conflict Resolution process must be followed. A minimum of 24 hours must pass before submitting a written complaint unless there is player or coach safety concerns. Incidents or issues must be submitted in writing (to parent liaison, divisional director or game and conduct) no more than 21 days from the first incident occurring. This provides an opportunity to follow the conflict resolution process and enable time for resolution at the team level.*

## 5.8 Graduating Players

LMHA will recognize graduating players with a graduating gift (up to \$75 per player).  
*February 25, 2025 Operating Committee*

## 5.9 U18 Driving Policy

LMHA adopted a driving policy on November 5, 2024 and updated it in April 2025. The full policy is available on the website [here](#). This policy does not apply to Central Alberta Selects U18AA players.

## 5.10 Evaluation of Injured Players

If players can not take part in evaluations because of an excused absence (including but not limited to injury and sickness) the following process will be followed.

If the absence occurs after two evaluation scores have been obtained those scores will be used to place the player.

If two evaluations scores have not been obtained during regular evaluations, evaluation of the player is deferred until after he/she returns to play. If evaluations of the player are to be conducted after regular evaluations, an evaluation committee is formed which includes the division director and 2 impartial members of the association as appointed by the Executive. Player's skill is used to determine where the player will be placed. Player is evaluated by at least two impartial evaluators (can be executive members). The director and coach mentor will coordinate the evaluations with coaches and evaluators during the evaluation process. The evaluation committee will determine which teams the injured player skates with for evaluations. The evaluation committee will gather information from evaluators and to help determine where the player best fits.

If any team's roster size is at Hockey Alberta maximum, the absent player will not be evaluated but will be placed on a team before rosters are finalized. Past team placements, any evaluations scores available & information gathered from coaches will be used to determine where the player best fits.

*Added: April 2025*

## 5.11 LMHA Elite Stream Cuts

LMHA is committed to supporting players who try out for Hockey Alberta sanctioned elite stream teams including AA & AAA. Players must follow the regular LMHA registration process and deadlines if they plan to return to LMHA if cut by the elite stream team. If they do not register and return to LMHA too late to be evaluated, they will be considered a late registrant(see late registration policy).

Players trying out for elite stream teams are excused from LMHA Evaluations until they are cut from the elite stream team. However, players are encouraged to attend LMHA

evaluation ice times if they do not conflict with elite stream evaluation ice times. This will assist in efficient placement of the player if/when they return to LMHA. Players are expected to *immediately* notify their division director and join LMHA evaluations when they are cut from an elite team. Failure to do so may result in the player being reclassified as a late registrant.

If a player returns to LMHA after being cut by an elite stream team an evaluation committee is formed which includes the division director and 2 impartial members of the association as appointed by the executive. Player's skill is used to determine where the player will be placed. Player is evaluated by at least two impartial evaluators (can be executive members). The director and coach mentor will coordinate the evaluations with coaches and evaluators during the evaluation process. The evaluation committee will determine which teams the returning player skates with for evaluations. The evaluation committee will gather information from evaluators and coaches to help determine where the player best fits.

*Added: April 2025*

## 5.12 Player Development

Development sessions are offered to players throughout the season. In the event that there are surplus funds, these will be used for future coach development or equipment as needed.

*Added: April 2025*

## 5.13 Grant Applications

All applications for grants or funding requests must include the LMHA Treasurer to ensure transparency with grant applications, prevent dual applications, and safeguard, LMHA, CAS and CAW in the event of misappropriation of funds or denied funding due to multiple applications. (*Added July 16, 2025*)

## 5.14 CRC and VSC Requirements

All volunteers who are responsible for money must complete a CRC including but not limited to Executive, Office Admin, team managers, team treasurers, tournament chair, tournament treasurer, Fundraising Convenor, and Bookkeeper. (*Motion approved June 18, 2025 and amended February 18, 2026*)

CRC/VSC that were completed within the last 6 months can be used for new volunteers who require either a CRC or CRC/VSC and must be submitted to the Game & Conduct

Manager by November 15th of every year. Once provided the CRC/VSC is valid for three years and an acknowledgement is completed annually that there have been no changes since the check was last completed. If completed within the last 6 months, the individual must also submit an acknowledgement that nothing has changed. (*Motion approved July 16, 2025 and amended February 18, 2026*)

## 5.15 Key Deposits

Any volunteer who receives a set of keys to LMHA rooms at the arena (e.g. equipment, office, equipment storage) is personally required to provide a \$20 deposit per set that will be returned upon return of keys made. A tracking sheet/mechanism will be used by the Office Administrator to manage deposits. (*Motion approved August 13, 2025*)

## 5.16 Official Reimbursement and Guidelines

LMHA follows Hockey Alberta guidelines and processes for officials. For LMHA, the recommended number of officials for games in the following divisions are:

- U9 – one official, ideally two
- U11-one ref, two lines
- U13-one ref, two lines
- U15-two refs, two lines
- U15 NBC – one ref, two lines
- U18- two refs, two lines

*(Approved August 13, 2025)*

The LMHA will reimburse officials for referee course fees based on the following guidelines:

1. **Eligibility Based on Experience**
  - **New Officials (First Year):** Eligible for a reimbursement of **\$100** once they have officiated **5 games**.
  - **Second-Year Officials and Beyond:** Eligible for a reimbursement of **\$100** once they have officiated **10 games** within the season.
2. **Annual Limit**
  - Officials are eligible for **one reimbursement per season**.
3. **Additional Requirements**
  - The official must have **completed the referee course** and submitted the **course receipt** to the LMHA Ref Assignor.
  - The official must **primarily officiate with LMHA and its hub associations**.
  - There is **no age restriction** for reimbursement.

- Receipt must be submitted by February 20 of each year to qualify.
4. **Qualifying Games**
- **LMHA, CAS, and CAW** games count toward the officiated game total.
  - Eligible games include all games **scheduled by the LMHA assignor**. This list will be **reviewed annually**.

*(Approved January 21, 2026)*

## 5.17 Use of Electronic Devices in Dressing Rooms

*Effective September 2025*

To ensure the privacy of all participants and to prevent any inappropriate content from being recorded or documented in any way, the use of all cellphones and/or tablets (or any other electronic device that has the capacity to record videos, voice recordings of any kind, or still photos) are strictly forbidden to be in a dressing room or dressing environment. This includes, but is not limited to, players, coaches, team staff (such as managers, trainers, or equipment managers), and parents or guardians.

There are two limited exceptions of use:

1. Emergency Medical Situations: In the event of an injury or medical situation a cellphone is allowed to be used in a dressing room or dressing environment to call for Emergency Medical Services.
2. Limited Music Use: Phones can be used for music playback, but only through wireless speakers or headphones, not to record voices, videos, or take photos.

All players' electronic devices should be turned off and stored away in a safe location or leave them with a parent. Any parents, guardians, siblings, coaches, or team staff in the dressing room or dressing environment must keep any electronic devices stored in a bag, purse, or pocket.

Best Practice:

- Take any photos and/or videos in the hallways or lobby (Ex. player of the game or heart and hustle awards, team photos, etc.)
- Team staff should consult with parents before allowing any photographs, even post-game, and ensure everyone is dressed appropriately

## 5.18 Rule of Two

*Effective September 2025*

As written directly from the Hockey Canada DRESSING ROOM POLICY

“To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the “Rule of Two” for all dressing rooms. The “Rule of Two” requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.”

Key Aspects of the Rule of Two:

- **Safety and Accountability**
  - The Rule of 2 is in place to prevent isolation and ensure no one is left alone with an individual in situations where privacy might be compromised, such as in dressing rooms.
- **Two Adults**
  - Two responsible adults such a coach, manager, parent, or other screened volunteer must be present for any interaction with an individual athlete.
- **Gender Representation**
  - The fundament requirement is the presence of two screened adults, the additional consideration for same-gender individuals is for specific scenarios to ensure inclusivity and comfort, especially when interacting in private settings
  - *Same-Gender Teams*
    - For a team of single gender identity, an adult of the same gender should be available to be present for all interactions
  - *Mixed-Gender Teams*
    - For a team of more than one gender identity, a screened adult of each gender is required to be available
    - For Example, the designated Female Coach for a mixed-gender team is required to be female identifying to allow a safe adult for female identifying athletes to interact with. Also, some arenas do not have separate dressing rooms for opposing teams and therefore require two safe female identifying adults to be able to enter an all female dressing room.

## 5.19 Bereavement Donations

**LMHA**, at the discretion of the Executive, may provide a condolence gesture (such as a donation or flowers) of up to **\$100** for a bereavement/hardship affecting the Association’s community, including members, volunteers, coaches, or another local minor hockey association. The cost will be funded from the Association’s operating

budget.

*(Approved January 21, 2026)*

## SECTION 6: CONFLICT RESOLUTION

Lacombe Minor Hockey realizes that conflicts do take place from time to time throughout the hockey season. Conflicts through hockey can take place due to various reasons and how the conflict is dealt with is critical for all parties involved. LMHA has a 24-hour policy in place should an incident occur. The intent of the 24-hour rule is to allow a cool-down period to further assess the situation and better understand the incident before taking any action and applies to coaches, managers, parents and fans. If after the 24-hour period, further steps are felt necessary, it is MANDATORY that the following protocol is taken.

The conflict resolution process is documented and is contained in Appendix C of this manual. At no point will phone calls to the Executive will be accepted.

Any conflict escalated to the Executive will be reviewed by the President, Vice President, and the Game & Conduct member. If any of these individuals have a conflict of interest, that member will recuse themselves from the incident review, and another Executive member will serve as a replacement. If two or more of these members must recuse themselves, one or more Operating Committee members will be asked to step in as replacements *(added February 18, 2026)*.

### 6.1 PROTESTS AND APPEALS

Any person, player or team who disagrees with a decision of any representative of LMHA may lodge a written appeal to the President **with the exception of the Evaluation process**.

All steps to resolve the conflict must have been done according to the Conflict Resolution Process outlined in Appendix C.

An impartial appeals committee of three members of the Executive or Operating committees will be formed to review the decision. No member of the original committee involved in the original decision will be part of the appeals committee *(added February 18, 2026)*.

# SECTION 7: TEAM MANAGEMENT

Coaches and team management are expected to operate the team within established policy and guidelines set forth by local, provincial and national hockey associations.

Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged.

All teams shall hold a meeting of parents and coaches shortly upon formation of the team. For more information, see the LMHA Team Manager Handbook.

## 7.1 Apparel

LMHA logos are the traditional Rockets logo, the retro "R", and the word "Rockets" - all of which are supplied by LMHA. To maintain brand consistency for the LMHA association, these are the only logos and font styles that should appear on jerseys and apparel. Organization colours are navy, red, white, and silver/grey.

Approved apparel (coats, track suits, hoodies, etc) will be determined each year by the LMHA Executive Committee in accordance with contracts signed with approved providers.

Teams are expected to follow the LMHA apparel line, complete with logos and association colours. Apparel, or other accessories that may be purchased, must comply with the LMHA logos.

Under no circumstances are LMHA logos to be used on any apparel that is not from an approved provider nor anything without LMHA Executive permission.

Teams may have apparel sponsored with company logos outside of their jersey sponsor with LMHA Executive approval. Other items or training sessions may also be approved with outside sponsors.

*Amended March 2025.*

## 7.2 Team Budget and Fundraising

LMHA created a [Team Budget and Fundraising Policy](#) that came into effect June 2024. Please see the policy for more details. All teams are expected to comply with the guidelines to keep hockey affordable for everybody and prevent over-fundraising.

Med kits are the responsibility of teams to re-stock during the year, should supplies be used. U7 and U9 divisions will have a \$25 and U11+ a \$50 med kit restock fee to ensure that kits have all proper supplies when signed out at the beginning of the year.

*February 25, 2025 Operating Committee Motion.*

## 7.3 Equipment

### 7.3.1 Player Equipment

All players are required to wear a complete set of hockey equipment as identified by Hockey Alberta and Hockey Canada. All equipment must meet or exceed current Hockey Canada approvals. Players are not allowed to play if they are not wearing all of their equipment (including when they are on the bench but not playing due to injury or other reasons).

- Helmet and face mask
- Throat protector
- Shoulder pads
- Elbow pads
- Hockey pants/girdle
- Hockey gloves
- Athletic support (jock or jill)
- Shin pads
- Skates

Mouth guards are not mandatory but recommended for players.

### 7.3.2 Jerseys

For U7, practice and game jerseys will be provided to each team. One set of white jerseys are available for any team to use, if needed.

For U9, one set of game jerseys will be provided to each team. One set of white jerseys are available for any team to use, if needed.

For U11-U18, each team will be provided with a set of jerseys (home and away). Jerseys must be kept by the team and players are not to wear the jersey other than for team functions.

All teams are eligible to purchase the 3<sup>rd</sup> jersey at their own expense. The 3<sup>rd</sup> jersey is to be worn no more than 25% of that team's regular season and playoff games. The design and selection must be approved by the LMHA Executive each year. The minimum requirements are that an LMHA logo is used and the current team sponsor name is included.

If pant shells are purchased for a team, they must be red and use one of the approved LMHA logos.

Name bars are permitted (beginning in the 2023-24 season). They must be purchased, installed and removed through Hotline Promotions in Lacombe. The player will get to keep the name bar after the season is over. Name bar purchase and installation is \$15/jersey and \$50 for removal per set. All costs incurred are at the expense of teams.

At the end of the season, prior to being returned to LMHA:

- U7-U9 jerseys are returned clean (no dry cleaning required)
- U11+ jerseys need to be returned clean and with a \$200 cheque to cover dry cleaning expenses (LMHA manages all dry cleaning)
- All name bars must be removed prior to return
- Any nicks and cuts to jerseys are to be fixed at the team's expense

*Third jersey and pant shell amendments - updated March 2025*

### 7.3.3 Equipment Deposit

A \$250.00 equipment deposit post-dated to March 15 of the current season year, is required before any equipment is distributed to the teams. All equipment including pucks, jerseys, first aid kits, coaches boards and keys must be returned in good condition prior to April 15th in order for the deposit to be refunded. If equipment is missing or damaged and will require replacement, please contact the Lacombe Hockey Office Administration as soon as possible to receiving costing estimates in advance of year-end.

### 7.3.4 Goalie Equipment

Goalie Equipment will be provided to each team in the U9 division.

## 7.4 Transportation

Last updated: November 16, 2023

LMHA recommends the use of charter buses on any travel over 300km one way. Any overnight trips must use a charter, with the exception for tournaments.

Each team is responsible for collecting bus fares and deposit for damage to the bus interior.

LMHA negotiates a contract each year with a charter bus company and all bussing is booked through LMHA Administration at [lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com).

## SECTION 8: LMHA HOME TOURNAMENTS

Home tournaments are hosted by divisions U7 through U13. See the LMHA Tournament Policy, revised March 12, 2025, for more details.

## SECTION 9: AFFILIATION

The purpose of affiliation is twofold:

1. To assist in the viability and competitiveness of teams in case of low roster size and player absence. Affiliation should not unnecessarily strengthen a team.
2. To facilitate player development.

The affiliation process and use of affiliates should follow all Hockey Alberta and league rules.

After tiering is finalized, the level directors, registrar and vice president will meet to determine player affiliation. Player evaluation scores, age and ability; coach's input; and team size will guide placement of affiliate players to higher level teams. Care should be taken to ensure all teams have viable affiliates, especially teams with small roster sizes and/or one goalie. If necessary, affiliates can be placed before tiering is complete. In this instance, the previously described process will be used.

Hub teams will choose their own affiliates from LMHA and hub associations.

Affiliates must be placed on the team's official Hockey Canada team roster (HCR) before they can take part in a game.

Each time a team wishes to use an affiliate, they must obtain permission from the affiliate's Head Coach. The Head Coach should not unreasonably withhold permission. If an affiliate is called-up to play with a higher level team, the coach of the lower level team is encouraged to facilitate the call-up by using their own affiliates if necessary.

The affiliate player is allowed to practice with the higher level team the week before a call-up and up to an additional 5 practices throughout the season on invitation from the higher level team Head Coach. Coaches seeking to have affiliate players attend practices more than this would need executive approval.

Coaches are permitted to call-up affiliate players to practices in order to facilitate effective numbers to run a practice in instances of higher number of player absences, small team sizes and goalie absences.

An affiliated player should not attend outside team functions (including but not limited to parties or team building events) except when affiliates are accompanying the team on a tournament and the event is during the tournament.

*Amended: April 2025*

## SECTION 10: DISCIPLINE

All Referee incident reports from games involving Lacombe spectators, players or officials must be sent by the Team Manager to the President, Vice President, and Game & Conduct Manager immediately following the game.

The Executive reserves the right to review incidents and, if deemed appropriate, suspend the player on top of what the league or Hockey Alberta rules.

All incidents involving the conduct of a coach shall be reviewed by the Executive and may result in suspension or the imposition of additional disciplinary action, as deemed appropriate.

All suspension notices from any league or Hockey Alberta are to be forwarded immediately upon receipt to the President, Vice President, Game & Conduct member, Level Director, Team Manager, and Head Coach.

*(Amended February 21, 2026)*

# Appendix A: LMHA Player Evaluation Process

## Objective of the Evaluation Process

- To provide a fair and impartial assessment of each player's total hockey skills during both skill sessions and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team that is appropriate for their skill and development level for the current season.
- To form teams to maintain competitive play where the players can develop their skills and have fun playing hockey.
- To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of the players skills, abilities and attitude.
- LMHA has adopted the use of Team Genius for all evaluations. Team Genius may be used for CAS and CAW at their discretion (*Adopted April 2025*)

## Evaluation Team Members

### **Director**

- Will use a minimum of three evaluators. This will include a minimum of two forward/defense evaluators and a minimum of one goalie evaluator (for Atom and up). The evaluators cannot be a divisional coach or any players' family member.
- Is responsible for finding appropriate on-ice coaches to run each tryout session (assistant coaches for example).
- Is responsible for creating practice plans which includes appropriate drills for each skill that the players are graded on for their division. They will also make sure that the drills are always kept in the same order for each group (if applicable).
- Directors will post information (player's sweater number & color and dressing room number in the front lobby for the player and parents prior to the start of each session). Ensure all sweaters are collected at the end of the session.
- Directors will ensure scrimmage teams are evenly matched so a fair evaluation can be done on all players not just a select few.
- The drills will be gone over with the evaluators and on ice coaches prior to each ice session to ensure the evaluators and coaches knows what skill they are demonstrating.
- Be available to field questions, comments and complaints about the process.
- Collect evaluation forms after each evaluation session.

### **Governor of Directors (Vice President)**

- Will assist Directors in all areas of the evaluation process including finding qualified evaluators, reviewing drills used for skill sessions and calculating the player rankings.
- Will act as an independent party and Executive team representative for the team selection process fielding any questions the Director may not be able to answer.
- Will be responsible for the final calculations of the player rankings and collecting all evaluators scoring sheets and notes at the end of the process.

### **On Ice Coaches/Helpers**

- For insurance purposes, it is mandatory that all the on ice coaches/helpers have submitted a LMHA Coaching Application (it can be noted on this form that you are there only to help during evaluations). This form is available on our web-site [www.lacombeminoorhockey.com](http://www.lacombeminoorhockey.com).
- All on ice coaches/helpers are required to wear a CSA approved helmet.
- Ensure a proper warm up at the beginning of each ice session.
- Demonstrate and ensure that the players understand each drill.
- Make sure that drills are always kept in the same order for each group (if applicable). Also maintain Directors practice plan and attempt to stay with the time line.
- Check that all players have the proper protective equipment.
- Encourage the players to perform to the best of their ability.
- Do not share any of their personal insight with players, parents or other observers during the evaluation process.

### **Evaluators**

- Review practice plan and drills with the Director prior to the ice sessions.
- Stay separated from the other evaluators along with parents and other observers.
- Fill out the provided evaluation forms and hand them in to the Director after each session and follow each level's evaluation matrix.
- Refer any questions, comments or complaints to the Director.
- Ensure a fair and unbiased evaluation for every player.
- Do not share your results or comments with any player, parent or other observer.
- Disclose any family relation to any evaluated player(s).

### **Coach Mentor**

- Work with the Directors to create a practice plan with drills suitable for the age group and evaluated skills.
- Help the Executive and Directors to select head coaches prior to the conclusion of the try out sessions.

### **Coach (if named)**

- Shall assist in the development of the on ice drills.
- Shall not select the on ice helpers/coaches.
- Complete evaluations of skaters so as to aid in the evaluation rating of skater

## **Evaluation Skills (Break-down)**

All players will be evaluated on the following skills:

### **All Levels**

1. Skating: Forward and backwards, cross-overs, two foot turns, stopping both directions, balance, speed, quick acceleration
2. Puck Handling: Ability to handle puck with head-up, difficult to remove puck, accurate passing, looking for pass
3. Shot: Accuracy, quick release and speed of shot, head up when shooting

### **U11 and Up**

1. Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time
2. Work Ethic: The effort displayed in both drills and scrimmages, attention to coaches instruction and feedback
3. Defensive Play: Back checking, good position in defensive zone, even and odd man defensive positioning

### **U15 and Up**

1. Body Contact: Proper body position in both giving and receiving a check, angle checking, legal and safe, one on one battles

Recommendations from 2023/24 evaluations review – approved at March 13, 2023, April 12, 2023 and May 8, 2023 Operating Committee:

**RECOMMENDATION 1:** Skills drills to be reviewed annually in June by the Evaluation Committee

**RECOMMENDATION 2:** The Evaluation Committee will designate a consistent lead for each division's on-ice portion of the skills evaluation.

**RECOMMENDATION 4:** Continue with separate goalie skills evaluations

**RECOMMENDATION 6:** Evaluation Committee to host a Director meeting specifically for the Evaluation process.

**RECOMMENDATION 7:** Remove Shooting as a skill to be evaluated during scrimmages

**RECOMMENDATION 8:** Increase the skills scale to 1-10 rather than 1-5

**RECOMMENDATION 9:** Evaluation Scores will be presented to parents in a meaningful way if requested. E.g. scores that make sense and include strengths and opportunities.

**RECOMMENDATION 10:** Head Coach applications to be submitted by first evaluated skate.

**RECOMMENDATION 14:** Schedule goalie skills prior to all skates.

**RECOMMENDATION 15:** Schedule each division within a week to 10 days dependent on ice availability.

**RECOMMENDATION 16:** Only the Top 50% of the players who evaluated on to the team roster should not skate in the Black and White Game.

**RECOMMENDATION 17:** Head Coach will submit Coach Selections with rationale via email to the Evaluation Committee.

**RECOMMENDATION 18:** If possible, have a coach mentor evaluate the black and white game for another layer of validity.

**RECOMMENDATION 19:** Schedule exhibition games with a temporary roster.

**RECOMMENDATION 20:** Schedule Coach Mentor meeting with Head Coaches within a day of Evaluation Completion.

**EVALUATION RESULTS CAN NOT BE APPEALED AND FINAL RESULTS ARE CONFIDENTIAL.**

## U7 Division Evaluations

- U7 teams are evenly balanced and not tiered, therefore evaluations are informal and will be done in a way to ensure skills levels are spread among each team.
- The Director and Coaches will assess all players and create equal teams based on their evaluation of player skills. The creation of tiered teams based on skill or age will not be permitted.

## U9 Division Evaluations

Free Skate	Technical Skill Sessions	% Weight	Scrimmage/Exhibition Game	% Weight
2	2	70	2	30

Evaluated Skills: Skating, puck handling, and shot.

Teams are tiered at this level. Scrimmage teams should be organized to encourage competitive equal teams. Teams may be modified by the director mid-game to ensure teams are evenly matched.

**Evaluation Skills (Break-down)**

1. Skating: Forward and backwards, cross-overs, two foot turns, stopping both directions, balance, speed, quick acceleration
2. Puck Handling: Ability to handle puck with head-up, difficult to remove puck, accurate passing, looking for pass
3. Shot: Accuracy, quick release and speed of shot, head up when shooting

**Team Selection- 80% Evaluators ranking / 20% Coaches selections.**

It will be the goal of the evaluation team to first choose the highest level team and proceed down from this point. The evaluation team must select the coach’s son or daughter for the team prior to the coach making any final decisions. If the coach’s son or daughter remains within the last 20% selected then the evaluation team will decide if the player in question will make the team.

When creating teams, consideration should be given to the lowest tier team size so that it may accommodate late additions through the Rocket Launchers program.

**U11 Division Evaluations**

Free Skate	Technical Skill Sessions	% Weight	Scrimmage/Exhibition Game	% Weight
4	2	50	2	50

Evaluated Skills: Skating, puck handling, shot, hockey sense, work ethic and defensive play

Teams are tiered at this level. The director should attempt to honor positional requests during the scrimmage. Furthermore, scrimmage teams should be organized to encourage competitive equal teams. Teams may be modified by the director mid-game to ensure teams are evenly matched.

**Evaluation Skills (Break-down)**

***Forwards and Defense***

**All Levels**

1. Skating: Forward and backwards, cross-overs, two foot turns, stopping both directions, balance, speed, quick acceleration

2. Puck Handling: Ability to handle puck with head-up, difficult to remove puck, accurate passing, looking for pass
  3. Shot: Accuracy, quick release and speed of shot, head up when shooting
- U11 and Up**
  1. Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time
  2. Work Ethic: The effort displayed in both drills and scrimmages, attention to coaches instruction and feedback
4. Defensive Play: Back checking, good position in defensive zone, even and odd man defensive positioning

### **Team Selection- 70% Evaluators ranking / 30% Coaches selections**

It will be the goal of the evaluation team to first choose the highest level team and proceed down from this point. The evaluation team must select the coach's son or daughter for the team prior to the coach making any final decisions. If the coach's son or daughter remains within the last 30% selected then the evaluation team will decide if the player in question will make the team.

### U13 Division Evaluations

Free Skate	Technical Skills	% Weight	Scrimmage/Exhibition Play	% Weight
<b>1</b>	<b>1</b>	<b>30</b>	<b>2-3</b>	<b>70</b>

Evaluated Skills: Skating, puck handling, shot, hockey sense, work ethic, and defensive play.

Teams are tiered at this level. Players will be evaluated by position (forward or defense). Please note that because some of our players are trying out elsewhere, the teams will not be finalized until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

#### **Evaluation Skills (Break-down)**

##### ***Forwards and Defense***

1. Skating: Forward and backwards, cross-overs, two foot turns, stopping both directions, balance, speed, quick acceleration

2. Puck Handling: Ability to handle puck with head-up, difficult to remove puck, accurate passing, looking for pass
3. Shot: Accuracy, quick release and speed of shot, head up when shooting
4. Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time
5. Work Ethic: The effort displayed in both drills and scrimmages, attention to coaches instruction and feedback
6. Defensive Play: Back checking, good position in defensive zone, even and odd man defensive positioning

### **Team Selection - 70% Evaluators ranking / 30% Coaches selections**

It will be the goal of the evaluation team to first choose the highest level team and proceed down from this point. The evaluation team must select the coach's son or daughter for the team prior to the coach making any final decisions. If the coach's son or daughter remains within the last 30% selected then the evaluation team will decide if the player in question will make the team.

Evaluation numbers will be used to rank players and the top 70% of defence/forwards will be placed according to the rankings. The remaining 30% will be chosen by the coach. They will receive a list of eligible players to choose from by the director. All coach selections must be approved by the director.

The top evaluated goalie will be selected to the highest available team. The remaining goalie will be selected via coach pick. The coaches 30% selections will be brought before the Director and President before the final selections are announced to ensure that the coach selections are justified and reasonable. Please note that because some of our players are trying out elsewhere the teams will not be decided until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

### **U15 Division Evaluations**

<b>Free Skate</b>	<b>Technical Skills</b>	<b>% Weight</b>	<b>Scrimmage/Game Play</b>	<b>% Weight</b>
<b>1</b>	<b>1</b>	<b>20</b>	<b>2-3</b>	<b>80</b>

Evaluated Skills: Skating, puck handling, shot, hockey sense, work ethic, defensive play and body contact.

Teams are tiered at this level. Players will be evaluated by position (forward or defense). Please note that because some of our players are trying out elsewhere the teams will not be finalized until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

### **Evaluation Skills (Break-down)**

#### ***Forwards and Defense***

1. Skating: Forward and backwards, cross-overs, two foot turns, stopping both directions, balance, speed, quick acceleration
2. Puck Handling: Ability to handle puck with head-up, difficult to remove puck, accurate passing, looking for pass
3. Shot: Accuracy, quick release and speed of shot, head up when shooting
5. Hockey Sense: Ability to read the play (anticipation), playing the position, right play at the right time
6. Work Ethic: The effort displayed in both drills and scrimmages, attention to coaches instruction and feedback
7. Defensive Play: Back checking, good position in defensive zone, even and odd man defensive positioning
8. Body Contact: Proper body position in both giving and receiving a check, angle checking, legal and safe, one on one battles

Evaluation numbers will be used to rank players and the top 60% of defence/forwards will be placed according to the rankings. The remaining 40% will be chosen by the coach. They will receive a list of eligible players to choose from by the director. All coach selections must be approved by the director.

### **Team Selection - 60% Evaluators picks / 40% Coaches selections**

It will be the goal of the evaluation team to first choose the highest level team and proceed down from this point. The evaluation team must select the coach's son or daughter for the team prior to the coach making any final decisions. If the coach's son or daughter remains within the last 40% selected, then the evaluation team will decide if the player in question will make the team.

Evaluation numbers will be used to rank players and the top 60% of defence/forwards will be placed according to the rankings. The remaining 40% will be chosen by the

coach. They will receive a list of eligible players to choose from by the director. All coach selections must be approved by the director.

The top evaluated goalie will be selected to the highest available team. The remaining goalies will be selected by the coach's picks. The coaches 40% selections will be brought before the Director and President before the final selections are announced to ensure that the coach selections are justified and reasonable. Please note that because some of our players are trying out elsewhere the teams will not be decided until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

## U18 Division Evaluations

Free Skate	Technical Skills	% Weight	Scrimmage/Game Play	% Weight
1	1	20	2-3	80

Evaluated Skills: Skating, puck handling, shot, hockey sense, work ethic, defensive play and body contact

Teams are tiered at this level. Players will be evaluated by position (forward or defense). Please note that because some of our players are trying out elsewhere the teams will not be finalized until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

### **Team Selection - 50% Evaluators rankings / 50% Coaches selections**

It will be the goal of the evaluation team to first choose the highest level team and proceed down from this point. The evaluation team must select the coach's son or daughter for the team prior to the coach making any final decisions. If the coach's son or daughter remains within the last 50% selected then the evaluation team will decide if the player in question will make the team.

Evaluation numbers will be used to rank players and the top 50% of defense/forwards will be placed according to the rankings. The remaining 50% will be chosen by the coach. They will receive a list of eligible players to choose from by the director. All coach selections must be approved by the director.

The top evaluated goalie will be selected to the highest available team. The remaining goalies will be selected by the coach's picks. The coaches 50% selections will be brought before the Director and President before the final selections are announced to ensure that the coach selections are justified and reasonable. Please note that because some of our players are trying out elsewhere the teams will not be decided until players have come back and have had a minimum of two ice sessions. Spots need to be reserved for players making it to late cuts at higher levels elsewhere (AAA).

# Appendix B: Ice Policy

*Last Updated: July 2019*

Lacombe Minor Hockey has a strict ice policy in place to ensure we have, even allocations between divisions and teams, ensuring all ice is used and used in an effective manner. Because LMHA must sign an agreement with the city for ice prior to the season starting, any ice allocated to the association must be used. Additional ice may be picked up if available, but any unused ice is still charged to the association and makes it difficult to secure additional slots when we are not using current allocated ice to its fullest.

## Returning Ice

- All ice for LMHA and CAS teams are allocated by LMHA. Teams cannot secure their own ice but must contact LMHA for ice.
- Any ice a team cannot use must be returned to LMHA to be reallocated.
- Prior to returning practice ice to the association, check with your divisional director to see if there is another team within your division that you can trade ice times with.
- Ice returned to the LMHA must be done a **minimum of 7 days prior ice time**.
- Ice will post returned ice to “available ice” on the LMHA web site with the date and time details.
- **Any ice returned to LMHA inside of 7 days, will remain the responsibility of the team.** If an alternate user for the ice is not found, the team remains responsible for the use. Alternate users for ice are accepted (sell to other teams outside of LMHA, such as a men’s team or ringette).
- Teams may be charged ice fees if ice goes unused. (see Unused Ice).
- **Returning of morning practice ice is not permitted unless authorized by the President.** It is recommended that these ice times are exchanged with alternate teams.
- U7 and U9 teams are allocated ice at the beginning of the season and it is expected you will use it. If you are attending a tournament or other special circumstances contact your divisional director for assistance with having the ice re-allocated.

## Claiming Ice

- When ice becomes available it will be emailed to all team managers. Ice will be booked first come, first serve. It is not your ice until you receive a confirmation email from the ice coordinator.
- If ice is not claimed by a team then the ice may be assigned to a team with no events that day.
- Bad users of ice (teams causing unused ice) will lose priority for claiming ice.

## Fines and Penalties

- Ice returned inside the 7 day period not claimed (unused) may result in the team

being fined. Amounts will be calculated by the amount of ice time X the adult user rate.

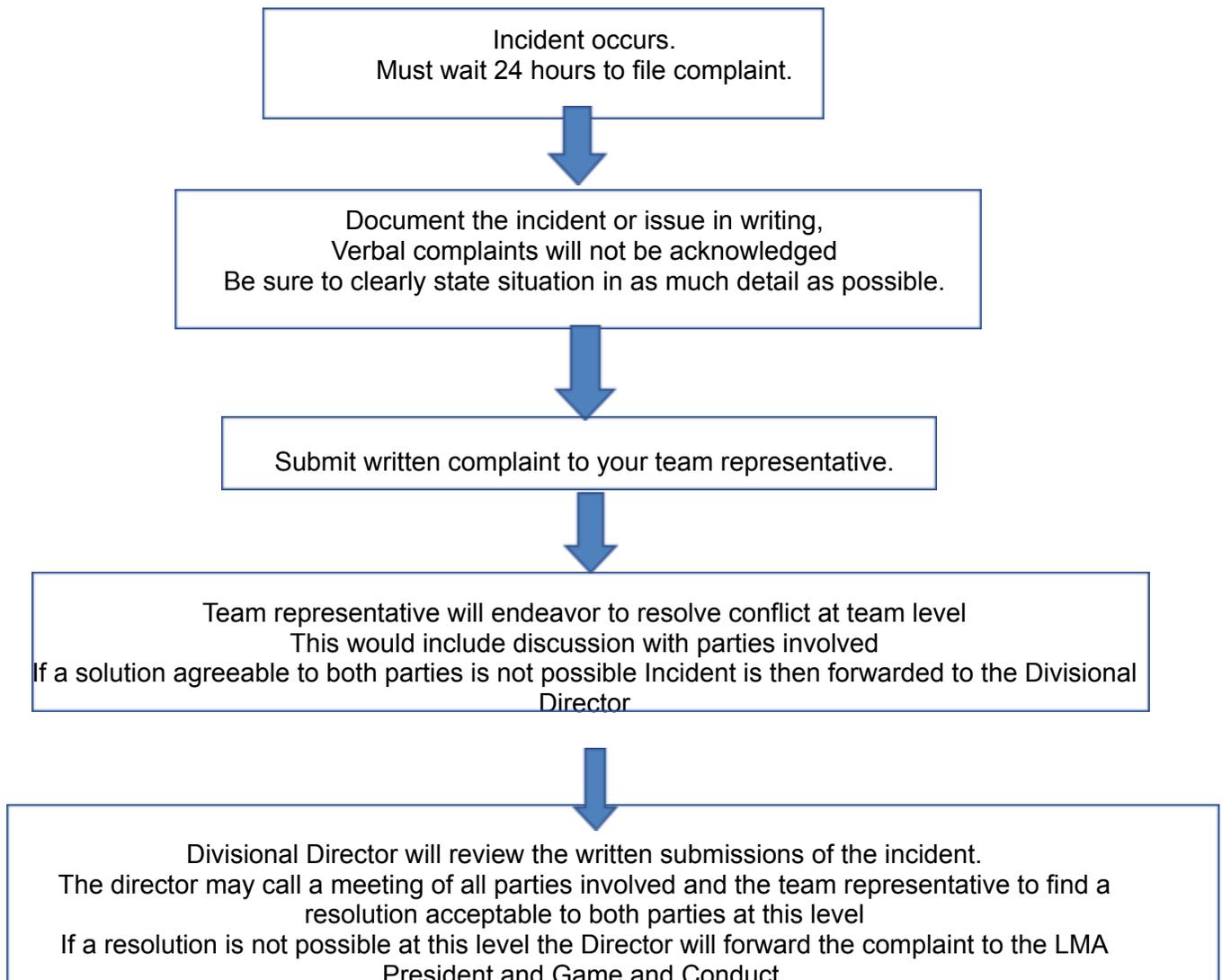
- All ice time fines charged by LMHA must be paid in full by the team within 14 days after the fine is assessed or additional fines and/or disciplinary actions may be taken by LMHA. Disciplinary actions could result in all practice ice being suspended until fines are paid.
- Offending teams shall be required to provide an explanation to why ice was un-used to the Executive through the Division Director.
- Fines will be determined by the LMHA Executive
- Unused ice will be tracked and posted on the LMHA web site.

# Appendix C: Conflict Resolution Procedures

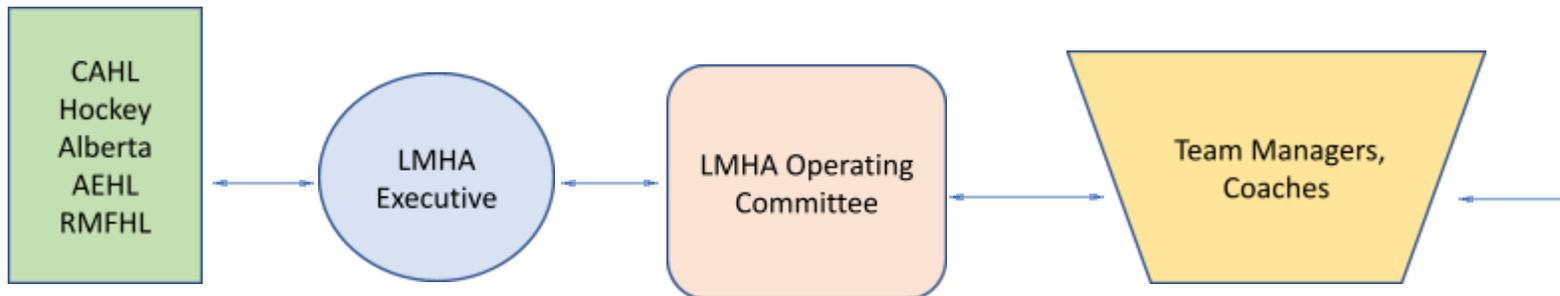
LMHA realizes that conflicts do take place throughout the hockey season. How these conflicts are dealt with is critical for all parties involved. For this reason, LMHA has adopted the following process in hopes of diffusing conflicts as swiftly as possible within or organization

Unless the incident is severe in nature where there is a physical altercation or injury, the following procedure must be used by all parties in LMHA.

## **ABSOLUTELY NO PHONE CALLS TO THE EXECUTIVE WILL BE ACCEPTED**



## Appendix D: Communication Flow Chart



LMHA Executive – President, Vice President, Treasurer, Secretary, Game and Conduct, Past President

LMHA Operating Committee – Divisional Directors, Ref-In-Chief, Sponsorship Coordinator, Fundraising Coordinator, Tournament Coordinator, Development Director, Safety Coordinator, Coach Mentors, CAS & CAW Governors

Honourarium Positions – Office Administrator (incl. Registrar and Ice Convenor), Bookkeeper, Referee Assignor

## Appendix E: Intro to Hockey Program (U5-U9)

Intro to Hockey (U5, U7 and U9) is a learn to play program:

- Is a progressive, learn to play teaching curriculum. Players learn through participating in practice drills and informal modified games
- Introduces the skills of skating, passing, puck control and shooting in a progressive, one step at a time manner
- Is based on IIHF (International Ice Hockey Federation) model which consists of four levels of instruction (A, B, C and D), designed for any entry level hockey player. These four levels provide a starting point for each skill set
  - “A” being the starting point for the young athletes who don’t know how to skate (this level will be mainly used in our bears program)
  - “B” & “C” are the starting point for the athletes who are at different progressive stages past getting up and striding. This will be the biggest group.
  - “D” is the manual for the athletes who have mastered most of the basic skill set and who need to be challenged.