

LACOMBE MINOR HOCKEY ASSOCIATION



HANDBOOK

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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 (LMH). This handbook does not cover all the bylaws, policies, rules, or guidelines used by LMH, but it does outline the most common operational issues and frequently asked questions.

PHILOSOPHY:

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

PLAYER ELIGIBILITY AND BOUNDARIES:

LMH 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 mailing address and land location at registration.

Age qualification for players for all divisions is as follows:

- A) Bears – this division is open to players who are 4 years old as of December 31, in the season they wish to compete.
- B) Initiation – this division is open to players who are 5 & 6 years old as of December 31, in the season they wish to compete.
- C) Novice – this division is open to players who are 7 & 8 years old as of December 31, in the season they wish to compete.
- D) Atom – this division is open to players who are 9 & 10 years old as of December 31, in the season they wish to compete.
- E) Peewee – this division is open to players who are 11 & 12 years old as of December 31, in the season they wish to compete.
- F) Bantam – this division is open to players who are 13 & 14 years old as of December 31, in the season they wish to compete.
- G) Midget – this division is open to players who are 15 – 17 years old as of December 31, in the season they wish to compete.

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 LMH 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 LMH 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 space available in the division and their home division is in support of them trying out. Imports must be evaluated in the top 50% of evaluated on 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.

VOLUNTEER POSITIONS:

All positions with in 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.

- The Executive positions shall be elected at the Annual General Meeting and shall serve a term of minimum 2 years. President, Vice President, Game & Conducts positions will be available on all even years. Registrar, Treasurer, and Secretary positions will be available on 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 any executive member resigns during their 2-year term, they will be deemed ineligible to hold another volunteer position within LMHA including any team volunteer positions i.e. manager, treasurer etc.

WITHDRAWALS & REFUNDS

Refunds will be granted to players who withdraw from hockey or are injured and unable to play the entire season.

All requests for refunds must be in writing by sending an email to the President(lacombehockeypresident@gmail.com) and the Treasurer(lacombehockeytreasurer@gmail.com). Requests for refunds must outlining the reason for the request. Once a player has taken part in any on ice activity the amount will be prorated according to:

- Refund requests during the evaluation process will be the full amount less a \$150.00
- Refund requests after the evaluation process will be prorated using a 6 months season.
- Players who are requesting a refund due to injury must be out more than 8 weeks and must have a doctor's note accompanying the request. If the injury occurred during a hockey sanctioned event, the injury must have been reported according to the LMH Safety and Injury policy.

No refunds will be given after January 10th.

PLAYER EVALUATIONS:

All evaluations will be conducted each year in accordance to LMH processes. Please see the evaluation process for your specific division for further information. **SEE APPENDIX A**

EQUIPMENT:

It is the responsibility of the parent to ensure their child has all the necessary equipment and that is worn properly in accordance with CHA requirements.

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

Required Equipment is CSA approved helmet with face mask, neck guards, shoulder pads, elbow pads, hockey pants (girdle), hockey gloves, athletic support, shin pads and skates. Mouth guards are not mandatory, but strongly encouraged.

All coaches are required to wear CSA approved helmets for on ice activities

All LMHA registered players must be fully dressed whenever they are on the LMHA ice (including helping with another team's practice) unless the player is a carded coach.

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

LMH will provide each team with game jersey's and coordinated socks which are to be used for games only. Teams Atom – Midget will be provided with a set for Home and Away. Name bars are not allowed on any Bauer jersey. All jerseys are to be dry-cleaned at the team's expense at the end of the season before being returned to LMH. Any nicks and cuts to jerseys are to be fixed at the team's expense

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

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 LMH. Hockey is a privilege, not a right. Policies, procedures, program guidelines form the boundaries by which LMH 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 LMH may result in disciplinary actions which could lead to suspension from all LMH activities. Disciplinary actions will be determined by the LMH Executive group and the Game and Conduct Coordinator.

CODE OF CONDUCT – ZERO TOLERANCE POLICY:

Membership and participation in Lacombe Minor Hockey Association (LMHA) activities is a privilege, not a right.

Members, players and participants are required to abide by the bylaws, rules and regulations of the local association and provincial (HA) and national (CHA) organizations.

- All members and participants of LMH 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 LMH 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.

SOCIAL MEDIA POLICY

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.

- Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a game and at least one (1) hour following the completion of a game
- The use of cellphones is prohibited in all dressing rooms (including home and away venues).
- All players and parents must sign the social media policy document every year.

ANTI BULLYING & HARASSMENT POLICY

Lacombe Minor Hockey will follow all Hockey Alberta and Hockey Canada policy and regulations with regards to Bullying and Harassment. 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 LMH.
- Players who have engaged in cyber bullying could face a minimum 2 game suspension. All suspected incidents will be reviewed Game & Conduct coordinator.

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. LMH 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 A of this manual. At no point will phone calls to the Executive will be accepted

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 LMH 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 all effort on the side of caution when dealing with injured players.

Please see the LMH Safety Protocol for injuries and concussions.

PROTESTS AND APPEALS

Any person, player or team who disagrees with a decision of any representative of LMH 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.

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 LMH uses every hour allotted to them. Therefore, ice returned to LMH 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 LMH.

Additional information regarding LMH ice policy can be found in the Appendix Section - Ice Policy

APPAREL:

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

Teams are expected to follow the LMH apparel line, complete with logos

Under no circumstance are LMH logos to be used on any apparel that is not from an approved provider nor anything without LMH Executive permission, and no corporate logos will be permitted on any LMH apparel.

FUNDRAISING:

Fundraising program are determined by the Operating Committee and approved at the LMH General Meeting

Families are expected to support and participate in the fundraising programs of LMH. Individuals that refuse to follow set guidelines to the program may face disciplinary actions which could lead to suspension from all LMH activities.

All fundraising activities using the LMH name or logo must be reported to the President **PRIOR** to the activity taking place. Teams wishing to fundraising must have a specific reason to fundraise for.

Every team must appoint one person to be in charge of fundraising for the team.

DISCIPLINE

All incident reports from games involving Lacombe officials or players must be sent to the president 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 will be reviewed by the Executive and may result in the coach being suspended.

TEAM INFORMATION

Team Personnel

It takes parent involvement from everyone to make a team successful. Do your part and get involved in some capacity with your team.

Each team will be required to have each of the following positions

- Head Coach – main responsibility is the players on the team.
- Team Manager – responsible for the schedule and all league required paperwork.
- Team Safety Lead – must have safety training course and first aid is recommended. The safety person does not need to be a coach on the bench, and it is encouraged that it not to be the head coach.

- Team Treasurer – will handle all finances for the team and be one of the two signatures on the bank account.
- Parent Liaison – will be the first point of contact to resolve issues within a team. All parents must feel comfortable talking to the liaison and going to this person with any issue they may have. Someone who has experience dealing with conflict is preferred.
- Fundraising Coordinator – will be the person to handle the coordination of the LMH fundraising activity for the year as well as any other fundraising activities a team may decide to participate in.
- Jersey Caretaker(s) – will be responsible for looking after a set of the team jerseys. All game jerseys are the property of LMH so must be kept together as a team set. Caretaker(s) will be responsible for cleaning and ensuring they make it to every game in good shape. It is recommended that white jerseys be maintained by someone who is not using well water for washing as any rust in the water will discolor them sooner.

FINANCING OF TEAM:

Only the team bank account set by LMHA is to be used, no exceptions. A copy of the statement can be requested from the LMH treasurer. All team bank accounts will be held at the Lacombe Servus Credit Union.

All cheques must have a minimum of two signatures. Signatures are generally the team treasurer and the team manager.

A treasurer for each team needs to be appointed. The team manager or coach cannot be appointed the treasurer for the team nor should the treasurer be from the same family.

All expenses accrued during the player year are the responsibility of the parents of the participants involved.

Any funds remaining in the team accounts as of May 1st will be forfeited excluding CAS bank accounts.

Team budgets must be submitted to the Treasurer by December 1st of each year.

TRANSPORTATION:

LMH recommends the use of charter buses on any travel over 200km one way. Any travel over 300 km one way must use a charter bus. Any overnight trips must use a charter, exception for tournaments.

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

LMH negotiates a contract each year with a charter bus company and all bussing is booked through LMH Administration at lacombehockeyoffice@gmail.com.

LMH TOURNAMENTS

Home tournaments are hosted by divisions Initiation through Pee-Wee.

Dates for tournaments are submitted in the spring and then approved by the City of Lacombe.

All teams within the division must have representation on the tournament committee.

20% of all home tournament profits will be given back to LMH.

Teams playing in the CAHL league can not go to tournaments during the tiering round, first two weeks of league play and the final weekend of the regular season. It is also recommended not to book a tournament during playoffs until the playoff format for your tier has been announced.

COACHING STAFF:

All coaches are required to submit a Coaching application form on the LMH website. No one will be allowed on the ice at any time without a coach application being submitted first.

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

All coaches must submit a Criminal Record Check by November 15th. If not completed, you will be suspended until a CRC has been submitted. Criminal Record Checks will be valid for 3 years. If you have submitted a CRC within the past 3 years, a signed offense declaration form is required. Both the letter for the CRC request and the offence declaration can be picked up at the office or through your director.

All coaches must have a current Respect in Sport (coach version) certificate before being allowed on the bench or ice. LMH will not reimburse the cost of the Respect in Sport certification.

EQUIPMENT FOR TEAMS

Each team will be provided with a set of jerseys (home and away for Atom - Midget). Jerseys must be kept by the team and players are not to wear the jersey other than for team functions.

A \$250.00 equipment deposit is required before any equipment is disturbed 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.

All teams are eligible to purchase the 3rd jersey at their own expense through LMH apparel line. This 3rd jersey is to be worn no more that 25% of that team's regular season and playoff games. 3rd jersey design and selection must be approved by the LMHA executive on a year to year basis. A LMHA logo and the current team sponsor name must be present on the 3rd jersey.

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

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 prior to October 15th of each season. Items to be covered include but are not limited to:

Coaching philosophy;

Financial commitment including tournaments, additional ice rentals, other team purchases (jackets, hats, tracksuits, etc.) and team fundraising;

Time commitment including number of games, practices and off-ice activities planned;

Discipline procedures should problems or conflicts occur; develop a set of team rules or boundaries in which the team should adhere to;

A Team Meeting should be held during the first ice time after a team is formed. During the meeting it is necessary for a Team to

- Elect a “parent liaison” to address conflict;
- Elect a Team Manager. It is recommended that the Manager does not reside in the same household as the Head Coach.
- Elect a treasurer that will have signing authority of the team bank account set up by LMH to run team funds through. Team Managers and Treasurers will be the signing authorities on the account.
- Create a team Emergency Action Plan (EAP) for incidents. The team can assign team roles to individuals for this;

TEAM STAFF GUIDELINES

Be reasonable in your 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.

No smoking or swearing on the ice, in the box or dressing room

MANAGER RESPONSIBILITIES

Obtain practice times from your director and communicate practices dates to your team.

Arrange for on-ice officials for all home games by emailing lacombehockeyref@gmail.com . If they are any changes to your schedule, please contact your ref assignor asap.

Arrange for timekeeper, scorekeeper as well as 1 or 2 penalty door volunteers for each home game.

Arrange for any exhibition games to fill open game slots.

Permits are required for any game that is not a part of a league. All tournaments and exhibition games require permits for travel and a sanction number. Permits can be obtained by emailing lacombehockeyadmin@gmail.com with all required information

Ensure LMH and team information is distributed to all parents

Contact the LMH secretary (lacombehockeysecretary@gmail.com) to obtain your team login and password for the website.

Enter all practice and game information in the LMH website

Forward all game incident reports to the president following the game.

Help coordinate volunteers for the home tournament.

Coordinate any away tournaments for your team. Remember that all tournaments require travel permits

TOURNAMENTS

Tournament ice is allocated from LMH as a special even block; tournaments are expected to start daily at 7:30am or 8:00am for Initiation and Novice tournaments. For the divisions, Atom and above, tournaments are expected to start at 9:00am.

· A tournament sanction number and applicable travel permits must be obtained from LMH

- The division director will schedule the first tournament meeting, and arrange a chairman and treasurer for the tournament.
- The division director will be required to obtain the applicable travel permits and sanction numbers from the LMH vice-president.
- The division director will be in charge of posting the tournament on the Hockey Alberta website, and assisting with applications for the tournament.
- Tournament committees will be comprised of a Chairman, Treasurer and must include the division director.
- The tournament committee must include at least 2 volunteers from each team for their home tournament
- Each player will pay \$50 towards their home tournament; no substitutes unless previously approved by the tournament committee
- All games will be refereed by carded and registered minor hockey officials excluding the Initiation tournament. The tournament committee will be expected to provide payment to all officials after their final game.
- In the event of a protest, a bond of \$200.00 cash must accompany the protest. The protest must be made within 30 minutes of the game's end. The bond will be refunded if the protest is upheld, forfeited is lost. Protests of referee's decisions will not be allowed.
- In the event of a dispute on the interpretation of the rules, the tournament Chairman's ruling is final and binding.
- 20% of all home tournament profits will be given back to LMH.

AFFILIATION:

Affiliations will be completed by the division directors on a year to year basis.

The deadline to add desired affiliations to your team roster is December 15 of each year. No extensions

Approval from LMH registrar is required before an affiliate player plays with a different team than they are registered too. Approved affiliate players will be included on your HCR that is provided to each coach and manager when the team is approved by Hockey Alberta. Playing an ineligible player will result in a suspension or the player being unable to be affiliated that season.

Affiliate players can only play a maximum of 10 games.

If 1 player plays more than 10 games they will be deemed ineligible for both teams and will be out the remainder of the season

The intentions of affiliations are to use when needed i.e. Illness, injury, suspensions or absent (holidays). Coaches are encouraged to use affiliates only when the number of skaters available will put the team at a clear disadvantage. At no time will affiliates be used unless the number of skaters falls below 15 players.

Players can be pulled up for practice a week prior (no sooner) for when a coach knows a player will be missing (failure to follow this policy could result in the Head Coach facing suspension).

An affiliated player should not be attending outside team functions

Approval from the VP of CAHL before game is required when pulling up an affiliate player from a lower division for every game.

Goalies can be marked off with approval from referee only if he indeed has not played a single second in that game they were pulled up to. This game will not count as a game only for Goaltenders.

Affiliate goalies should be used only when the team's main goalie(s) are unavailable for play

PROCESS FOR GAME CHANGES

All league game changes must be done according to league you are playing in.

It is the Managers responsibility to notify all parties involved including the opposing team, Ref Assignor and Ice Convenor.

Failure to cancel a game, ice slot will result in fines for your team.

Appendixes

Evaluation Process

Ice Policy

Conflict Resolution

Communication Flowchart

Intro To Hockey Program

Player Evaluation Process

Objective of the Evaluation Process

- To provide a fair and impartial assessment of each players 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.

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

- 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 LMH Coaching Application (in can be noted on this form that you are there only to help during evaluations). This form is available on our web-site www.lacombeminorhockey.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 for 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 levels 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 RESULTS CAN NOT BE APPEALED AND FINAL RESULTS ARE CONFIDENTIAL.

Atom Division Evaluations

Free Skate	Technical Skill Sessions	% Weight	Scrimmage/Exhibition Game	% Weight
1	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

Atom 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

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.

PeeWee Division Evaluations

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

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). See Team Selections (section 4) for information how teams are formed.

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

Atom 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

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.

If coach is named after to evaluations they will choose the remaining 30% of the team after the evaluations numbers have selected the top 70% of the forwards/defense. The director will provide the head coach with a small list of eligible names for coaches selection.

If coach is named prior to evaluations the team will be selected by the director, coach, and evaluators collectively.

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 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).

Bantam 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). See Team Selections (section 4) for information how teams are formed

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

Atom 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

Bantam and Up

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

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.

If coach is named after to evaluations they will choose the remaining 40% of the team after the evaluations numbers have selected the top 60% of the forwards/defense. The director will provide the head coach with a small list of eligible names for coaches selection.

If coach is named prior to evaluations the team will be selected by the director, coach, and evaluators collectively.

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).

Midget 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).

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

Atom 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

Bantam and Up

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

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.

If coach is named after to evaluations they will choose the remaining 50% of the team after the evaluations numbers have selected the top 50% of the forwards/defense. The director will provide the head coach with a small list of eligible names for coaches

selection. If a coach has been named prior to evaluations the team will be selected by the director, coach, and evaluators collectively.

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).

ICE POLICY

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 LMH 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 LMH and CAS teams are allocated by LMH. Teams can not secure their own ice but must contact LMH for ice.
- Any ice a team can not use must be returned to LMH 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 LMH must be done a **minimum of 7 days prior ice time**.
- Ice will post returned ice to “available ice” on the LMH web site with the date and time details
- **Any ice returned to LMH in side 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 LMH, 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.
- Initiation and Novice 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 form 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 un-used ice) will lose priority for claiming ice.

Fines and Penalties

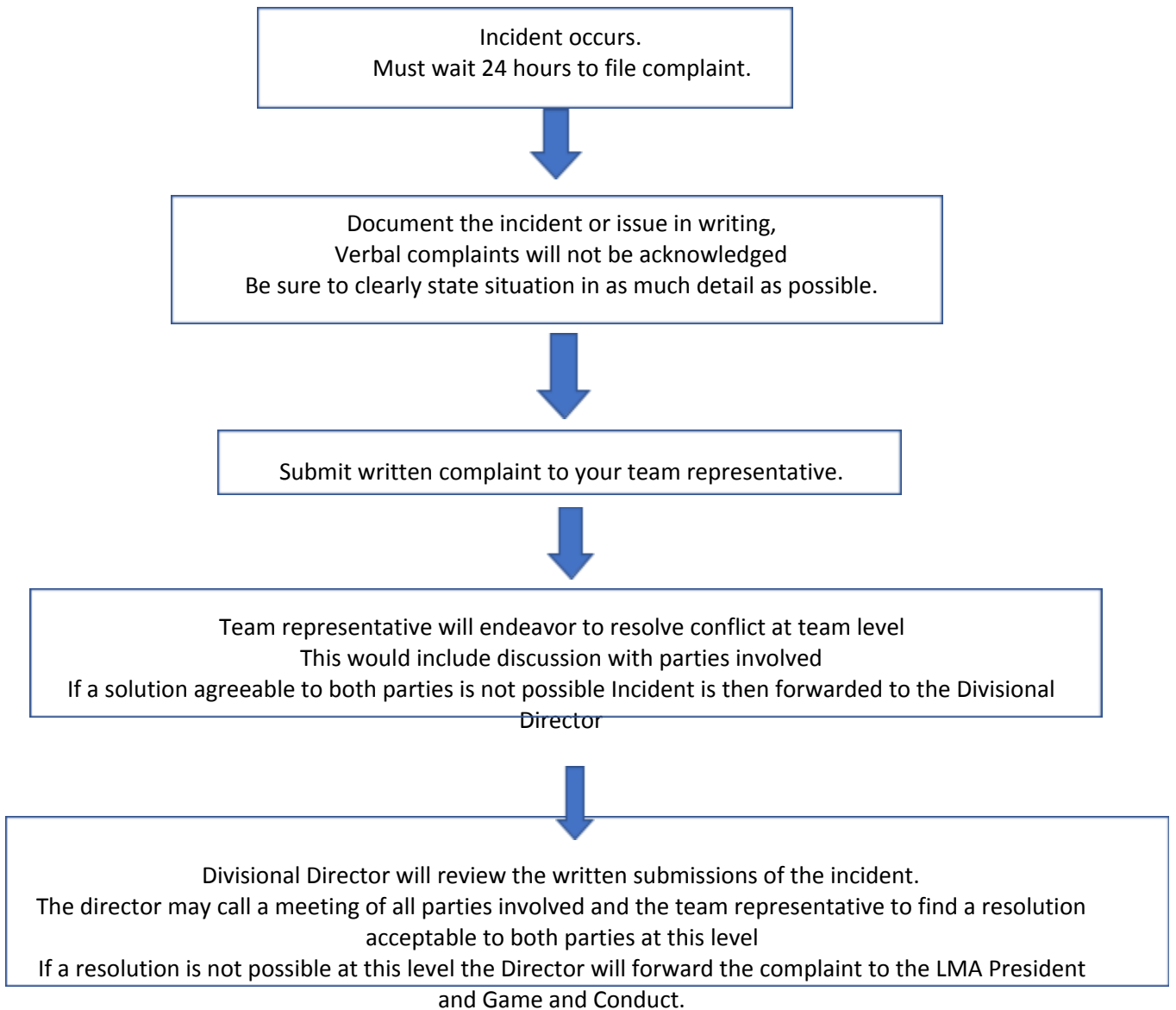
- Ice returned inside the 7 day period not claimed (unused) may result in the team being fined. Amounts will be calculated by the amount of ice time X the adult user rate.
- All ice time fines charged by LMH shall must be paid in full by the team within 14 days after the fine is assessed or additional fines and/or disciplinary actions may be taken by LMH. Disciplinary actions could result in all practice ice being suspended until fines are paid.
- Offending teams shall be required to provide and explanation to why ice was un-used to the Executive through the Division Director.
- Fines will be determined by the LMH Executive
- Unused ice will be tracked and posted on the LMH web site.

Conflict Resolution Procedures

Lacombe Minor Hockey 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, Lacombe Minor Hockey 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 Lacombe Minor Hockey.

ABSOLUTELY NO PHONE CALLS TO THE EXECUTIVE WILL BE ACCEPTED



Communication Flow Chart



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

LMHA Operating Committee – Divisional Directors, Ice Convenor, Referee Assignor, Ref-In-Chief, Sponsorship Coordinator, Fundraising Coordinator, Coach Mentors, CAS Representative.

INTRO TO HOCKEY PROGRAM

Intro to Hockey (Bears, Initiation and Novice) Is a learn to play program:

- A) Is a progressive, learn to play teaching curriculum. Players learn through participating in practice drills and informal modified games**
- B) 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.**
- C) Introduces the skills of skating, passing, puck control and shooting in a progressive, one step at a time manner**
 - 1) Evaluations will be done and the entire group will be split into three categories; Beginner skill set, moderate skill set, and advanced skill set**
 - 2) The four manuals provide a starting point for each skill set**
 - A) “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) “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.**
 - C) “D” is the manual for the athletes who have mastered most of the basic skill set and who need to be challenged.**