

Lake Cowichan District Minor Hockey Association

Policy Manual

Updated 2026-March



REVISIONS

from previous version

Added:

- **2nd Vice President job description** (*Policy #18, page 18*)

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1 Registration of Players

The division of players is determined by the age of the player on the 31st day of December of the current year, as per Hockey Canada rules.

- Under 7 = ages 4, 5, 6
- Under 9 = ages 7, 8
- Under 11 = ages 9, 10
- Under 13 = ages 11, 12
- Under 15 = ages 13, 14
- Under 18 = ages 15, 16, 17
- Under 21 = ages 18, 19, 20

The Executive Committee, on an annual basis, sets registration fees. Lake Cowichan District Minor Hockey Association (LCDMHA) will hold a registration in the spring for the following September season. Registration will be complete by May 1st. Registrations of returning LCDMHA players received after this date will be subjected to an additional charge of \$75 and possibly put on a waitlist. FULL PAYMENT is due by August 20th. Registrants that have not paid in full by August 20th will be charged a \$75 late fee. All families with more than 1 registrant **may** be eligible for a discount on the second and 3rd registrant as directed by LCDMHA. All cheques are payable to LCDMHA. All NSF and stop payment cheques shall result in the following:

- Immediate suspension of ice privileges until payment is received.
- Member will not be in "good standing".

Registration fees do not include the cost of tournaments, extra ice and other team-related expenses. Up to three post-dated cheques or e-transfers may be made out for the 20th of each month (June to August) of the current year as those will be the cheque cashing dates. If grant assistance is received (e.g. KidSport) it will be credited to the Association. Should all fees have been paid prior to receiving assistance; a refund will be given to the applicant. All players and team officials must be registered with BC Hockey liability insurance before going on either the ice or the players' bench. The Registrar will notify each Team Manager with lists of players who are covered prior to any ice usage. LCDMHA will pay Hockey Canada insurance premiums for team officials as follows: Seven (7) team officials for U6 –U9 and six (6) team officials for U11-U21 Refunds for registration will be approved, less the \$50 non-refundable deposit, if requested before October 1st of the current year. Requests for refunds received after October 1st are to be made by notifying the LCDMHA Registrar in writing. All refund requests will be brought before the LCDMHA Executive for acceptance, if accepted the cost of insurance and fees (pictures, socks and prorated ice) will be deducted. Refund cheques or e-transfer will be issued. All players wishing to try out for non-LCDMHA available teams will pay the full registration amount for their division with LCDMHA, and then they must pay the non-LCDMHA try-out fee. If the player is accepted to the try-out team, they will be transferred by LCDMHA as well as their full registration amount to the new association. The player will be refunded or be obligated to pay any difference in registration or team fees. Registration for new players to the Association will be accepted any time before February 10, based on roster availability.

Registration of Players - continued on next page

The following may be required for registration:

1. Copy of player's birth certificate.
2. Copy of player's Provincial Health Care card.
3. Proof of residence (e.g. telephone, hydro, cable statement and parent's driver's license showing address where player moved to). Parents may be asked to provide additional proof of registry.

Non-refundable deposit fee must be paid in full at the time of registration, as well as Declaration of Residence and monies owed, if applicable.

NOTE: Registration will not be accepted until the Registrar is provided with all of the above.

2 Finances

Ensure LCDMHA's financial activities are properly planned, controlled and reported. Produce financial information in accordance with generally accepted accounting principles that are meaningful and useful in decision making to the Executive Committee and to the membership. Ensure the integrity of LCDMHA's accounting system. The Treasurer will prepare the annual budget for Executive Committee approval, prior to registrations. The approved budget should be presented to the membership at the Annual General Meeting. The Treasurer establishes a Chart of Accounts that is revised as needed. The Treasurer ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger. The annual financial statements of LCDMHA are subject to an annual review engagement by an independent accountant as per the Society Act. The "reviewed" annual financial statements **may** be presented to the membership at the Annual General Meeting.

Any three (3) of the following four (4) positions shall have cheque signing authority for LCDMHA:

Treasurer
President
1st Vice President
2nd Vice President

Before signing, these authorities should ensure the transaction is:

1. Properly approved by the LCDMHA executive as hockey expenses.
2. Consistent with the terms of the initiating purchase document.
3. Coded correctly.
4. Legally chargeable to LCDMHA.

LCDMHA bank accounts shall be reconciled monthly by the Treasurer. The Treasurer is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.

LCDMHA discourages the remittance of cash through the mail, preferring cheque, money order, e-transfer.

Cheques and money orders should be stamped immediately upon receipt: "For Deposit only to the Credit of LCDMHA". All monies received by LCDMHA must be promptly deposited, with the exception of post-dated registration cheques. All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited. A receipt should be issued when payment has been made by cheque, money order or e-transfer. A receipt must be issued for a cash payment at the time of the exchange. Only the Treasurer, President, or Vice Presidents may initiate the purchase of goods and services, provided it has been budgeted for. Other Executive Committee members may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods or services being received or performed. The following qualify as initiating documents: An email approval from the Treasurer or President. LCDMHA pays only current charges on invoices. Any interest or late charges should be removed. LCDMHA shall strive to pay all invoices within thirty (30) days of invoice date. All amounts due to LCDMHA must be entered promptly as an accounts receivable and maintained in the accounts until collected or forgiven. Amounts due (work performed, goods supplied and services rendered) must be recorded as revenue in the period they occur. Doubtful accounts must be pursued promptly and vigorously. Account receivables may be written off only with Treasurer approval.

Finances - continued on next page

A capital budget shall be prepared annually by the Treasurer, and presented to the Executive Committee approval.

The capital budget should support any purchase of capital assets, otherwise Executive Committee approval is required. The Treasurer, or relevant delegated budgetary authority, as applicable, must approve capital purchases in advance. Capital assets are recorded and controlled in the Association's financial system: By location and major category of asset.

Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset. Movable capital assets such as hockey equipment should be clearly identified as property of LCDMHA. Capital assets are amortized over their estimated useful lives at a rate established by the Treasurer, following generally accepted accounting principles. Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system. Executive members traveling on Society business must obtain prior approval from the Treasurer, unless the travel has been budgeted for. The President or Treasurer must verify and approve travel claims prior to reimbursement. Executive members may incur travel expenses when they are on Association business and traveling outside of the LCDMHA borders (e.g. Fuller Lake to Duncan). LCDMHA reimburses non-parent coach travel expenses.

TRAVEL EXPENSE TYPE

Mileage: 0.45 per kilometre from point of departure

Per Diem: \$10.00 breakfast*; \$10.00 lunch and \$15.00 dinner**

Accommodation: As per receipt

Other Transportation: As per receipt

(*) On travel status prior to 7:00 AM.

(**) On travel status after 6:00 PM.

All of the above must be pre-approved by the executive. Failure to do so, expenses will not be covered. When Executive members combine personal travel with Association travel, expenses and per-diem allowances are not reimbursed beyond the costs incurred had personal travel not taken place. Any additional costs are the responsibility of the Executive member.

3 Fundraising and Gaming

All teams wishing to fundraise must submit an annual budget proposal to the Executive Committee for approval. Team fundraising outside of hosting an LCDMHA tournament must be approved by the Executive Committee and coordinated through the Executive. Note: The Executive can put limits on fundraising (ie: dates, amount and area) as to ensure that all teams have equal and non-overlapping of fundraising events by other teams. The Executive also has control to ensure that the community is not overwhelmed by our teams' fundraising efforts. All teams must keep an accurate account of fundraised money (e.g.: bottle drives, car washes, etc.) by members and this must be submitted to the Treasurer with each deposit. All teams must keep an accurate account of gaming money; anything requiring a gaming license (e.g. 50/50 ticket sales, raffles, etc.) and this must be submitted to the Executive Treasurer with each deposit. All gaming events must be coordinated through the Executive Treasurer. The Executive Committee, prior to the event, must approve all year-end team functions. If/When seed money is collected all teams may refund seed money to families, if sufficient funds are available at the end of the season. Seed money may be defined as money paid by families throughout the season, prior to any fundraising activities. LCDMHA can front money to Lake Cowichan teams for attending tournaments. In order to do so, a formal letter must be submitted from a team official to the Executive Treasurer. Fronting money to teams for attending tournaments will be decided on a year-to-year basis. Factors such as receiving the gaming grant and that teams are hosting their own tournament will depend greatly on if the Executive will front the money. Fundraised and team funds will be dispersed by the Executive Treasurer.

Eligibility for reimbursement of team funds will be granted only to families who actively participate in the required volunteer duties scheduled throughout the current hockey season, as outlined by their respective teams. This includes full involvement in all assigned responsibilities and attendance at scheduled tournaments. Families who choose not to fulfill these volunteer commitments, do not attend, or are unable to attend required tournaments will not be eligible for reimbursement—no exceptions will be made. Reimbursement will be considered only after the season and all related hockey events have concluded and is strictly contingent upon the availability of team funds, with funds disbursed according to the order outlined below.

Fundraised and team funds are defined as monies earned through donations, hosted tournaments, Executive-approved fundraising activities, and sanctioned 50/50 gaming. These funds must be used exclusively for hockey-related expenses, which include team apparel, tournament entry fees, ice rentals, referee fees, team travel, and hotel accommodations. Under no circumstances may fundraised or gaming monies be used for parent expenses or any non-team-related purposes.

1. Tournament Entry Fees

Entry fees to accepted tournaments will be paid out of team funds by the executive treasurer to the appropriate minor hockey association as indicated by the individual team's tournament coordinator or team treasurer. When individual teams plan to host a tournament, the association will consider submitting the cost of entry fee to any two tournaments, which then will be reimbursed to the association upon home tournament completion. When individual teams do not host a tournament, money will be collected from each family to pay for the cost of any tournament entry fees.

Fundraising & Gaming - continued on next page

2. Seed Money

If fundraising has been done by individual teams, families who paid seed money throughout the season will be reimbursed the exact denomination paid upon succession of any necessary tournament fees that are required to be paid. Seed money will not be reimbursed if there are insufficient funds.

3. Executive-Approved Team Expenses or Functions

Team events such as team dinners, year-end awards, and team-building accommodations for out-of-town scheduled games may be reimbursed with pre-approval and submission of dated receipts. The association will consider fronting money for apparel for up to \$1,000.00 per team if they are hosting a home tournament and funds are allocated within the budget for apparel. The money will be reimbursed to the association upon home tournament completion.

4. Team Apparel and Expenses

- a. Fundraised money may be used to purchase team apparel (e.g., hoodies, jackets, practice jerseys), provided all purchases are pre-approved by the Executive Committee.
- b. All apparel purchases must be team-based and equitable. Individual customizations (e.g., names, numbers) may only be included if offered equally to all players and funded uniformly.
- c. Receipts for all apparel and team-related purchases must be submitted to the Executive Treasurer.

5. Expenses for Off-Island Tournaments

- a. Families participating in off-island tournaments must submit valid dated receipts for reimbursement consideration.
- b. Expenses that qualify for reimbursement will be limited to:
 - i. Ferry Costs – BC Ferries standard vehicle fare (max 1 adult and rostered players).
 - ii. Team Hotel Accommodation – Reimbursement based on duration: 3-day tournaments = 2 nights; 4-day tournaments = 3 nights. Families may use a hotel of their choice, but reimbursement is based on the team's group rate and not to exceed the amount paid.
 - iii. Airbnb or VRBO must receive executive approval prior to the tournament; if approved by the executive a valid dated receipt directly from the vacation rental and proof of payment must be submitted, rate will be based on the team's group rate.
- c. Families sharing accommodations or multi-player families will be treated as one family with no additional reimbursements.
- d. If no receipts are submitted, no reimbursement will be given.
- e. In cases where a team has a non-parent coach, and sufficient funds remain at the end of the season, the coach will be eligible for full reimbursement of hotel accommodation expenses. This reimbursement will take priority and be processed before any remaining funds are distributed among the team. Teams are encouraged to account for this potential expense during the initial budgeting process.

6. Expenses for On-Island Tournaments – Where Accommodation May Be Required

- a. Valid dated receipts must be submitted to be considered for reimbursement.
- b. Team Hotel Accommodation – Reimbursement based on duration: 3-day tournaments = 2 nights; 4-day tournaments = 3 nights. Families may use a hotel of their choice, but reimbursement is based on the team's group rate and not to exceed the amount paid.
- c. Airbnb or VRBO must receive executive approval prior to the tournament; if approved by the executive a valid dated receipt directly from the vacation rental and proof of payment must be submitted, rate will be based on the team's group rate.

Fundraising & Gaming - continued on next page

- d. Families sharing accommodations or multi-player families will be treated as one family with no additional reimbursements.
- e. If no receipts are submitted, no reimbursement will be given.
- f. In cases where a team has a non-parent coach, and sufficient funds remain at the end of the season, the coach will be eligible for full reimbursement of hotel accommodation expenses. This reimbursement will take priority and be processed before any remaining funds are distributed among the team. Teams are encouraged to account for this potential expense during the initial budgeting process.

7. Expenses for On-Island Tournaments – Where No Accommodation Is Required

No expenses will be reimbursed for tournaments not requiring accommodation.

1. Player Equipment and Apparel

- a. Every rostered player will receive the following before the first game of the season:
One game jersey, One pair of socks, One pair of pant shells (U13 and up)
- b. Jerseys and socks must be washed regularly, dried carefully, and handled with care.
- c. A STOP sign must be printed or securely sewn onto the back of each jersey at all times.
- d. Sponsorship banners (if not printed directly on jersey) should be carefully hand-stitched to the jersey.
- e. No machine stitching or adhesives may be used.
- f. Team Managers will be provided with:
 - U11 - U18: One set of 'C' letters
 - U11 - U18: Two sets of 'A' letters

These will be distributed at the discretion of each team's Coaching Staff.

- Letters should be carefully hand-stitched to the jersey without the use of machine stitching or adhesives.

2. Apparel Modifications

- a. All team apparel (practice jerseys, jackets, vests, tracksuits) must be approved by the Executive Committee.
- b. No alterations to apparel (e.g., name bars, advertising, or any other additions) are permitted without prior approval from the LCDMHA Equipment Manager or Executive Committee.
- c. Players in all divisions must use their assigned team jerseys for games.
 - No substitutes or replicas will be permitted.
- d. U11 teams may decide to add permanent name bars/lettering to players' **AtoMc** keepsake jerseys.
 - i. The STOP sign must not be covered or impeded by the name bar in any way.
 - ii. Player last name as on HCR only, or first initial also - if required.
 - iii. The cost is to be covered by team funds or personal donations, provided all parents are in agreement to the expenditure.
 - iv. Name bars are only permitted if parents of all players on the team agree. No name bars are permitted for individual players on their own.
- e. **For the 2025-2026 season, removable** name bars may be added to LCDMHA's Lakers jerseys:
 - i. The STOP sign must not be covered or impeded by the name bar in any way.
 - ii. Player last name as on HCR only, or first initial also - if required.
 - iii. The cost is to be covered by team funds or personal donations, provided all parents are in agreement to the expenditure.
 - iv. Name bars are only permitted if parents of all players on the team agree. No name bars are permitted for individual players on their own.
 - v. LCDMHA Equipment Manager must approve the design of the name bars.
 - vi. LCDMHA Equipment Manager must approve of the plan for bars to be attached to jerseys.
 - Lightly sewn-on, either by a professional or an agreed-upon individual who will sew on all bars for the whole team. No machine stitching or adhesives may be used.
 - vii. Team Manager is responsible to ensure that all name bars are properly removed from Lakers jerseys before returning the set of jerseys to the Equipment Manager.
 - viii. Damage to jerseys because of improper application or removal of name bars will be paid out of the team's fundraising money.

- f. Dispersal of fundraising money will not be made until the equipment manager has reviewed the jerseys to ensure no damage has occurred which may require jersey replacement.
- g. This section of the Apparel Modifications Policy will be reviewed after the 2025-2026 season.

3. Goalie Equipment

- a. U7 and U9: LCDMHA provides all goalie sticks and two sets of goalie gear per team.
- b. U11 and U13: One goalie stick will be provided per team per season.
- c. U15 and U18: Players are responsible for purchasing their own goalie sticks.
- d. Required goalie equipment will be purchased by the LCDMHA Equipment Manager.

4. Pucks

- a. Each team will be issued 20 pucks at the beginning of the season, which must be returned at the end of the season.
- b. Timekeeper will ensure game pucks are available and is responsible to collect after the game.

5. Return of Equipment and Apparel

- a. Families are responsible for returning all issued equipment and apparel to the Team Manager in good, clean condition by the date specified by the Manager.
- b. Jerseys must be returned in complete sets, on hangers, with banners attached.
- c. All 'A' and 'C' letters to be carefully removed by manager and placed in a ziplock bag to be returned to the Equipment Manager.
- d. Equipment or apparel that is not returned, or is returned in damaged condition, will be subject to repair or replacement costs as determined by the Equipment Manager. An invoice will be issued to the parent/guardian of the player who was assigned the items.
- e. Any outstanding invoice must be paid before registration for the following season will be accepted. Players with unpaid invoices will be considered not in good standing with the Association.
- f. Team Manager will ensure the return of properly washed and dried jerseys and pant shells (if applicable) to the Equipment Manager as soon as possible after the team's final game of the season.
 - Clean and dry jerseys must be returned to the Equipment Manager BEFORE the Annual General Meeting.

6. Off-Season Procedures

Families requesting to use Association-owned equipment for ice hockey purposes during the off-season must arrange re-issuance with the Equipment Coordinator. A \$500 deposit is required.

5	Statistics
<p>VIAHA score sheets shall be provided to all divisions at the start of the season. Team statistics shall be kept at the discretion of the team officials. Each team's Head Coach or Manager will ensure that score sheets are completed and turned in to the appropriate person(s) after both home and away games.</p>	

6	Publicity and Promotion
<p>It is essential that LCDMHA maintains a high profile and supports a healthy environment for the players - locally, provincially and nationally. All information released to the media shall be positive in nature. Every news item must include sponsor names. The sponsor for the visiting team should be included where possible. The Association name needs to be included in all advertisements. Any derogatory or inflammatory information concerning LCDMHA that is released to the media by any member shall result in immediate action of the LCDMHA Discipline Committee towards the offending member. The Executive for LCDMHA is responsible for the Approval of all sponsorship.</p>	

7	Team Composition
<p>The Association will pay for seven (7) team officials for U6 –U9 and six (6) team officials for U11-U21 to become properly certified team officials on Recreational teams, U6-U21, (Coaches, Manager, Safety) Note: Any team official who resigns from their position before the regular season may not hold any team position for the next complete season. All teams within the LCDMHA are named as follows: Lake Cowichan team sponsor, team division, Lakers ie. Lake Cowichan ‘BRI Security’ U15 Lakers. Teams representing LCDMHA after the regular season and playoffs must obtain approval from the Executive Committee to do so. All players and team officials must have the BC Hockey insurance in place prior to going on the ice or player’s bench. Any non-compliance will be referred to the Discipline Committee. The LCDMHA Executive Committee must approve all team officials. Teams will carry a full roster in accordance with the Association’s By-Laws. Maximums are set by BC Hockey. Special considerations will be made with Executive Committee approval.</p>	

8	Tournaments
<p>All tournaments hosted by LCDMHA must be sanctioned by BC Hockey and VIAHA. Dates for LCDMHA tournaments will be decided by the Association when discussing ice allocation in May/June. LCDMHA teams wishing to attend tournaments outside British Columbia or host International or Inter-Provincial teams must receive approval through the Executive Committee and BC Hockey forty-five (45) days prior to the event. All teams hosting tournaments must receive their tournament fees from the Association or team attending. NO personal cheques will be accepted. Tournaments hosted by LCDMHA will be subject to a fee determined by the Executive. LCDMHA reserves the right to collect up to and no more than \$50 per team registered in LCDMHA tournaments. All teams wishing to attend tournaments outside of VIAHA District must first obtain permission from LCDMHA, and make the request to VIAHA for the appropriate travel forms. The tournament’s proposed budget and the name of a Tournament Coordinator appointed by the team must be submitted at this time. The tournament’s final budget and list of team attendees must be submitted to the Treasurer thirty (30) days prior to the tournament date. The Association will cover initial payment for the basic tournament sanctioning with the expectation that the Association will be repaid. Upgrading costs must be covered by the tournament. To participate in tournaments hosted by the Association, eligible LCDMHA teams will be required to pay entry fees, except where they fulfill an allocation of volunteer hours. LCDMHA teams attending tournaments must obtain Association cheques or request an e-transfer from the Association Treasurer. All team tournament monies must be on deposit with the Treasurer prior to an Association cheque or e-transfer being issued. All LCDMHA teams will only attend tournaments sanctioned by BC Hockey.</p>	

9	Ice Allocation
<p>LCDMHA ice contracts cover a twenty-two (22) week period, generally from late September to mid-March. Recreational Teams: target is 22 practices and 14 home games. All ice bookings must be made through the Ice Coordinator. The Ice Coordinator is empowered to re-assign any previously allocated ice time for playoff or league obligations. Each team is responsible to use their allocated ice or notify the Ice Coordinator with a minimum of seven (7) days' notice, where possible. If ice slots are left unused, the team will be assessed a fine of ice costs, together with officials if necessary, by the Executive Committee. As ice becomes available, the Ice Coordinator will notify the Managers of said ice. Should a team wish to purchase ice, they must notify the Ice Coordinator directly for billing purposes to the relevant team(s). The Ice Coordinator must provide the Treasurer with a list of ice purchased by teams for the previous month by the third Tuesday of each month so that billing recovery can be accomplished.</p>	

10	Player Movement
<p>All players must register in a division based upon their age. Any player wishing to play in a higher division must apply, in writing, to the Executive Committee. The Executive Committee will approve or deny the request. Similarly, if a player requests to move down a division, a written application must be sent to VIAHA for approval. The governing body of the League(s) affected by these moves must also approve all requests for player movement. All player movement from team to team must be approved by the Executive, team managers and coaches, ensuring Hockey Canada carded affiliate rules are met. Coaches are not permitted to approach players from other teams or their parents directly regarding player movement unless authorized by the Executive, coach and/or their Team Managers. Recreational team selections must offer all players equal ice sessions. The objective in non-competitive hockey is to have all teams being of approximately equal caliber in each division. After initial player evaluations, the Association Coach Coordinator will make every effort to create balanced teams using the player evaluations. The teams in each division will then play each other in a round robin series to determine how even the teams are. The Coach Coordinator will then analyze the results, and if necessary, make further player moves to balance teams. Any non-resident players must receive permission from their home Association and LCDMHA prior to attending Competitive tryouts or Recreational player evaluations. The proper transfers must be completed and forwarded to the appropriate governing body. LCDMHA will protect the interests of LCDMHA players before accepting non-resident players. For an annual transfer, the protocol shall be set forth by Hockey Canada rules, via the Hockey Canada Registry. If the non-resident player's application is accepted by the Executive Committee, the non-resident player's Association is required to immediately provide the Registrar with the following: The annual membership fees for registration. Confirmation of any ice requirements as set forth by the Executive Committee.</p> <p>The Executive Committee will consider granting permission for transfer to outside Association on the following conditions:</p> <ol style="list-style-type: none"> 1. Player is too young for LCDMHA Initiation Program. 2. There is no team specific for the player in LCDMHA. 3. Player is required to assist outside Association in facilitating a Team in a specific division. c. LCDMHA U11 must have a minimum of 14 players before releasing players to participate in another Association's U11 development program. d. The Executive Committee will review and advise the applicant on the outcome of their application. All transfers accepted by the Association are made on an annual basis as set out above. Any player wishing to attend tryouts for a Competitive Team must register for Competitive tryouts at annual registration. 	

11	Affiliate Players
<p>The following must be followed prior to using affiliate players:</p> <ol style="list-style-type: none"> 1. The Coach must provide a list of affiliate players to the Association Coach Coordinator by December 10th. 2. The Association Coach Coordinator must initially contact the player's parents. No member of the coaching staff will approach a player personally. Players and parents must agree. 3. The coach must inform the player's coach prior to each game required to determine availability ie. game importance, coaches to agree on availability, etc. 4. Association Coach Coordinator to email LCDMHA Rule 11 - AP Movement prior to the start of the season to head coaches U9 and up. 	

12	New to Hockey
<p><i>This policy applies to ALL players (any age) who are new to hockey.</i></p> <ol style="list-style-type: none"> 1. LCDMHA is not a 'Learn to Skate' program. 2. Players MUST be <u>able and willing</u> to, while wearing full hockey gear <ul style="list-style-type: none"> ○ stand and move on the ice, and; ○ get themselves back to standing after they fall. <p><i>Success at this can often be more difficult when the skater is wearing full gear. This fundamental skill must be practiced prior to the first practice in September.</i></p> 3. Participation in a 'Learn to Skate' program or regular public skate opportunities are STRONGLY ENCOURAGED by LCDMHA. 4. If it is evident that a player is not <u>able and/or willing</u> to stand, move and right themselves on the ice while wearing full gear - the team's Head Coach and/or Manager will have a conversation with the parents to discuss whether or not the player is ready to participate in minor hockey. This decision should be made before September 30 so that parents can request a refund (less \$50). 5. Required Equipment: Parents are responsible to ensure their player has complete and properly fitting protective equipment prior to participating with their team. Details available on LCDMHA website. 	

13 Multiple Households

In cases where a player resides in more than one household on a regular basis, the following details must be agreed to by parents in both of the player's households.

1. It is the responsibility of the parent who registers a player to notify LCDMHA that the player resides in multiple households.
2. It is the responsibility of the parent who registers a player to provide LCDMHA with contact information (name, email, phone #) for a player's parent from another household if they will be participating in the player's Minor Hockey activities.
3. This applies to parent(s) from another household who will be:
 - paying for all or a portion of the registration fees
 - and/or parent(s) from another household who need to be included in team communications.
 - and/or parent(s) from another household who will be in attendance at LCDMHA events with their player
4. The parent who registers a player is responsible to ensure that registration fees are paid in full to LCDMHA by August 20th, and to notify the Registrar of payment arrangements (including payments from an additional household or financial assistance program).
5. The parent who registers the player will be responsible to communicate any registration fees owing to the parent from their player's additional household.
6. While Hockey Canada only requires one Respect in Sport Parent course to be attached to a player's HCR profile, LCDMHA may request that adults from both households complete the RIS-Parent course, with fees for the additional course paid by the parent completing the course.
7. PHOTOS: As long as LCDMHA continues to provide one complimentary individual/team photo to each player, it will be given to the parent who registers the player for the current season.
8. Failure of the registering parent to agree to abide by this policy may affect the player's eligibility to participate with their team.
9. Failure of a player's parent from another household to agree to abide by this policy may affect the player's eligibility to participate with their team.
10. These details must be communicated to LCDMHA and agreed to by parents from each household on an annual basis.
11. LCDMHA will not engage in disagreements between players' parents about their child's hockey activities, and may request that parents provide legal documentation in the event of discrepancies in information provided by each respective parent. LCDMHA reserves the right to ask parents to agree to a third party adult who will be the player's primary contact and oversee the player's minor hockey activities.

14	Rules of Play
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All LCDMHA members shall abide by the playing rules set out by Hockey Canada, BC Hockey, Vancouver Island Amateur Hockey Association, Association rules adopted by LCDMHA as per our Constitution / By-Laws and LCDMHA Hockey Operations Policy Manual. All coaches will do their best to ensure that all players are given equal ice time. Goaltenders will be alternated if required to give equal ice. Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating team and Association rules may find themselves benched during a game by their coach. Coaches must explain the reasons for the benching to the offending player.

A suspended player is not permitted to play games or act as a game official until the period of suspension has been served. A suspended player may attend practices. See BC Hockey Regulations. Any suspended player or team official must explain their actions, in writing, as required by the Executive Committee. This player or team official may face further suspensions by LCDMHA Executive. Teams will be provided all current and relevant information regarding Rules of Play prior to the start of the season. The 2nd Vice President will be able to answer any questions regarding Rules of Play for the current season.

15	Risk Management
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Risk Management is everyone's responsibility, therefore, all members of the team/Association shall "assist, identify, assess, control and minimize" the risk of bodily injury. Each team will roster and certify a Safety Person under the Hockey Canada Safety Program (HCSP). The Safety Person must attend all games and practices. If the Safety Person cannot attend, another certified Safety Person must be in attendance. This can include another team's Safety Person, with their prior approval. The team's Safety Person will be responsible for informing parents to keep their ePACT profiles up to date. The Safety Person will be the liaison between the Team and the Association via the Risk Manager. In accordance with the Hockey Canada Safety Program, each Safety Person will implement and administer all policies and responsibilities. Should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any two (2) adults from the HCSP emergency response system, namely, a team Assistant Coach, Safety Person or designated parent. At no time is a player to be in a room without two (2) adults present.

Return to Play:

In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, it is recommended that a doctor's note be provided to the team manager. The safety of the player is the priority. It is imperative that communication between players, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention. The Team Safety Person will ensure the parent/guardian receives a Hockey Canada Injury Report and it is properly completed and forwarded to the appropriate bodies. The Team Safety Person will follow the LCDMHA Injury Report Protocol as follows: The Team Safety Person will be responsible for providing the Injury Report to the parent/guardian of the injured player. The Team Safety Person will be responsible for reporting and filing the completed Injury Report with the Risk Manager within the prescribed time limit. The Risk Manager will ensure Injury Report completion and forward to BC Hockey. The Risk Manager will be responsible for all administration regarding the Injury Report within the prescribed time limit.

16	On-Ice Officials
<p>Any person wishing to be an on-ice official for LCDMHA must register with BC Hockey. LCDMHA will provide notification of all BC Hockey certification clinics for on-ice officials. Referees (18+) must receive a clear criminal record check from the RCMP. Note: CRCs can take a long time so it is suggested that referees start the process in early June. BC hockey will not allow referees to ref if their CRC's have not been handed in by Dec 31st of that hockey season. LCDMHA on-ice officials will be reimbursed their certification fees annually at the discretion of the Referee-in-Chief, and on minimum of five (5) games by Dec 31st. If games are canceled and the RIC or Referee Assignor is not notified (24-hour notice) in time to cancel the on-ice officials, they will be paid their fees and any required travel allowance, by the offending team. To book on-ice officials for a game, 72-hours notice is required.</p> <p>Any on-ice official that does not show up is to be reported to the RIC and may be subject to discipline. Where the number of on-ice officials present is less than the number scheduled (1 or more on-ice officials do not attend game), the total fee assessed for the full complement shall be evenly split between those officials who attended the game. The RIC shall provide the President with a list of all tournament on-ice officials 7 (seven) days prior to the commencement of tournament play. All LCDMHA officials shall abide by the Dress Code and Code of Conduct, as outlined by the Referee-in-Chief. Any infractions are to be dealt with by the LCDMHA Disciplinary Committee of LCDMHA accordingly.</p>	

17	Sponsorship
<p>LCDMHA Team sponsorship fees will be set by the Executive Committee on an annual basis as set out in the Sponsorship package. Team members, officials and parents are strictly forbidden to solicit local businesses for donations without prior approval from the Executive Committee. LCDMHA will provide a list of current sponsors already supporting minor hockey Teams in our organization. Managers to check with equipment manager each year to see if jerseys are to be returned with sponsors banner left on or taken off.</p>	

Executive members who resign before their elected term has completed shall be not allowed to hold any executive position for LCDMHA, for the next year. The Past President shall attend all meetings and advise as required to ensure a smooth transition for the new Executive Committee.

The President (elected) shall preside at all meetings of the Executive Committee, Annual General and Special General meetings. The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to. The President shall have the power to discipline any team, player, team official, or member. The President sits on all coach Approval Committees.

1st Vice President (elected) Mediator – Complaints/Investigations, Disciplinary chair. In the absence of the President the 1st Vice President shall have all the powers and duties of the President. As Complaints Investigator, the 1st Vice President shall Chair any Complaints Investigation Committee. A Complaints Investigation Committee shall be comprised of three (3) Executive Committee members including the 1st Vice President; they will attend to any complaint issues. The 1st Vice President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.

- The 1st Vice President sits on all coach Approval Committees.
- The 1st Vice President is responsible for verifying all Criminal Record Checks.
- The 1st Vice President must choose two other Executive members to sit with them on the Disciplinary Committee.
- The 1st Vice President amends and maintains policy and its manual.

2nd Vice President (Elected) – Player, Bench Staff, and On-ice Officials Development

The 2nd Vice President is responsible for supporting the development of players, bench staff, and on-ice officials within the Association. In the absence of the President and 1st Vice President, the 2nd Vice President shall assume all powers and duties of the President.

Responsibilities

1. Serve as an Officer of the Executive Committee and attend Executive Committee meetings as required.
2. Support the Registrar, Manager Coordinator and Association Coach Coordinator to ensure that all coach, manager and safety persons' qualifications remain current and that volunteers receive relevant updates and information from all governing bodies.
3. Support the Referee-in-Chief (RIC) in the recruitment, retention and development of on-ice officials as needed.
4. Assist in organizing team evaluations / tryouts across all divisions, if applicable.
5. Present a list of independent evaluators for player evaluations / tryouts to the Executive Committee for approval.
6. Support the resolution of disputes arising during evaluations / tryouts, in collaboration with the Association Coach Coordinator. When necessary, oversee the release of on-ice formats, practice plans, and final team selections.
7. Support the Association Coach Coordinator to provide guidance and support to coaches during player evaluations and team selection processes.
8. Participate in and provide support to Executive sub-committees as required.

2nd Vice President ... continued on next page

9. Develop, coordinate, and/or present on-ice and off-ice (dry land) development programs within the Association.
10. Establish, organize, and maintain systems that support the ongoing development of Bench Staff and On-ice Officials.

The Secretary (elected) is responsible for all Association records, processing of correspondence from the Executive Committee, maintenance of the Constitution and By-Laws and coordination of the Association website if no one else has been appointed. The Secretary shall record all the minutes of any Executive, General or Special meetings. He/She is responsible for creating the meeting agenda, recording all meeting minutes and distributing the Minutes to the Executive Committee. The Secretary shall supply any documents to the Executive committee requested.

The Treasurer (elected) shall ensure that financial statements are presented to the Executive Committee at every monthly meeting. The Treasurer will establish a budget and ensure that teams are trained on proper accounting ways. The Treasurer will acquire gaming licenses for LCDMHA events to which they are needed and complete gaming reports for each license. The treasurer will apply for the BC Gaming Grant each year. The treasurer will retrieve mail and pass it along to the necessary bodies for processing.

The Equipment Coordinator (appointed) is responsible for inventory, distribution, maintenance, collection and purchase of all necessary equipment for the Association with Executive Committee approval of a budget. The Equipment Coordinator is also responsible to ensure pucks, pylons and any practice equipment required is ready for the start of the season. The Equipment Coordinator liaises with the Treasurer and the Registrar for collection of uniform repair or replacement fees upon the return of jerseys.

Referee-in-Chief (RIC) (appointed) shall serve as an Officer of the Executive Committee, attend Executive Committee meetings and is responsible for setting up a schedule of referees for the Competitive Program and the supervision of a Recreational Program Referee Assignor for each arena. The RIC may appoint a Referee Assignor with no Executive Committee voting privileges for each arena. The RIC reports to the Executive Committee on the administration of all Association referees and provides the Executive Committee with information relating to BC Hockey rules, regulations and directives. The RIC works closely with the 2nd Vice President to set up a schedule of referees for each tournament. Works with each Tournament Coordinator during tournaments to ensure on-ice officiating runs smoothly.

The RIC must have the following qualifications:

- Knowledge of the rules, procedures, and interpretations
- Good communication and organizational skills
- Certification in the Hockey Canada Officiating Program is recommended
- The Referee-in-Chief will promote and develop referee training and development programs.

Risk Manager (appointed) Chairs the Risk Management Committee, with an appointed Committee Chairperson from the Association, are responsible for implementing, administering and evaluating the Risk Management Program as per BC Hockey rules. The Risk Manager is responsible to ensure that each team has a certified Hockey Canada Safety Program Safety Person rostered. The Risk Manager is responsible to ensure that all policies and responsibilities of the Hockey Canada Safety Program are administered. The Risk Manager is responsible to ensure that each team develops guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season. The Risk Manager is responsible to ensure that the Return to Play policy is strictly adhered to.

Association Coach Coordinator (appointed) works with all association coaches to ensure that all qualifications are up-to-date and to ensure coaches receive all pertinent information from BC Hockey and other governing bodies. The Association Coach Coordinator liaises with BC Hockey District Coaching Coordinator regarding coaching clinics and recommends coaches to the Executive Committee for attendance at higher-level clinics. The Association Coach Coordinator will establish, organize, develop and/or maintain an effective system that will promote the development of coaches, through training programs, clinics, etc., within the Association. The Association Coach Coordinator must keep an up-to-date coaches profile and perform evaluations of coaches during games and practices. A general hockey knowledge is necessary and coaching experience is preferred. The Association Coach Coordinator administers the selection of candidates for the team divisions coaching positions and provides direction to the executive in fulfilling its mandate to select coaches for the various divisions and presents lists for selection of coaches to the Executive Committee for approval. The Association Head Coach will implement and manage player development programs and extra ice slots through the Executive's mandate. The Association Coach Coordinator will evaluate and present a list of potential coaches for all divisions to the executive before each season. The Association Coach Coordinator will select and notify all coaches.

Tournament Coordinator (appointed) will work with Ice coordinator to book the appropriate amount of ice for a given Tournament. The Tournament Coordinator will work with the Fundraising Coordinator to ensure that teams are fundraising in accordance with LCDMHA's fundraising policy. The Tournament Coordinator, working with the Team Manager, will create rules and a registration package. The Tournament Coordinator will have and manage a template for tournament operation and lay out.

Female Development Coordinator (appointed) will promote and maintain female development programs, inform players of female special camps, female information distribution to all female players. The Female Development Coordinator is to distribute all tournaments affecting their divisions. The Female Development Coordinator is to prepare reports and attend regular Executive Committee meetings and any other meetings called in maintaining the day to day hockey operations. The Female Development Coordinator is to oversee the distribution of ice and enforce fair ice time rules. The Female Development Coordinator is to inform the Executive of all team rosters and any player changes throughout the season and give final team Declarations to the President by mid-October of the current year. The Female Development Coordinator through the team managers is required to submit a full team roster not to exceed nineteen (19) players to the League Commissioners and the Registrar prior to the commencement of League play.

Executive Officers - continued on next page

Registrar (appointed) The Registrar is responsible to maintain the register of members, players and team officials, ensuring all registration requirements are satisfied, as per pertinent hockey governing bodies. Changes in the roster must be immediately communicated to the Association Registrar. The Registrar shall determine the registration dates and venues, ensure all registration forms are filled out completely and accurately, ensure the financial requirements of registration are complete and correct and members are in good standing prior to registering for a new season. The Registrar shall have access to the Hockey Canada Registry, coordinates all phases of player registration for the season and provides communication to the membership and potentially new members regarding the registration process. The Registrar manages the registration process, including late registrations and withdrawal. The Registrar will maintain the registration database including Affiliate Players. The Registrar will provide reports to the Board of Directors regarding representative assessments and recreational players and maintains a waitlist of the new registrants in all age categories, if necessary. The Registrar will ensure proper insurance requirements are in place in relation to hockey players, team officials and the Board of Directors.

The Registrar will facilitate transfers in and out of the Association and respond to BC Hockey and VIAHA on any pertinent matters. The Registrar will report to the Treasurer any outstanding issues or concerns regarding registration fees and billings. The Registrar will continue to maintain membership throughout the season.

Ice Coordinator (appointed) will contract for ice time rental on behalf of the Association. The Ice Coordinator shall coordinate the scheduling, re-scheduling, exchange and cancellation of ice time with appropriate Committee members. The Ice Coordinator shall approve ice time for all games, exhibition game times through Coordinators and/or Team managers prior to scheduling of games. The Ice Coordinator works with the Association tournament coordinator to arrange ice time for tournaments. The Ice Coordinator will work within a budget and ensure that ice bills from all arenas are correct. The Ice Coordinator will provide ice schedules to the LCDMHA Webmaster. The Ice Coordinator must by the third Tuesday of each month provide the Association Treasurer with a list of ice purchased by Teams for the previous month so that billing recovery can be accomplished.

50/50 Coordinator (appointed) will train all teams on how to properly sell, record, and distribute all 50/50. The 50/50 coordinator will work with the Treasurer to ensure all gaming licenses are in order before 50/50 events. The 50/50 coordinator will manage and request purchase of tickets, receipt books, raffle buckets and envelopes.

Fundraising Coordinator (appointed) shall be in charge of fundraising. The Fundraising coordinator shall maintain and track all fundraising solicitations, payments. The Fundraising Coordinator shall coordinate all fundraising and ensures the Association's compliance with Gaming Rules and Regulations. The fundraising Coordinator will work with all team fundraising and bring all team requests to the executive. The Fundraising coordinator will ensure that all team fundraising is done in the guidelines established by the executive.

Sponsorship Coordinator (appointed) will be in charge of managing sponsors for teams and Association. The sponsorship coordinator will ensure that all association sponsors are notified of special events (Jamboree), as well as the appropriate thank you and recognition of the sponsor. The sponsorship coordinator will be responsible for soliciting and encouraging new sponsors.

Manager Coordinator (appointed) will be the liaison between teams and Executive. Assist other managers in day to day operations. Managers to be appointed by executive and to have been discussed with head coach of that team.

Executive Officers - continued on next page

1st year Directors (elected) are expected to attend all executive meeting. 1st year Directors are expected to stay with the executive for 2 yrs as directors progressing to a 2nd yr director. 1st year Directors are expected to volunteer for special events, (jamboree) and support other members in their day to day tasks.

2nd year Directors (elected) same as 1st year directors.

19	Team Officials
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Recreational Coaches from U11 and above must have completed the required BC Hockey clinic Coach 2 – Coach Level by Dec 15th of the current season. All Recreational Coaches below U11 must have completed the Coach 1 – Intro to Coach Clinic by Dec 15th of the current season or have achieved previous trained status at the Coach 2 – Coach Level. All Recreational Coaches must complete the Respect in Sport for Activity Leaders online clinic and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. All Coaches are required to have a criminal record check (valid for three years) current to the year they will be coaching. CRC's must be viewed by the 1st Vice President prior to volunteering in the new season. All coaches, both Recreational and Competitive, are to hold a mandatory team meeting on or before the 2nd practice of the current year. It is suggested that they hold regular team meetings throughout the season. Coaches must ensure the development of all players, yet be reasonable with their demands of the players. Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by LCDMHA. Coaches must not overplay the more talented players. Recreational hockey players shall receive an equal share of ice time, unless disciplinary action is necessary. In competitive hockey, coaches shall make every attempt to ensure that ice time is made up to players that are not on “special teams” (e.g. power play, penalty kill). The Association Coach Coordinator will monitor all coaches throughout the season. Should a coaching complaint arise, the team manager, Association Coach Coordinator, will notify the 1st Vice President to investigate the complaint. Coaches will ensure that all players are properly dressed for on-ice and off-ice activities. The coach shall have the authority to suspend any player on the Team, with just cause, for one (1) game and must notify the 1st Vice President immediately upon doing so. If the coach feels further action is necessary they must notify the 1st Vice President and in consultation with the President, will proceed as deemed appropriate. Coaches must attend any coach meetings required throughout the season. The Association Coach Coordinator must be informed of any coach suspensions within 24-hours of the notification of the suspension.

Team Officials - continued from previous page

Team Managers are required to complete the Respect in Sport for Activity Leader online clinic (valid for 5 years) and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. Managers are required to have a criminal record check (valid for three years) current to the year they will be managing the team. CRC's must be viewed by the 1st Vice President prior to volunteering in the new season. Managers are also to notify the appropriate division Commissioner of any exhibition games to attain a game number. When dealing with complaints, the Manager and Head Coach are to enforce the use of the 24-hour rule. Those individuals with a complaint are to reassess their concern after a 24-hour period has elapsed. If they still feel strongly about their concern, they are to put same in writing and provide to the Team Manager or Head Coach. The Team Manager and/or Head Coach is to attempt to mediate any complaints. Complaints that cannot be successfully mediated will be forwarded to the 1st Vice President for further mediation and consultation, finally, in written form to the 1st Vice President at which time it will be handled strictly as per the procedures in LCDMHA. All complaints are to be presented to the Executive Committee in letter form and be delivered either by hand or via email. The team manager is responsible for the collection of team

uniforms and sponsorship banners; the delegation of team duties such as fundraising, media coverage, time keeping, etc. The Team Manager will ensure that all game sheets are forwarded to the League Commissioner via online report within 24 hours and all Match Penalties are reported to the President and League Commissioner immediately. The Team Manager is to ensure the Head Coach is advised of any changes to the schedule. The Team Manager is the key to a successful year and will be available to parents that need to talk, a good listener and an effective liaison between parents and coaches.

Team Safety Persons are required to complete the Hockey Canada Safety Persons online clinic by Dec 15th of the current season. The Team Safety Person is required to complete the Respect in Sport for Activity Leader online clinic (valid for 5 years) and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. The team safety person will work directly with the Executive Risk Manager. The Team Safety will be responsible for informing parents about ePACT profile updates. The Safety must be present at all games and practices or team events, or have another registered safety (another team's safety that is recorded) at the event with access to the team ePACT account.

20	Conduct
<p>All players, parents, coaches, and on-ice officials must read and understand the appropriate code of conduct form. These forms will be signed and dated every year and handed into the Team Manager. All parents must complete or hold certification for the one-time online clinic Respect in Sport for Parents by Oct 1st of the current season. If not completed by said date, the child of that parent will not be allowed on the ice until it has been completed. Fans that are ejected from any minor hockey game will be required by LCDMHA to: Banned from 10 games and all LCDMHA events until the ten games are served, must write letters to the team, executive and officials, of why and how their actions were wrong and how they plan to be corrected. Team Officials, players, ice officials and fans must all remember that we are all representing LCDMHA no matter where we are and it is expected that everyone will act responsibly. LCDMHA reserves the right in the case of inappropriate actions, to review each case individually and take action that the Executive feels is appropriate to stop that inappropriate action from happening again.</p>	

21	Complaint & Appeal
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Complaints against member player(s) and non players are to be dealt with as follows.

1. Complainants are to abide by the 24-hour rule and this will be enforced by the alleged offenders(s) Team Manager and Head Coach. Complainants are to reassess their concern after the 24-hour period has elapsed. If they still feel strongly about their concern, they are to provide the same in writing to the Team Manager and Head Coach. The Team Manager and/or Head Coach are to attempt to mediate any complaints. Complaints that cannot be successfully mediated will be forwarded in written form to the President.
2. In this case, the President may appoint an Executive member to assist the 1st Vice President in investigating the complaint (investigating committee). The investigating committee will remain unbiased while collecting information pertaining to the alleged incident(s) from everyone involved. This includes the complainant(s), complainee(s) and anyone else that may have been able to offer pertinent information about the alleged incident.
3. Once all information is gathered, the investigating committee will present their findings (information gathered) to the Executive at the next monthly meeting. Executive members will propose any recommended disciplinary actions, if warranted and vote on a motion that outlines any such disciplinary actions. Neither the President or investigating committee shall vote.
4. The President will inform the complainee and complainants in writing of any recommendation rendered by the Executive members.
5. Any member wishing to appeal a disciplinary decision made by the Executive Board members must appeal in writing to the President within twenty-one (21) days of receiving the decision.
6. Appeals will only be considered if at least one of the following situations is described by the Appellant:
 - a. new evidence not considered in arriving at the original decision can be provided which may have an affect on the decision
 - b. proof can be provided of irregularities in the gathering of information and/or Executive Board discussions and/or votes relating to the original decision that may have caused an unjust decision
 - c. concern that the original decision was too severe

The original investigating committee will further investigate any new evidence provided as per clause a. above. The Executive Board members will discuss any new evidence, proof of irregularities and/or the severity of the their original decision and render their appeal decision within forty-five (45) days of receiving a written appeal.

22	Abuse
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LCDMHA supports the efforts of BCAHA and Hockey Canada in recognizing and combating abuse and harassment in Minor Hockey through their Respect in Sport program.

1. It is the policy of LCDMHA that there shall be no abuse and neglect, whether physical, emotional or sexual, of any participant in any of its programs.
2. LCDMHA expects every parent, volunteer and board member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.
3. It is the policy of LCDMHA that harassment, in all its forms, will not be tolerated during the course of any LCDMHA activity or program.
4. Accordingly, all LCDMHA Executive members, volunteers, team or on-ice officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment.
5. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment.
6. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.
7. LCDMHA urges all members, players and volunteers to familiarize themselves with the POLICIES ON RECOGNITION AND PREVENTION OF ABUSE AND HARASSMENT available on the Hockey Canada (www.hockeycanada.ca) and BC Hockey (www.bchockey.net) websites or, upon request, from LCDMHA.

23	ZERO TOLERANCE POLICIES
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Lake Cowichan Minor Hockey Association enforces strict Zero Tolerance Policies regarding the use of illegal drugs, vaping products, and alcohol by players. These policies apply at all LCDMHA-sanctioned functions, including during transportation to and from events via team bus or other organized travel. It is the responsibility of coaches and team managers to ensure that these policies are upheld by both players and team staff. Violations will result in disciplinary action, including possible suspension, as determined by the association.

Tobacco and Vape Use Policy

The use of tobacco products and vaping devices is strictly prohibited for all individuals, including players, participants, coaches, team leaders, parents, spectators, and officials, within six (6) meters (20 feet) of any BC Hockey facility. This includes all doorways, entryways, openable windows, and air intakes. Furthermore, the use of tobacco or vaping products is strictly forbidden at the players' bench and inside dressing rooms at all times. This policy supports a safe, healthy, and respectful environment for everyone involved in the Lake Cowichan Minor Hockey Association.

1. Vaping or Smoking Policy

Any player who is caught or reasonably suspected of vaping or smoking tobacco, cannabis, or any other combustible substance in or around LCDMHA's home arena, an opponent's facility, or any public space associated with team activities will face immediate disciplinary action. A first offense will result in an automatic suspension of three (3) games. In the event of a second offense, the player will be expelled from the association for the remainder of the season, with no refund of registration fees. This policy reflects LCDMHA's commitment to maintaining a safe, healthy, and respectful environment for all participants.

2. Alcohol Use Policy

Any player who is caught or reasonably suspected of consuming alcohol in or around LCDMHA's home arena, an opponent's facility, or any public venue associated with team activities will face immediate disciplinary action. A first offense will result in an automatic suspension of three (3) games. A second offense will result in the player being expelled from the association for the remainder of the season, with no refund of registration fees. This policy is in place to ensure a safe, responsible, and respectful environment for all members of the Lake Cowichan Minor Hockey Association.

3. Substance Impairment Policy

Any player suspected of being under the influence of alcohol, cannabis, or any other impairing substances while participating in a team practice, game, or sanctioned event will be required to leave the activity immediately. The incident will be reported to the LCDMHA Executive for further review. Following this review, the player may be subject to disciplinary action, which may include suspension or permanent removal from the team. All disciplinary decisions are at the sole discretion of the LCDMHA Board of Directors and are not subject to refund. This policy reinforces the Association's commitment to providing a safe, responsible, and substance-free environment for all participants.

24	SCHOLARSHIPS
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LCDMHA's scholarship is financial support awarded to a student athlete, based on academic achievement, community service, and the identification of financial need, for the purpose of schooling. The funds are used to defray the costs of tuition and or books, directly tied to a student's educational cost through the educational institution.

Amount: Up to two scholarships valued at \$500.00 each can be awarded each year.

Eligibility:

1. LCDMHA Scholarships are open to registered members and officials of LCDMHA who are in their graduating year from a BC high school (public, private, or correspondence).
2. Applicants must have been registered with LCDMHA within the last three years.
3. Applicants must demonstrate positive sportsmanship/leadership in hockey.
4. Applicants must demonstrate a positive and constant track record with community involvement.
5. Applicants must attend a post-secondary institution within 24 months of graduation from high school.

The successful applicant(s) must submit proof of paid tuition fees to obtain the scholarship funds within 24 months of graduation from high school.

Scholarship Selection Process:

1. Scholarship recipients will be chosen by an independent committee appointed annually to act on behalf of LCDMHA.
2. The selection committee will collaborate with the LCDMHA Treasurer to confirm that sufficient funds are available in the organization's annual budget or from surplus funds.
3. The committee will convene as needed to review applications, evaluate candidates, and select recipients based on the established criteria.
4. Once final selections are made, the list of recommended recipients will be presented at the next LCDMHA board meeting for formal approval.
5. The committee reserves the right not to award scholarships in any given year if applicants do not meet the necessary qualifications.