

# Lashburn Minor Hockey Handbook



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## **Section 1: Purpose**

The purpose of this handbook is to communicate openly the goals and direction for Lashburn Minor Hockey set by its board of directors. The handbook can be updated by the board with an approved motion at any board meeting. The handbook is intended to create a communication method for all stakeholders of Lashburn Minor Hockey and a consistent reference for policies, procedures and best practices.

## **Section 2: Goals of Lashburn Minor Hockey**

The goals of Lashburn Minor Hockey are as follows:

1. To encourage, support and promote the development of minor hockey within the guidelines of the SHA and the CHA.
2. To encourage, support and promote the development and leadership of coaches, trainers and support staff. To produce guidelines and policy that encourages coaches to improve their own coaching qualifications and instructing skills by participating in the Canadian Hockey Association Certification Programs.
3. To promote the participation of teams at regional and provincial competitions.
4. To ensure Lashburn Minor Hockey operates with financial and fiscal accountability and responsibility based upon the concept of value for the members.
5. To allow all children the opportunity to participate and have fun regardless of their skill level, gender and desire.
  - a. To provide a program which promotes equal opportunities of:
    - i. ice time during practice
    - ii. Instruction and coaching
    - iii. Games and ice time to the extent that is consistent with the competitive nature of the sport and the league.
6. To have all participants act honestly using care and common sense, and act in the best interest of the organization.
7. To incorporate a "Safety First" attitude into all aspects of the LMH
8. To ensure caring and qualified leadership in a positive environment for the benefit of the children.
9. To have all participants treated with respect and in a manner that enhances self-esteem, and maintains dignity.
10. To create an environment where participation will build life-skills through a quality work ethic, communication, learning to work as a team and participation in decision –making.
11. To encourage and promote gender and racial harmony between participants, volunteers and executives, in recognition of the diverse ethnic backgrounds of

participants in minor hockey and to discourage racism and discrimination in any and all forms.

12. To promote and encourage good will and good sportsmanlike conduct and attitudes among players and coaches.

## **SHA – Divisional Value Statements**

LMH promotes the divisional value statements to serve as guidance in the development of programs and services to each age division.

**Under-7 (U7)** "Fun and fair for everyone, U7 players will focus on introductory individual skills in a group setting with little to no focus on competitive games."

**Under-9 (U9)** "Through a learn through fun environment, U9 players will focus on the development of fundamental skills with the introduction of individual tactics and team play at all positions."

**Under-11 (U11)** "Improved skill by improving self-confidence, U11 players will focus on the development and refinement of fundamental skills while introducing team concepts."

**Under-13 (U13)** "Progressive and inclusive, U13 players will focus on continued skill development while increasing the emphasis on team play and tactics. Programs are designed for recreational and competitive league play."

**Under-15 (U15)** "Through consistency and commitment, U15 players will focus on skill development & reinforcement as well as team tactics and how the role as an individual plays a part in team success. Programs are designed for recreational and competitive league play."

**Under-18 (U18)** "All encompassing, U18 players will focus on skill reinforcement and utilizing individual strength for the success of the team. A culture of teamwork, work ethic, and competition is paramount while balancing the need for recreational, competitive and elite league play to ensure a sustainable program."

**Recreational** - Priority is placed on participation and enjoying all playing & social aspects the game/team offers.

**Competitive** - Priority is directed toward player/team development and advancing to the next level.

**Elite** - Priority is focused on a full hockey program experience including billets and education considerations. Intended for players with both the skills and desire to continue to advance within hockey

### **Section 3: Lashburn Minor Hockey Stakeholder Duties and Responsibilities**

#### **Players**

Players shall recognize that coaches, managers and other team officials are placed in a position of “loco parentis” (acting as responsible and reasonable parents) by LMH. As such they are charged with controlling and directing player behaviour both on and off the ice, and at all hockey or team activities. Players are, therefore, subject to disciplinary action at the team, league, or board level, should they exhibit behaviour that transgresses these guidelines/expectations.

The duties of the players are as follows:

1. To play according to the rules set out by S.H.A. and C.H.A.
2. To show respect for all coaches, managers, game officials and parents. To comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards.
3. To show respect for all fellow team members.
4. To show respect for all opposing team members.
5. To behave in such a manner that reflects positively on Lashburn Minor Hockey in the community.
6. To notify the LMH Grievance Committee of any grievances that he/she feels should be dealt with.
7. To ensure the dressing rooms are left clean and tidy after each use, both home and away.
8. Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian)
9. Demonstrate a positive attitude to the game, practice and learning in general.
10. Arrive for games, practice and other team functions at the time specified by the team. Be ready to go on the ice stipulated by coaches for practices and games.
11. Have all equipment maintained in good repair and ready for use prior to games and practice. Returning any LMH property (Jersey, goal equipment, etc.) to appropriate officials in a condition similar to that when issued other than normal wear and tear.
12. Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity.

#### **Parents**

The duties of the parents are as follows:

1. LMH has the following procedure for dealing with grievances:
  - a. a 24 hour cooling off period is recommended
  - b. Feedback at all times should be constructive and respectful
  - c. team / player issues should be shared with the team manager to help resolve within the team, if this does not satisfy you;

- d. Take grievance to the LMH Board Grievance representative; if that does not satisfy;
    - e. It will be referred to the LMH Grievance committee; if this does not satisfy the STEP chain of command process follows.
    - f. No parent is to contact STEP directly
  2. STEP Chain of Command and 24 Hour Rule
    - a. If you have a complaint or concern please follow these steps:
      - i. 24 hour rule applies. Please wait 24 hours after the game to settle down before you do anything
      - ii. Contact your minor hockey association, if they do not satisfy you;
      - iii. Contact your governor, if they do not satisfy you;
      - iv. Your association may email STEP League (STEP League needs proof that the previous steps were followed so we highly recommend that you use email when contacting the proper people)
3. To have the players to all games and practices on time and ready at the time agreed at the parents meeting at the beginning of the year. Ice is valuable so being on time is important to get the most value of the time available. If a player cannot make a practice/game/tournament the manager or coach of the team must be informed with a valid reason. Invalid reasons can result in reprimand as decided by the coaches and manager of the team in consultation with the Discipline Committee.
4. To support their child in a positive manner.
5. To show respect for all game officials, players, coaches, managers and parents of both teams. Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Discipline Committee. In the event of, suspensions from all S.T.E.P. League arenas/games in any age division will be issued if not followed.
6. To behave in such a manner that reflects positively on LMH and on the community.
7. Complete any courses as required by SHA or appropriate league.
8. Assist the Board and the Team Manager by:
  - a. Participating in all fundraising activities undertaken by Lashburn Minor Hockey and the team your child participates on.
  - b. Assist at games and tournaments (timekeeper, penalty box, kitchen, etc.)
9. To ensure all equipment used by your child is C.S.A approved, is in good condition and is appropriate to the level of play. To ensure child's equipment is properly fitted and sized.
10. Remember hockey is for your child's enjoyment and any negative comments/complaints about LMH, board members, coaches, managers, assistants, players, and parents/guardians shall be kept to yourself (including

posts to social media) or brought to the attention of the board through the grievance committee.

## **Manager**

The duties of the manager are as follows:

1. To ensure all medical and Fair Play forms are filled out and accompany team to each game.
2. To be responsible for all team jerseys and equipment and to wash team jerseys regularly. Ensure clean jerseys and goalie equipment (if applicable) are handed in at the end of the minor hockey season and returned to the Minor Hockey equipment manager.
3. To co-ordinate with the Ref Coordinator referees and linesmen for all home games. Sign referee and linesmen forms and pay wages at the conclusion of each game.
4. To designate kitchen staff, timekeepers, penalty box and 50/50 tickets for each home game. Managers need to ensure parent volunteers have appropriate competency and understand expectations of these duties. i.e. how to run clock, fill out game sheets, run PA system, kitchen, penalty box etc. Managers would arrange for training as required.

*Note: LMH Suggests that shifts are to be split evenly to all players, regardless of how many players/family. Volunteering for coach/managers does not exempt you from shifts. However, if teams choose parents can vote to split differently on a team by team basis.*

5. To collect and deposit 50/50 funds as per direction from LMH treasurer.
6. To ensure game sheets for each home game are properly filled out and signed by the appropriate officials. Game sheets to be distributed as follows:
  - a. Top 2 copies to the winning team
  - b. Copy 3 to the losing team
    - i. It is the responsibility of the winning team to report game results to the League, by emailing a copy to STEP. In the event of a tie it is the responsibility of the home team to report to the League.
7. Scheduling: To attend STEP league scheduling meeting and schedule all league games. To reschedule league games as necessary. League games have priority over exhibition games and tournaments. STEP League requires that all rescheduled games must be reported to the in the manner stipulated by STEP on its website. To ensure that all league games are played by the STEP League deadline. To schedule exhibition games, after consulting the coach for approval. To schedule additional practices if necessary, after consultation with the coach.
11. To organize and run with the help of all team parents, one hockey tournament in our home arena per season, for U7, U9 and U11.
12. To cooperate with other team managers when scheduling and rescheduling games and tournaments.



13. To contact parents of team members and coach to discuss tournaments and exhibition play prior to scheduling.
14. To ensure communication between the parents and the Board of Directors, which may include but not be limited to, suspensions, fee collection, grievances, and team conduct.
15. To liaison with the LMH Registrar to ensure team roster is complete and all players approved by SHA before playing any games.
16. Register teams for Provincials if applicable (U13 and higher divisions).
17. Emphasize to parents that the game is for the players, not the parents. Request parents support the coaches, and managing staff of the team.
18. Operationalize a team safety plan based on HC guidelines and LMH board direction.
19. All managers must have the proper certification as set out by SHA. Any manager who has been fined by SHA for not having the appropriate certification will not be able to manage a team the following season until proof of completing the appropriate certification has been supplied to the Board.
20. Coordinate any team fundraisers and obtain applicable lottery licenses if required.

## **Coach**

A coach can be a tremendous asset to a player's development in both life and sport and is why these selections must be made with the utmost amount of due diligence. The Board will partner with the parents from each age group to always try to put in place good leaders and great role models. This policy is not intended to provide answers to every situation that will ever come up. In such situations decisions by LMH board will be final.

The duties of the coach are as follows:

1. To run hockey practice and coach games.
2. To promote the development of hockey skills in all members of the team.
3. To promote fair play and to respect for the rules, officials and opponents.
4. To provide players equal instruction and support.
5. To allow all players to participate in hockey games with reasonable playing time and to treat all players fairly.
6. To promote gender and racial harmony between participants and to discourage racism, discrimination, and bullying in any and all forms at the individual and team level.
7. To ensure all equipment provided by minor hockey is in good condition before playing a game. If the equipment is not in good condition, report to the equipment manager.
8. To ensure dressing room, players box and ice surface is in good condition before playing a game.
9. To ensure the dressing rooms are left clean and tidy after use, both in our own arena and in others.

10. To obtain proper certification as required by SHA and to continue updating coaching skills.
11. To ensure proper conduct of players and one's self both off and on the ice at all SHA and Lashburn Minor Hockey functions.
12. All coaches must hold the minimum certification required by SHA. Any coaches/assistant coaches who have been fined by SHA for not having the appropriate certification will not be able to coach the following season until proof of completing the appropriate certification has been supplied to the Board.
13. Coaches must assume responsibility for the conduct of their players on and off the ice during the time that they are under their supervision. Any coach found guilty of ordering his player to intentionally hurt another player will be dealt with by the discipline committee and will be suspended until such time as an investigation is completed.
14. Coaches must conduct themselves in an exemplary manner, as they are setting the tone for not only the players, but the parents and support staff as well. Any unseemly conduct, including excessive profanity, the use of illegal or intemperate use of alcohol or drugs, or the provision of such substances to players will be dealt with the Discipline Committee and may lead to the suspension or dismissal of the coach.
15. Coaches must become familiar with the philosophy and rules of LMH. Failure to follow either one or both may result in disciplinary action.
16. Coaches can expect full cooperation from the Board in dealing with players or parents who fail or refuse to comply with their reasonable expectations.
17. Provide opportunities for parents to inform the coaching staff and management as to the goals and objectives they feel are most important, that they would like emphasized and their expectations for their children (e.g. Parents Meeting).
18. Ensure that team rules are set at the start of the season. The parents and players shall provide their expectations as to fair ice time and equal opportunity for all players. It will be the coaches' responsibility to follow these expectations. The grievance committee will deal with any discrepancies as to fair ice time and equal opportunity and how it is being allocated. For all intents and purposes, all leagues will practice equal opportunity as set out by the players and parents. Meetings regarding team rules and equal opportunity will be documented and approved by a 75% majority vote of the parents.
19. To choose the coaching staff for their team from list of applicants, and to give direction to their staff as to roles of each person selected. (who will be on ice for practice, who will be on bench for games)
20. To work with their manager to organize extra practices, exhibition games, reschedule games, etc.

21. To host a parent meeting at the start of the year to set out their directives and goals. To convey the rules and philosophies of LMH to the parents and players, and encourage parents to access the LMH handbook.
22. To ensure all equipment used by your child is C.S.A approved, is in good condition and is appropriate to the level of play. To ensure players equipment is properly fitted and sized.

### **Assistant Coaches**

1. No assistant coaches shall be chosen until after the team has been chosen. Assistant coaches will be chosen by the head coach of each team.
2. All assistant coaches must hold the minimum certification required by SHA.
3. Will fulfill the role assigned to trainer if there is no trainer on the team.

### **Trainer**

1. Trainer or at least one team official must have approved and valid HC safety certification.
2. Valid First Aid and/or CPR certificate would be an asset
3. Ensure first aid kit is available for games and practices.
4. Stays informed of the status of injured and sick players and advise coach.
5. Ensure any player returning from an injury is doing so with the consent of the medical professional (Dr. Note), if any, who had prescribed treatment.
6. Complete injury forms when deemed necessary.
7. Liaisons with manager to operationalize team safety plan.

### **Coaches Clinics**

1. The LMH may reimburse coaches / managers / trainers for fees associated with obtaining required coaching certification.

### **Referees**

1. The LMH may reimburse referees fees associated with obtaining required certification.
2. Referees are expected to be at the rink 30 minutes before game time, and be ready by the time teams are warming up to ensure games start on time.
3. Referees game fees and any applicable travel costs will be paid with assistance of the home team manager at the conclusion of a game. Proper paperwork needs to be filled out to obtain payment

### **Board**

The responsibilities and duties of the LMH board are set out in the LMH Constitution.

## **Section 4: Registration and Fees**

### **Registration**

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1. Deadline to register players will be August 31 for the season commencing in October.
2. For the purpose of SHA registration, LMH will be categorized depending on centre / non-centres and combinations of population as determined by SHA.
3. Every player will register and play in the division that is appropriate for his/her age except as approved as an exception by the board.
4. Concession fees to SHA or the hockey authority will be the responsibility of the member. When acting in the best interest of LMH, the board may elect to pay such fees.
5. Payments can be made by making an annual or monthly payment. Details will be in registration portal annually.
6. No movement between divisions after November 1st without the consent of the Board of Directors.
7. The program will run from September/October (ice in) to the end of March (ice out).
8. The utilization of arenas will be up the discretion of the Board.
9. Player releases will be granted only to those that wish to play AA or higher caliber hockey. Players that wish to play in other communities at the same level of hockey being offered in their hometown will not be given the release without presenting special circumstances to the board to be voted upon.
  - a. Players will be released who joined LMH due to their home community not having a team and wish to return to home association, or to an association the players home association has chosen to partner with.
10. Players and coaches will be shared with other associations for female or tournament teams as required.

### **Age Classifications - as of December 31st**

- a) Pre (U7) – age 4 and under
- b) Under-7 (U7) – 5 and 6 years' old
- c) Under 9 (U9) - 7 and 8 years' old
- d) Under 11 (U11) - 9 and 10 years' old
- e) Under 13 (U13) - 11 and 12 years' old
- f) Under 15 (U15) - 13 and 14 years' old
- g) Under 18 (U18) - 15, 16 and 17 years' old
- h) Female (U13) –12 and under
- i) Female (U15) – 13 and 14 years' old
- j) Female (U18) – 15, 16 and 17 years' old
- k) House - As determined by the Board based on the oldest eligible player composing the team's registration.

### **Fees**

1. The registration fee will be set by the Board prior to the beginning of each season.

2. The fundraising fee will be set by the Board prior to the beginning of the season.
3. Deadline to register is June 30. After this date players, will be accepted based on availability within an appropriate division. A non-refundable late registration fee as outlined below will apply.
4. All registration and fundraising fees **must** accompany registration. Registration fees can be paid ( describe how)
5. Late registrations/fees will be subject to the below listed non-refundable fee:
  - a. After June 30 \$50
  - b. After August 31 \$100
  - c. After October 30 \$150
6. Any registrations that result in NSF fees will be subject to a \$25 fee and a suspension in the player's registration until fee is collected.
7. The refund policy for the registration fee will be as follows:
  - a. July 1 – September 15 \$25 will be withheld
  - b. September 16 -October 31 \$100 will be withheld
  - c. November 1- December 31 one-half of the registration
  - d. After December 31 No refunds
8. There will be no refund for fundraising fees and late fees.
9. No player will be allowed on the ice anytime without having first registered and is current with fee arrangement plan. Any missed payment will result in a warning. If after the warning, payment or arrangements for payment have not been made, the player will not be allowed on the ice until payment is made. This will be enforced by the President or their designate.

### **Eligibility**

1. In order to participate in the LMH program, the player must meet residential qualifications as determined by the SHA.
2. The member must be in good standing with LMH and all delinquent fees paid in full.

## **Section 5: Teams**

### **Coach Selection Process**

1. All individuals interested in coaching must complete a coaches information & background form each year in which they wish to coach.
2. The form will outline the coaches credentials, commitment to obtain ones they require, coaching philosophy, previous coaching experience, playing experience.
3. LMH board will vet form for completeness.
4. Parents of each division will vote on coaches via an anonymous system to choose the head coach or coaches for that age group.
5. Notice to apply for coaching positions will be made in as many reasonable ways as possible to communicate the members such as: email, website, and social media.

6. Successful coaches will then be paired with a manager and when teams are divided assistant coaches will be selected.
7. Individuals applying for Assistant coach, Trainer, etc. will also complete a form, and will be selected by chosen head coach.

### **Manager Selection Process**

1. All individuals interested in managing must complete an application form each year in which they wish to manage.
2. The application will outline the managers credentials, commitment to obtain ones they require, and previous or relevant experience.
3. LMH board will vet applications for completeness.
4. Parents of each division will vote on manager via an anonymous system to choose the manager or managers for that age group.
5. Notice to apply for manager positions will be made in as many reasonable ways as possible to communicate the members such as: email, website, and social media.
6. Successful manager will then be paired with a head coach.

### **Teams**

1. Coaches and Managers will be responsible for the formation of all teams in their respective divisions.
2. When a division has enough players for more than one STEP league team, those players shall be divided into teams of equal strength and ability.
3. All Divisions will have a **minimum of 10 players per team** up to U13 and 14 players per year for U15 and U18. Board approval is required for exceptions to these numbers.
4. All league fees, provincial team fees and SHA team certification fees will be paid for by LMH except where noted in other policies that they will not be paid.
5. No team may be removed from a league without a 2/3 majority vote by the Board of Directors.
6. At any time the Board may limit the number of players that are from outside the town of Lashburn and its surrounding rural municipalities in the composition of teams.
7. LMH teams shall participate in SHA or HC sanctioned events only.
8. All teams' participants and team officials shall follow the rules and codes of conduct set out by SHA, HC and LMH.
9. Any player or team official ejected from a game for abuse or harassment must proceed directly to the dressing room and remain in the dressing room or leave the rink area for the balance of the game. Any suspended person causing a disturbance at future games, while still under suspension shall be subject to further disciplinary action.
10. LMH will prepay expenses of up to \$500.00 for each team to be paid back with revenue from the teams home tournament or provincial play down revenue.

11. To host one hockey tournament in our home arena per season. It is required for U7, U9 and U11 age groups, and optional for older age groups who have opportunity to play in SHA provincial play downs.
12. While the LMH board has full discretion when considering combining with neighboring communities and each situation will have to be dealt with on a case by case basis, the following statement will help guide the boards decision: When combining with another town for making teams, we must first consider if it will affect LMH families positively or negatively. (Do we have enough players before adding another town?). Teams will then be split with equal number of out of town kids on each team. Teams will share practice and game times with shared town based on percentage of kids on teams (ex 5 kids on a 15 kid team will share ice time  $\frac{1}{3}:\frac{2}{3}$  with neighboring town) Kids will pay fees in their own town and organizations will pay ice rental for their share. Teams with less than  $\frac{1}{3}$  kids on a team will pay fees in Lashburn and all ice time will be in Lashburn. (Consideration may be given for special games i.e. Minor Hockey Day in shared towns' home rink. LMH will pay for ice rental in this case)

### **Affiliations**

1. LMH shall follow all SHA and league rules regarding player affiliations.
2. All player affiliations **MUST** be approved by the board sanctioning representative **before** filing the form with SHA. Any conflict between the team manager and board sanctioning representative shall be dealt with by the Board.
3. Any affiliated player **MUST** fulfill his/her responsibilities to his/her team before playing for the affiliated team.
4. Coaches and parents of the affiliated player must be notified each time. Parents of the affiliated player have the final say in the decision for a player to play in each game or not.
5. The coach using affiliate players must rotate through the players equally, wherever possible.
6. Affiliated players can only be used when a team falls below 10 players for U9, U11 and U13, and 14 players for U15 and U18.
7. An affiliated player can be used a maximum of 5 times in one season. Request to use any (one) affiliated player more than 5 times must be requested from the board. Board approval is required before that affiliated player is permitted to play additional games. This rule does not apply to teams that have been given board approval to have an entire season with less than the number of players listed above.

### **Under Age Players**

- a. At registration ALL players MUST register in their appropriate age classification.
- b. Players will be permitted to move age categories with Board approval. The request by the parent/guardian must be made in

writing to any Board member. The request should outline reasons for why the player should be moved to the older age group.

- c. All requests must be made before October 15. The Board shall deal with the request by October 30.

### **Player Ice Time**

Coaches shall within reason give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions and other matters but these should generally have a minimum impact.

Guidelines are as follows:

1. U18, U15 and U13 – Players will be given fair playing opportunities with all players receiving equal instruction and support. The board suggests that fair playing opportunities means coaches shall be permitted to adjust a player's ice time based on players' effort, attitude, and willingness to follow coach's instructions and not players' skill level. Player's ice time may be adjusted due to fair play code violations in regard to respecting the rules, officials, opponents and teammates. Coaches must act reasonably and be able to justify their reasons to the board and parents. At the first parents meeting, coaches SHALL outline and receive consensus from the team parents as to what constitutes "Fair playing opportunities". The majority of parent's wishes shall be followed.
2. U11, U9 and U7 – all players shall receive equitable playing time.
3. U11, U13, U15 and U18 Goaltenders – when more than one (1) goaltender exists per team then each goaltender shall play equitable time during all regular season and exhibition games. For goalies who play both goal and out positions, coaches will choose to dress them as player or goalie for league playoffs and SHA playoff. Where there is only one designated goaltender on a team, this rule will not apply.
4. U7 and U9 Goaltenders -There is no designated goaltender and all players shall be given the opportunity to play at all positions.

### **Uniforms and Equipment**

1. The LMH Equipment Coordinator shall be responsible for the purchase, maintenance, distribution and control of all LMH equipment. Equipment will be assigned to each team manager at the beginning of the year. Teams will have the following responsibilities around equipment:
  - a) Maintain an accurate inventory at the start and end of each season.
  - b) All equipment when not in use shall be stored in a place approved by LMH.
  - c) Each team will be supplied with a minimum of one set of jerseys and a first aid kit. .
  - d) Jerseys should be laundered or dry cleaned throughout the season by designated team personnel, and returned laundered at the end of the season.



- e) LMH may supply goalie equipment for U7 through U9 Divisions.
- f) LMH will supply all jerseys for games. They will be the responsibility of each team manager or designate and are not to be worn for practices.
- g) LMH goal equipment is to be used for ice hockey only.
- h) Players' socks for home and away colours will be available for purchase at the beginning of each season.

### Ice Schedule

- d. Teams will be allocated the following ice time each week, subject to availability of ice with the Lashburn CN Sportsplex:
  - i. 2 practice times of 1 hour each; either separate or together if there are more than one team in the same age group.
  - ii. Games time for home league, playoff, and SHA provincial playoff games
- e. Annually
  - i. If applicable up to one home tournament a year (Ice rental will be paid from tournament proceeds for games that a Lashburn team is not playing);
  - ii. Exhibition games as ice slots are available and requests are reasonable and financially feasible
  - iii. Each division will be provided a practice schedule and availability for each division for weekend games.
- f. All ice scheduling and cancellations shall be coordinated between the CN Sportsplex Ice Scheduler and team managers.
- g. All ice time is divided as fairly as possible amongst divisions and not by teams
- h. The LMH board will have final decision if a complaint is filed in writing.
- i. Order of preference will be given to ice times as follows:
  - i. SHA provincial
  - ii. League playoffs
  - iii. Tournaments (one per division)
  - iv. Practice
  - v. Exhibition
  - vi. **Note:** Where one team "bumps" another team for a particular ice time, per the order of preference above, the managers are directed to work towards a solution to make reasonable accommodation to each other.
- j. The Board of Directors will ensure any additional ice will be assigned on an equitable basis to all teams within the organization. It will still be the managers' responsibility to periodically check and use available ice time.

- k. The Board of LMH will decide on which ice time, events and arena rentals will be paid for under special circumstances (e.g. out of town arena rental).

### **Game Rules**

The LMH governs itself per the rules of the HC and SHA and officials are encouraged to enforce the rules consistently and impartially. Notwithstanding the foregoing, the Board reminds team officials and players alike to the following regulations:

1. Where penalties are assessed in numbers of games, this shall mean the next league, playoff, or previously scheduled tournament game(s). Players cannot take part in any game until their suspensions are served. Suspensions cannot be served in exhibition games. Please note that a suspension incurred for a violation of a league rule may be implemented at the discretion of the league.
2. Any player or team official who is ejected from the game is to proceed directly to the dressing room for the balance of the game or to leave the arena. Failure to do so will result in further disciplinary action by the Discipline Committee.
3. Unseemly conduct by On-Ice and Off-Ice officials shall be investigated by the Referee Coordinator/Referee in Chief who shall report to the President any matters requiring action by the Discipline Committee.
4. Off-ice Officials are expected to co-operate with the referee(s) to ensure that game sheets are properly filled out and signed by the on-ice officials and both coaches. Anyone refusing to comply with this requirement shall be reported to the President for further action.
5. The Manager of each team shall monitor the conduct of players and team officials under his or her jurisdiction, and shall serve notice to any player or team official guilty of breach of discipline. The Board may call any offending player or team official before the Discipline Committee for further action.
6. The LMH will enforce a policy of zero tolerance for illegal and / or performance enhancing drugs.
7. The LMH reserves the right to take additional disciplinary action where the behavior of any player, team official, parent or other person associated with LMH is of serious and continuing concern.
8. All players, coaches, parents, league officials, and LMH officials should be aware of Risk Management and use CHA's guidelines in prevention of injuries and elimination or risks.
9. LMH enforces HC's ruling in regard to hazing or knowledge of it by any player, parent, or team official.
10. All persons involved with the LMH should understand and follow HC's fair play codes for players, coaches, parents, officials, spectators, and league organizers for the betterment of minor hockey.

11. The LMH will enforce a policy of **zero tolerance of any form of abuse of officials, players, coaches, spectators or board members.**
12. No player is permitted on the ice before the Zamboni doors are closed.
13. No player is allowed on the ice without a coach on the ice.

### **Co-ed Dressing Room Policy**

1. LMH adheres to Hockey Canada's policy on Co-Ed Dressing Rooms. This policy in essence states that in all age groups U13 and above, females and males will change in separate dressing rooms.
2. We seek to provide an environment where both genders have a chance to participate in and enjoy playing hockey. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport.

### **Tournaments**

1. Tournaments are under the control of the team managers. Admission may be charged at the gate with the stipulation that all LMH players/coaches be admitted free. LMH will float up to \$500 of expenses for a tournament to be repaid when the tournament is completed. Tournament fees are to be collected by the hosting team(s) and will be used for tournament expenses. Any remaining money after tournament expenses are covered is allocated to the team(s) who ran the tournament for their use. Home teams will not be charged entry fees for local tournaments. LMH will pay ice rental fees for games that Lashburn teams are playing in their own tournament. For 1/2 ice games, LMH will cover 1/2 of the cost if 1 Lashburn team is on the ice. LMH will cover the full cost of 2 Lashburn teams on the ice. Referees, linesmen and ice fees shall be covered by the tournament fees.
2. Managers shall endeavor to make their tournament self-supporting.
3. All tournaments must be sanctioned by SHA at least three (3) weeks prior to the event.
4. All tournament game sheets must be mailed to SHA within 24 hours of the completion of tournament play.
5. All referees, no matter what age group, must be paid for out of the tournament proceeds. Minor hockey will not pay referee fees for any tournament play.
6. All remaining fund at the end of the hockey season shall be returned to LMH.
7. As described in the Teams section of the handbook: U7, U9 and U11 age groups are required to host one hockey tournament per season and is optional for older age groups who have opportunity to play in SHA provincial play downs.

### **Fundraisers**

1. Team are required to support LMH fundraisers as the priority each season:
  - a. Annual Cash draw
  - b. 50/50 Tickets
  - c. Tournaments – for U7, U9, and U11 – See tournaments section
  - d. Provincial Playdowns for U13, U15, and U18 – See Provincial Playdowns section.
2. Teams can run team fundraisers to support the following examples:
  - a. Year end gathering and team gifts
  - b. Team clothing
  - c. Tournament fees, including travel and team meals
3. Team manager, or their designate, need to ensure fundraisers are ran appropriately and any applicable lottery licenses are obtained, and provincial and municipal rules are followed.
4. All team fundraisers must fill out the Fundraiser approval form and email to mail to: [secretary@lashburnminorhockey.com](mailto:secretary@lashburnminorhockey.com)
5. A decision of approval would be received within 5 business days.

### **Provincial Play Policy**

1. SHA Provincial Playoffs - LMH will only have one representative team per Provincial classification.
2. LMH shall pay for ice time for all provincial playoff games and up to 1 additional practice per week .
3. The team shall fund all other expenses incurred that relate to provincial playoffs.
4. A team in provincial playoffs shall receive all revenue from the game admission and 50/50 sales. Gate money is to be used by the team for referee costs and team travel expenses.
5. Deadline for teams to confirm Provincial registration with the Board of Directors shall be November 30 each year.

### **Out of Province and Unsanctioned Games**

1. Any player, team official or team that has been registered by LMH and participates in an unsanctioned event will be dealt with by the Board and/or a designated committee.
2. Definition of a sanctioned event is that as defined by SHA.
3. All teams travelling out of the province for tournament must receive a travel permit from SHA before the event.

### **Recognition & Awards**

1. The Board of Directors intends to recognize those individuals whose commitment and service to minor hockey and to the LMH. By way of motion the Board will determine the recognition based on each circumstance.

2. LMH will provide each team a selection of awards each year to recognize individuals based on:
  - a. Most Improved
  - b. Most Sportsmanlike
  - c. Most Dedicated
  - d. Most Valuable

### **Section 6: Discipline & Dispute Resolution Process**

The LMH Board expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behaviors should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

Lashburn Minor Hockey, through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The LMH discipline committee shall ensure that regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

#### **General Discipline Guidelines**

Without restricting the foregoing the following general guidelines apply:

- a. First infractions by players will be satisfactorily concluded at Stage 1
- b. Second infractions by players proceed directly to Stage 2 under extreme circumstances
- c. Infractions that involve coaches, team followers or parents normally proceed directly to Stage 2
- d. Suspensions when applied to players shall specify.
  - i. The number of games to which the suspension applies, both league and exhibition, or
  - ii. The time period for which the suspension applies
- e. Player suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas and possible spectator areas or arenas.

## **Stages**

Three stages of Discipline are possible, namely;

STAGE 1- The Informal Process

STAGE 2- The Formal Process

STAGE 3-The Appeal Process

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two or more bench minors in one game
4. A coach or assistant who is ejected from a game
5. A team, who in the opinion of the Discipline Committee, is being assessed too many penalties of a serious nature
6. A team member or team follower who repeatedly brings discredit to the team and LMH, through violent, abusive, or gross behavior, on or off the ice
7. Use of intemperate use of alcohol or use of any illegal substances while representing LMH through participation in any team activities.
8. A parent or guardian who exhibits conduct unbecoming of the integrity of LMH
9. Any team who fails to utilize ice time without prior notification

### **Stage 1- The Informal Process**

1. Standard Suspensions: Where the SHA current rule book dictates a suspension for a player for a rule transgression, and game officials determine, by write up, that such a transgression took place, the coach and manager, as a matter of routine will implement the suspension.
2. Non-Standard Suspensions: When incidents occur which may warrant disciplinary action, the coach/manager shall report the incident as quickly as possible to the Discipline committee, and at least prior to the next game, for action.
3. A representative of the Discipline committee and the coach shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain relevant facts of the incident.
4. The coach implements the sanctions with the players. A file must be created and established with the Discipline Committee until the end of the season when the file will remain with the Secretary of LMH. The President should be notified of the sanction or discipline as soon as possible.

### **Appeal of Discipline**

1. Notwithstanding the above, should a player, coach or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanctions remain in effect until stage 2 is complete.
2. For incidents of a very serious nature, the Discipline Committee may elect to suspend the player indefinitely and proceed directly to Stage 2.

3. Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the President or Vice President.

### **Stage 2- The Formal Process**

1. The President or Vice President, on receiving a written appeal or request shall convene the Discipline Committee.
2. The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information as required.
3. The committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the LMH Secretary.

### **Stage 3- Appeal of Discipline**

Notwithstanding the above, should a player, coach, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the LMH Discipline Committee, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

### **The Appeal Process**

2. The Discipline Committee, on receiving a written appeal or request shall convene the LMH Board.
3. The Board may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given the executive will discuss the case in private.
4. The Board shall render its decision by motion and a simple majority of those members in attendance shall suffice.
5. The Board shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the LMH Secretary.
6. The findings of the Board are deemed final.

## **Section 7: General Guidelines**

### **LMH Annual Fundraiser**

1. The Fundraising Committee will determine what type of fundraiser(s) will be done for the year. The Board will appoint a Fundraising Chairperson each season.
2. Each member is required to sell the required number as pre-determined by the Fundraising Committee at the start of the season.

3. The Fundraising Chairperson will be responsible to obtain the proper lottery license and look after initial distribution of the fundraiser information and report any problems back to the Board of Directors.
4. The Fundraising Chairperson will be responsible for determining the winners. All draws should be conducted in a public place.
5. The Fundraising Chairperson is responsible for creating and distributing forms tracking tickets given to each division. The Manager will be responsible for completing the form detailing each player and how many tickets were sold by each player. Failure to complete the form correctly will eliminate those players who have sold over the minimum from any draws. This form shall be returned to the Fundraising Chairperson by the team managers upon collection by the due date.
6. It will be the responsibility of each team manager to collect the fundraising money and submit to the Treasurer.
7. The fundraising chairperson will be responsible to generate reconciliation showing the number of players to the number of tickets sold.
8. At the conclusion of the fundraising project, the Fundraising chairperson will submit a final report to the Board.

### **LMH Website**

1. The Board will assign an individual to maintain and operate their website. It will be this individual that makes timely updates to the site and takes direction from the Board as to content.
2. Manager / Coaches will have area assigned for their team to assist with communication with parents.
3. Advertising may be sold on the website to recover costs of the service.
4. Online registration will be available on the website.

### **Social Media Policy**

Social media is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social media focus on building communities online with others of similar interests. LMH understands and appreciates the importance of social networking as it relates to the personal lives of its members.

Some common-sense rules should guide LMH members when using social media.

Failure to follow these guidelines may result in disciplinary action from the LMH Board.

Members should not make statements that are demeaning to LMH volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with LMH, STEP league or its members, SHA or HC.

Members should not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential.

Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use,



alcohol abuse, public intoxication, etc. (Example, posting a fight online would be considered inappropriate).

Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the LMH, STEP and SHA.

### **Criminal Record Checks**

To ensure the safety of all players, coaches, assistant coaches, managers, trainers and anyone else registered with LMH in a formal capacity with any team will be subject to a criminal record check.

LMH requires that criminal record checks must be done every three (3) years. It is to be presented to the Board at the beginning of the season and no later than October 31.

The Vice President will be responsible for safe keeping. No above official will be permitted to participate in any team event until the submission of their criminal record check. The criminal record check submitted must **not** be more than nine (9) months old.

Criminal record checks can be done at the local RCMP office.

Any concerns based on the criminal record check can and will be addressed by the Board of LMH. LMH has the discretion to deny the application of any individual depending on the results of the criminal record check.