



LEDUC MINOR HOCKEY ASSOCIATION (LMHA)

OPERATIONAL POLICIES AND PROCEDURES

September 2021

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ARTICLE I: GENERAL

1.0 PREAMBLE

1.1 The Operational Policies and Procedures outline regulations under which Leduc Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies and Procedures, all participants (individuals and teams) in Leduc Minor Hockey, all members of LMHA, including player, parent, coach, team official, or team follower and fan, are bound by the Bylaws, Operational Policies and Procedures and Regulations of the Leduc Minor Hockey Association, Hockey Alberta and the Hockey Canada. The following interpretations apply. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method the policy is to be employed or followed.

2.0 VISION STATEMENT

2.1 Healthy engaged citizens who are life-long supporters of hockey and strong communities.

3.0 MISSION STATEMENT

3.1 LMHA delivers hockey programming to children and youth in Leduc and the surrounding community to develop hockey skills, build character, and prepare youth to be good citizens contributing to their communities.

4.0 VALUES

4.1 The Leduc Minor Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, guidelines and procedures which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels. The Leduc Minor Hockey Association shall value its volunteers and staff and shall value open communication to its members. Leduc Minor Hockey Association shall strive to apply the Bylaws, policies, guidelines and procedures of LMHA consistently. Leduc Minor Hockey Association shall operate with financial and fiscal accountability and responsibility based upon the concept of value for the members.

5.0 LEDUC MINOR HOCKEY ASSOCIATION (LMHA)

5.1 Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca.

5.2 Hockey Canada is the governing body of hockey Canada. The website for Hockey Canada is www.hockeycanada.ca.

5.3 The Leduc Minor Hockey Association shall be referred to in this document as LMHA. The website for Leduc Minor Hockey Association is www.lmha.ab.ca.

5.4 LMHA has an office located at Bay 1, 3719-48th Avenue in Leduc.

5.5 The mailing address for LMHA is P.O. Box 3876, Leduc, Alberta, T9E 6M8.

6.0 BYLAWS

6.1 The Bylaws of LMHA are available on the website of the LMHA. The Bylaws are governed by the Societies Act of Alberta and can only be changed or amended by vote by the membership as outlined in the Bylaws at the annual general meeting of LMHA.

7.0 MANUALS

7.1 All the manuals or such written information pertaining to LMHA shall be available on the LMHA website or as provided by LMHA.

8.0 POSITIONS OF THE BOARD OF DIRECTORS OF LMHA

8.1 The current positions on the Board of Directors of LMHA are listed below and the responsibilities of such positions shall be described in the Bylaws.

- President
- Past president
- Vice President - Directors
- Vice President - Female Hockey
- Vice President – Hockey Operations
- Communications
- Secretary
- Tournament Director
- Fundraising Coordinator
- Sponsorship Coordinator
- Equipment Director
- Referee-in-Chief
- Risk Management
- Coach and Player Development
- Volunteer Director
- Financial Administrator
- Administrator
- Director of each Division U7 through U18

8.2 The names and email addresses of the persons currently holding the above positions are available on LMHA website.

8.3 A member of the Board of LMHA Board shall be eligible to receive full volunteer credits for each child they have registered in LMHA. The credits will be awarded provided such member has fulfilled their duties as determined by the remaining members of the Board.

9.0 THE BOARD OF DIRECTORS

9.1 The Board of the LMHA shall ensure that the business and affairs of LMHA are conducted in accordance with the Societies Act, Association Bylaws, Regulations and any Operational Policies, Rules & Guidelines that may be enacted by the LMHA Board from time to time. In general, the LMHA Board supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member.

9.2 The Board of Directors shall do the following:

- a) Determine the general policies with respect to the organization, administration and operation of LMHA
- b) Operate the hockey programs at all levels
- c) Provide for the development of players, coaches and officials
- d) Make policy rules, regulations & guidelines respecting the enrolment of players and their access to programs operated by LMHA on a fee for service basis
- e) Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners

9.3 Regarding the Order of Business at any regular meeting of the LMHA Board shall be as follows:

- a) The items of Business at any regular meeting of the LMHA Board shall be as follows:
 - i. Call meeting to order
 - ii. Introduction of guest(s)
 - iii. Approval of Agenda
 - iv. Approval of minutes of previous, regular or special meetings
 - v. Old Business
 - vi. Reports by members
 - vii. New Business
 - viii. Next meeting date
 - ix. Adjournment
- b) If there are agenda items which require specific members to be present, and they are not present, the Director shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.
- c) Meetings of LMHA Board are open to any LMHA Member upon 48 hours' notice to the President of LMHA. This will give the LMHA Board the opportunity to add the guest to the start of the agenda. Guests will be provided an appropriate amount of time, as determined by the President, to present their information with the allowance for a question period from the Board. Upon completion of the agenda item the quest will be asked to leave for the regular board meeting to proceed.

There will be a 15-minute period, minimum, at the Board Meeting for questions from the General Membership.

9.4 Minutes of the LMHA Board shall meet the following criteria;

- a) Include a record of attendance, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting.
- b) Be presented for approval at the next scheduled LMHA Board meeting;

9.5 Voting Privileges at the Board of Director meetings:

- a) Every member present shall vote on every matter unless excused by resolution of the Committee from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest.
- b) At all meetings of the LMHA Board every question shall be decided by a majority of the votes cast on the question. Each Member of the LMHA Board shall be entitled to one vote on every question. In the case of a tie vote, the President of Leduc Minor Hockey Association, or acting Chairperson of the meeting, shall be entitled to a second or casting vote;
- c) Members of the Board shall not vote on any question meeting the following criteria:
 - i. Affecting a private company of which they are shareholders;
 - ii. Affecting a private company in which they hold more than one percent of the number of shares;
 - iii. Affecting a partnership or firm of which they are members;
 - iv. A contract for the sale of goods, merchandise, or services to which they are a party;
 - v. On any question in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are by statute necessarily members;
 - vi. Any question directly effecting the placement or discipline of any player to whom they are directly related;
 - vii. Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate, and shall be deemed absent for that specific question.
- d) No absentee voting shall be allowed;
- e) A member may request their vote to be recorded in the minutes.

9.6 Motions regarding the LMHA Board:

- a) Each member shall have the privilege of proposing motions for consideration by the Board with no requirement of a seconder;

- b) Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling;
- c) On any questions, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so;
- d) No member shall speak more than twice to the same question (only once to a question of order), or no longer than ten (10) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken;
- e) A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against;
- f) Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted;
- g) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

9.7 Duties of the Board of Directors

Financial Administrator (non-voting)

- This is an honorarium position.
- Serves a three-year term.
- Reports directly to the president.
- Acts as authorized signatory for all LMHA bank accounts.
- Has charge and custody of, and is responsible for, all funds and securities of LMHA. Shall receive receipts for monies due and payable to LMHA from any source whatsoever and deposit all such monies in the name of LMHA in such banks, trust companies, or other depositors as shall be selected in accordance with the provisions of the bylaws. In general, shall perform all duties incident to the office of the Financial Administrator.
- Maintain the financial records for LMHA.
- Receive and deposit all registration and similar fees from the Administrator on a timely basis.
- Prepare a reconciliation of the Administrators database to the fees deposited at year end.
- Ensure payment of expenditures on a timely basis.
- Responsible for the security and safe keeping of the LMHA mailbox key as well as collection, opening, and distribution of the mail received.
- Presents a financial report to the Board at the monthly meetings.

- Chairs the Finance Committee and prepares and presents the budget to the Board for approval.
- Monitors revenue and expenditures throughout the year and, when necessary, makes recommendations on revisions to the budget.
- Monitors the bank accounts to ensure appropriate use of funds and levels of funding in each account.
- After the fiscal year end, prepares the books and records for audit as well as communicates with the auditors throughout the duration of the audit.
- Presents the audited financial statements to the Board and the members at the AGM for approval.
- Serves on LMHA Committees where required.
- Any other duties as assigned by the President or the Board.

Administrator

- This is an honorarium position.
- Serves a three-year term.
- Reports directly to the president.
- Maintains the records of LMHA relating to the registration of players and members pursuant to our Bylaws.
- Ensures proper registration procedures are followed for all players registered to play in LMHA pursuant to our Bylaws.
- Coordinates registration process pursuant to our Bylaws.
- Assists with player affiliation process.
- Determines the ice requirements for the season.
- Attends meetings with the City of Leduc and other applicable ice providers representing LMHA to secure ice for the season.
- Allocates ice to each team in accordance with LMHA regulations and policies.
- Schedules and re-schedules ice time to minimize the cost of ice to LMHA with maximum ice cancellation.
- Updates the ice schedule on the LMHA web site.
- Verifies ice bills and forwards to the Financial Administrator for payment.
- Chairs the Registration Committee.
- Serves on LMHA Committees where required.
- Any other duties as assigned by the President or the Board.

Tournament Director

- Serves a two-year term.
- Reports directly to the President.

- Coordinates with the administrator to determine how many tournaments LMHA will be able to host in the current season.
- Ensures Hockey Alberta tournament permits are obtained and posted on the Hockey Alberta website.
- Maintains the Tournament page on the LMHA website.
- Coordinates Tournament Subcommittee as approved by the Board.
- Upon completion of each tournament provides a financial report to the treasurer with detailed transactions.
- Serves on LMHA Committees where required.
- Any other duties as assigned by the President or the Board.

Equipment Director

- Serves a two-year term
- Reports directly to the Financial Administrator.
- Determines the equipment requirements for the current season and advises the Financial Administrator of the budget requirements.
- Presents the equipment requirement to the Board for approval.
- Maintains an inventory of all LMHA owned equipment.
- Assigns equipment to all LMHA teams for the current year.
- Ensures deposit cheques for equipment rentals are received and forwards rental amounts to the Financial Administrator for deposit if necessary.
- Ensures that all equipment is returned to LMHA at the end of the season.
- Disposes of old, worn out, or unnecessary equipment.
- Serves on LMHA Committees where required.
- Any other duties as assigned by the President or the Board.

Fundraising Coordinator

- Serves a two-year term.
- Reports directly to the President.
- Chairs the Fundraising Committee.
- Follows up on outstanding sponsorship commitments currently outstanding.
- Maintains all raffle and gaming licenses and ensures that the paperwork is processed and filed accordingly.
- Is the point of contact for all fundraising events undertaken by LMHA
- Serves on LMHA Committees where required.
- Any other duties as assigned by the President or the Board.

10.0 AMMENDMENTS TO MOTIONS

10.1 Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application;

10.2 An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes;

10.3 When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

11.0 DECORUM

11.1 In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion;

11.2 The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate;

11.3 A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points;

11.4 Calling for the previous question may be ruled out of order by the Chairman if, in his opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

11.5 A member may participate in a meeting of the LMHA Board by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

11.6 A resolution signed by all members of the LMHA Board, as such, shall be as validated effectual as if it has been passed at a meeting of the Committee, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

12.0 EXPENSES AND PURCHASING POLICY

12.1 Expenses

- a. The President, Financial Administrator or secretary shall countersign all expense claims and ensure their validity;
- b. An individual having a cheque issued to them personally cannot sign the cheque;
- c. LMHA cheques will not be issued without a detailed receipt;

- d. All LMHA Board Members are authorized to make purchased in an amount not to exceed \$100.00 per month for miscellaneous items required for the operations of their respective program not covered by the budget;
- e. Purchases more than \$100 but less than \$1000 require approval of the Board at a regular meeting.

12.2 Purchasing

- a. The LMHA Board is charged with the responsibility to ensure the proper expenditure of LMHA funds and to achieve the best possible cost in relation to such expenditures;
- b. All Board Members shall adhere to Purchasing Policy Rules & Guidelines;
- c. Any Board Member found to be in violation of such Guidelines shall be subject to suspension or removal by 2/3 majority vote of the Board;
- d. Authority to Purchase shall be through established budget or by vote of the Board following outlined procedures and policies;
- e. All major purchases, items valued at greater than \$100.00, shall be authorized by vote of the Board;
- f. In addition, the following restrictions apply:
 - i. Items valued less than \$1,000 must be supported by two written quotations;
 - ii. Items valued over \$1,000 must be supported by three written quotations.

13.0 LMHA BOARD STANDARDS OF CONDUCT

13.1 These standards of conduct shall apply to all officers of LMHA, whether elected or appointed, and shall specifically apply to Members of the Board. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior which members are expected to observe. Violation of the standards by an officer may lead to a review by the Executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.

13.2 Officers shall adhere to LMHA policy and seek to change such policy through the proper channels of LMHA.

13.3 Officers shall maintain the integrity of LMHA at all times, and do not initiate or participate in any activity that will place the LMHA in ill repute.

13.4 Officers shall honor commitments made on behalf of LMHA.

13.5 Officers shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.

13.6 In relation to other members of the LMHA Board, a member shall do the following:

- a) Not criticize the sphere of operation of another officer except to that officer or the President. Criticism or reports to the President shall only be made after the officer has been made aware of the nature of the criticism to be levelled;
- b) Not comment, render opinion or decisions, with respect to operations not under their control, to members of the public;
- c) Refer to appropriate LMHA member's issues arising in the community with respect to their sphere of operation;
- d) Not undermine the confidence of LMHA members in other offices;

13.7 In relation to the membership, a member of the LMHA Board shall:

- a) Fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with LMHA;
- b) Treat members with dignity and respect and are considerate of their circumstances;
- c) Not use their position for personal profit, or for the profit of immediate family members;
- d) Not use their position to influence the placement of any players;
- e) Not use their position to influence the selection of any coach or team official.

14.0 COMMITTEES AND SUB-COMMITTEES

14.1 The LMHA Board shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of LMHA. Such Committees or Sub-Committees shall be composed of Members of LMHA and all Committees or Sub-Committees shall report to and be governed by the LMHA Board. Notwithstanding the foregoing, all members of Committees or Sub-Committees must be Members in good standing of the Leduc Minor Hockey Association and Hockey Alberta.

14.2 Any recommendations, activities or projects undertaken by a Committee or Sub-Committee are subject to approval by the LMHA Board.

14.3 Finance Committee

- a. The Finance Committee shall be comprised of Board Members holding the following positions in the current year:
 - i. Financial Administrator (Chairperson)
 - ii. Equipment Director
 - iii. Tournament Director
 - iv. President
 - v. Past President
 - vi. Fundraising Director
 - vii. Administrator
 - viii. Vice-President of Hockey Operations
 - ix. Sponsorship Director

- b. The duties of the Finance Committee shall include but are not limited to:
 - i. Preparing the budget for the upcoming year for presentation to the board for approval prior to the start of the season;
 - ii. Making recommendations for registration, tryout, level adjustment, and any other fees;
 - iii. Performing other duties relating to financial matters as considered necessary by the Board.

14.4 Coach Selection Committee

- a. The Coach Selection Committee shall be comprised of Board Members holding the following positions for the current year:
 - i. Vice-President of Directors (Chairperson)
 - ii. President
 - iii. Coach/Player Development Director
 - iv. Vice-President of Hockey Operations
 - v. Vice-President of Female Hockey
 - vi. Level Directors for each division (as required but the chairperson)
- b. The duties of the Coach and Manager Selection Committee shall include but are not limited to:
 - i. Solicitating coach and manager applications for the applicable teams prior to the start of the current season;
 - ii. Evaluating applications for head coach positions and placing coaches to the appropriate team;
 - iii. Approving all assistant coaches for all teams;
 - iv. Forwards approval for all additional coach training to the Financial Administrator;
 - v. Performing other duties relating to coach and manager selection process as considered necessary by the Board.

14.5 Registration Committee

- a. The Registration Committee shall be comprised of Board Members holding the following positions in the current year:
 - i. Administrator (Chairperson)
 - ii. President
 - iii. Past President
 - iv. Financial Administrator
 - v. Vice-President of Female Hockey
 - vi. Vice-President of Hockey Operations

vii. Secretary

- b. The duties of the Registration Committee shall include but are not limited to:
- i. Preparing for and participating in the annual registration process;
 - ii. Review applications from non-resident players requesting to be admitted to LMHA;
 - iii. Performing other duties relating to the registration process as considered necessary by the Board.

14.6 Player Evaluation Committee

- a. The committee for all teams shall be comprised of Board Members holding the following positions in the current year:
- i. President (Chairperson)
 - ii. Vice President of Directors
 - iii. Vice President of Hockey Operations
 - iv. Coach/Player Development
 - v. Vice President of Female Hockey
 - vi. Level Director for each division (as required by the Chairperson)
- b. The duties of the Team Selection/Player Evaluation Committee shall include but are not limited to:
- i. Coordination of player evaluation and team selection processes at the beginning of the season;
 - ii. Developing and maintaining a comprehensive player evaluation process that reflects the values and beliefs of LMHA;
 - iii. Ensuring all age groups follow the player evaluation process set out by LMHA;
 - iv. Ensuring proper communication of the processes to the applicable players parents or guardians;
 - v. Performing other duties relating to the player evaluation and team selection processes as considered necessary by the Board.

14.7 Bylaws and Policy and Procedure Committee

- a. The Bylaws and Policy and Procedure Committee shall be comprised of Board Members holding the following positions in the current year:
- i. Secretary (Chairperson)
 - ii. President
 - iii. Administrator
 - iv. Financial Administrator
 - v. Vice President of Hockey Operations
 - vi. Current Board Member

- b. The duties of the Bylaws and Policy and Procedures Committee shall include but are not limited to:
 - i. Reviewing and recommending changes to the Bylaws and Policy and Procedures;
 - ii. Performing other duties relating to the Bylaw and Policy and Procedure review process as considered necessary by the Board.

14.8 Fundraising Committee

- a. The Fundraising Committee shall be comprised of the following members:
 - i. Fundraising Director (Chairperson)
 - ii. Sponsorship Director
 - iii. Financial Administrator
 - iv. Secretary
 - v. Tournament Director
 - vi. President
 - vii. As many LMHA members in good standing and deemed necessary by the Fundraising Director

- b. The duties of the Fundraising Committee shall include but are not limited to:
 - i. Setting up and running the fundraising activities for the Association;
 - ii. Obtaining the necessary AGLC approval for all events;
 - iii. Any other duties the Financial Administrator or President consider necessary.

15.0 PLAYER ELIGIBILITY AND BOUNDARIES

15.1 LMHA shall provide programs for players in the U7 through U18 levels, who reside in the boundaries of Leduc Minor Hockey and its associated rural areas as determined by Hockey Alberta. Non-resident players are only admitted to the program under special rules established by leagues, Hockey Alberta, LMHA Operational Policies and Procedures and under specific direction of the board.

ARTICLE II: OPERATIONS AND GUIDELINES

16.0 REGISTRATION AND PAYMENT OF FEES/WITHDRAWAL AND REFUND POLICY/RELEASES

16.1 Formal fees administered by LMHA are general in nature and categorized into three areas, namely, base level registration fees, special program fees and level adjustment fees. LMHA endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the co-operation of several community organizations and agencies.

16.2 All players must be registered with LMHA and applicable registration and try-out fees paid before being permitted to try-out, practice or play with a team. Players not within the Leduc Minor Hockey Boundaries are required to provide the necessary Hockey Alberta forms from their local minor hockey association to tryout.

16.3 The administrator shall provide notice of on-line registration via the LMHA Website.

16.4 The administrator shall make notice of the applicable Hockey Canada age categories through the registration information provided.

16.5 For new registrants all necessary Hockey Alberta forms will be completed as per Hockey Alberta requirements. The administrator will provide a list of required information to register with LMHA on the website.

16.6 Base level registration fees, special program fees and level adjustment fees will be established annually, including any late payment penalties.

16.7 The Financial Administrator may, at his/her discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.

16.8 A family revoking payment plan shall have all registrations declared immediately null and void.

16.9 The prime responsibility for counseling family units experiencing hardship as to the availability of special funding from sponsoring organizations or agencies resides with the Financial Administrator. Benevolent requests are to be made in writing to the Financial Administrator.

16.10 Payment Plans

- a. Shall be approved by the Financial Administrator;
- b. Shall be in writing via email;
- c. Shall be supported by postdated cheques at the time of registration;
- d. Shall be immediately suspended if a payment is annulled;
- e. Shall have last installment payment paid by a date determined by the board at the AGM.

16.11 NSF Cheques

The NSF fee for a returned cheque is \$25.00. On receipt of a NSF cheque, the Financial Administrator has the option to do the following:

- a. Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan; or
- b. Revoke the registration.

16.12 The administrator shall maintain the records of LMHA registration, to include the registered player, birthdate, telephone number, parent(s) names(s), category, level, tryout fee, imports, registration amount paid, address, mailing address, position, rural land location (if applicable) and gender. Most of the records above will be maintained through the Hockey Canada Registry (HCR).

16.13 The Administrator/Financial Administrator may suspend players for any unpaid fees.

16.14 Refunds for players withdrawing from the program will be paid, upon written application to the Administrator, on a pro-rated basis as determined by the LMHA Board.

16.15 Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.

16.16 Refunds from the registration date and prior to the time that the player has participated in any on ice activity shall be 100% of the registration fee paid.

16.17 Refunds from the registration date and prior to the time that the player has been registered on a team but has begun participation or tryouts will be pro-rated less the \$25.00 administration fee.

16.18 Refunds after a player has been carded on a team will have a minimum of \$100.00 deducted for the LMHA Administration Fee, Registration Fees and the Hockey Alberta Carding Fee. In addition, a prorated refund amount will be calculated on the remainder based on participation. The Administrator will provide the details at time of refund.

16.19 The Administrator and Financial Administrator in joint are charged with the responsibility of using reasonable discretion with respect to portioned months.

16.20 For players withdrawing because of personal injury, the minimum \$25.00 administration fee will not be charged. (All prorating and carding fees, based on participation, will still apply)

16.21 For players withdrawing because of a residential move outside of LMHA's boundaries, the \$25 admin fee will not be charged. Proof of new residence will be required along with written application to withdrawal. (All prorating and carding fees, based on participation, will still apply)

16.22 Late Fees are non-refundable.

16.23 No refunds will be allowed after December 31. The Hockey Alberta Carding fee, once paid, is not refundable to Leduc Minor Hockey.

16.24 All LMHA hosted camps or development skates that require payment shall be paid for in full before the athlete can participate.

16.25 If camp registration is cancelled 30 days or more prior to the camp start date, the athlete will be eligible for a full refund minus a 20% admin fee (based on price of camp).

16.26 In the event that camp registration is cancelled less than 30 days prior to the start of camp due to injury or illness, the athlete shall notify LMHA in writing and present a doctor's certificate to LMHA within 1 week of the written notification. LMHA shall review the request and apply full or partial refund minus a 20% admin fee (based on price of camp).

16.27 If camp registration is cancelled during camp, due to illness or injury incurred during camp, the athlete must notify LMHA in writing and present a doctor's certificate to LMHA within 1 week of the written notification. LMHA shall review the request to determine eligibility for a pro-rated refund minus a 20% admin fee (based on price of camp).

16.28 If camp registration is cancelled less than 30 days prior to the start of camp without a doctor's certificate (doctors note), the athlete will not be eligible for refund.

16.29 In the event that an LMHA camp or development skate is cancelled by the association a full refund with no service charge penalties will be issued.

17.0 SOCIAL MEDIA AND NETWORKING POLICY

17.1 For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and all social media websites or networks that allow users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as iMessage or 'texting'. The policy will be applicable to all members of the LMHA Community, including directors, teams, LMHA members and executive, on-ice and off-ice officials, billets, players, players' family members and supporters. LMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. LMHA also respects the rights of all teams and association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the LMHA community on the risks of social media and to ensure all teams and association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, league and/or Leduc Minor Hockey Association.

17.2 Social Media Guidelines are as follows:

- a. LMHA holds the entire LMHA community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b. Comments or remarks of an inappropriate nature which are detrimental to a team, LMHA or an individual will not be tolerated and will be subject to disciplinary action.
- c. It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e. Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f. If requested to participate in an online network, as a direct result of your affiliation with or participation in the LMHA, the LMHA recommends that you request approval from the team or LMHA.

17.3 The following are examples of conduct through social media and networking mediums that are considered violations of the LMHA social media and Networking Policy and may be subject to disciplinary action by the team, league and/or LMHA.

- a. Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member team, LMHA or an individual.
- b. Divulging confidential information that may include but is not limited to player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member team, LMHA or an individual.
- c. Negative or derogatory comments about any of the team, league and/or LMHA executive, members, programs, stakeholders, players or any member of a LMHA team.
- d. Any form of bullying, harassment, intimidation or threats against players or officials.
- e. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing sexual exploitation, bullying etc.
- f. Online activity that contradicts the current by-laws and policies of the LMHA or any of its member associations.
- g. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the LMHA policies and by-laws on these matters.
- h. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

17.4 The team, league and/or the LMHA will investigate reported violation(s) of this policy in the manner set out in the LMHA by-laws for other types of violations. If the investigation determines that a violation has occurred, the team, LMHA Board or Discipline Committee will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a League and/or LMHA by-laws for other types of suspensions.

17.5 When using social media and networking mediums, the LMHA community should assume they are always representing LMHA and/or its member associations or teams. All members of the LMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

17.6 Should the identity or image of any member of the LMHA community be used in social media and networking without the individual, team or association authorization, this is identity theft. Please notify your LMHA team management or the LMHA board immediately. Any use of a player or team member's image or likeness without the written consent of LMHA is strictly prohibited.

18.0 LMHA WEBSITE

18.1 LMHA's Communication Director shall be responsible for the LMHA website and coordinating/deleting tasks.

18.2 The LMHA website shall be the primary information source for the membership and players in relation to registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information.

18.3 All Leduc Minor Hockey Association teams will post the head coach and team manager names and email addresses to the team's webpage on www.lmha.ab.ca.

18.4 All player's information must be added into the team site including parent/guardian information.

18.5 All scheduled games and practices must be posted to the team website in a timely manner.

18.6 No player statistics are to be posted in the U7 or U9 Level team websites. The posting of player statistics is optional for teams at all other levels.

19.0 ASSOCIATION LOGO, COLORS AND SUPPLEMENTARY CLOTHING

19.1 LMHA recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing LMHA logo are designed to provide season-to-season continuity and reduce costs to parents.

- 19.2 The logo colors for LMHA shall be blue, white, and yellow.
- 19.3 All teams must only use approved association logo.
- 19.4 Ideally, the logo should be used on a white background. In instances where it must be imprinted on a dark background, the logo must appear as white, at no less than a 70% screen. It can never appear over a photo, gradient or texture.
- 19.5 Any team interested in purchasing a third jersey or an LMHA logoed practice jersey must obtain prior approval from our Equipment Director.
- 19.6 The size of the logo can vary depending on use. It should never be smaller than 1.25" wide in print and 125 pixels wide on the web.
- 19.7 Inappropriate logo use is classified as:
- a. No rearranging elements
 - b. No resizing
 - c. No distorting
 - d. No color changes
 - e. No screen captures
- 19.8 Supplementary Clothing
- a. All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.
 - b. Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents.
 - c. Supplementary clothing, purchased as team wear, shall comply with Association colors and specifications to qualify to bear LMHA logo.
 - d. LMHA teams are encouraged to avail themselves of the standard clothing, however, should a team elect to purchase supplementary clothing which does not meet the specifications, the only penalty is that it may not bear LMHA logo.
- 19.9 Any questions regarding LMHA logo colors are to be directed the Equipment Director.

20.0 EQUIPMENT

- 20.1 LMHA will provide equipment including practice jerseys, game jerseys, and game socks within set guidelines. All game jerseys shall bear the LMHA logo and be of association colors excluding U11 (McDonalds).
- 20.2 Parents/guardians shall have the responsibility to ensure their child has all necessary equipment and that it is worn properly in accordance with Hockey Canada requirements. Full

safety equipment including, but not limited to, an approved CSA helmet, face guard and neck guard that must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games.

20.3 LMHA shall provide each team with numbered jerseys. In most cases teams will be given two sets of jerseys, away and home. It is required that teams assign a parent(s) to be responsible for collecting and washing jerseys after each game and bringing team jerseys to games as a method of preserving the team jerseys. Jerseys are to be used only for games. Once jerseys are assigned by the Equipment Director alterations to any part of the jersey (i.e. numbers, cresting, etc.) is prohibited without written consent of the President.

20.4 Team jerseys are the property of LMHA and shall be cared for accordingly. One pair of away socks shall be provided to all players at the beginning of each season.

20.5 Jerseys will be allocated to each division by the Equipment Director in consultation with the Sponsorship Director. Jerseys will not be traded across divisions or categories once this designation is made.

20.6 LMHA may provide goaltending equipment for all U7 and U9 teams based on availability and sizing. Players of U11 age and above who have decided to play goal exclusively may be provided with pads, mitt and blocker, based on availability and sizing, but are required to obtain their own upper-body "next to skin" equipment. A deposit of two hundred and fifty dollars (\$250) is required upon goal equipment distribution to be refunded less cost of repair for damage beyond normal wear and tear. Goaltending equipment is to be used for LMHA activities only.

20.7 Team officials shall ensure all team equipment, including jerseys, is returned to the Equipment Director on schedule. Failure to do so will result in a penalty determined by the Equipment Director to the person(s) who have signed out the equipment.

20.8 LMHA shall supply the following equipment to all LMHA teams:

- a. Two (2) sets of LMHA jerseys, Two (2) jersey bags;
- b. One (1) set of LMHA practice jerseys;
- c. One (1) first aid kit;
- d. Pucks.

20.9 LMHA shall follow an equipment replacement plan established by the Vice-President of Hockey Operations and the Equipment Director and approved by the Board.

20.10 LMHA shall not provide water bottles to any of the players; the coaches shall instruct and ensure that each player brings their own water bottle.

21.0 SPONSORS

21.1 LMHA shall seek the support of local businesses and individuals to sponsor teams and other activities.

21.2 LMHA encourages members, players, and parents to support businesses and individuals who support LMHA.

21.3 Team officials are expressly prohibited, without written consent from the Sponsorship Director in advance, from soliciting additional financial support from sponsors recruited by the LMHA Sponsorship Director.

21.4 The names of sponsors and level sponsorship shall be displayed in a manner approved by the Board.

22.0 FUNDRAISING

22.1 Fundraising for individual teams shall be a team activity and responsibility. LMHA does recognize the desirability for individual teams to participate in fundraising activities to defray the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing LMHA (intentionally or not) and are therefore subject to LMHA guidelines and accountable for their actions.

22.2 Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.

22.3 All fundraising activity is to be documented, collected, disbursed and recorded as outlined under the policies for Team Financial Accounts.

22.4 Any refunds to parents or players MUST NOT exceed the amount of cash contributed to the team by the individual parent or player. In other words, there is to be absolutely no fundraising for individual gain.

22.5 Certain activities, such as raffles, require approval and licensing by the Alberta Gaming and Liquor Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and LMHA is not penalized.

22.6 Use of the name, logo or other property of LMHA for fundraising purposes requires the prior approval of the Board.

22.7 These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.

22.8 Any donation greater than \$2,500.00 must have board approval. Any non-monetary donation greater than a value of \$2,500.00 must have board approval.

23.0 VOLUNTEER OBLIGATION

23.1 The parent/guardian of a player shall be required to work a predetermined number of volunteer shifts for each child registered. At the time of registration, the parent/guardian of a

player must provide two undated cheques in the amount of \$250 each for each child registered in LMHA.

23.2 The Volunteer Director of LMHA shall maintain a record of all fulfilled and unfulfilled volunteer credits. Once the parent/guardian has worked the mandatory volunteer credit hours the cheques provided at the time of registration will be destroyed. However, if the parent/guardian does not fulfill their volunteer credit obligation, the cheques shall be deposited to the credit of LMHA.

23.3 Should the parent/guardian be scheduled to work a volunteer shift but fail to work their shift or does not make suitable arrangements for a replacement worker with the LMHA Volunteer Director, the cheque will be deposited to the credit of LMHA.

23.3 The required number of volunteer credits per player per year will be determined by the LMHA Board annually.

ARTICLE III: HOCKEY OPERATIONS

24.0 HOCKEY OPERATIONS

24.1 The LMHA Board shall be charged with the responsibility of managing LMHA's Hockey Operations as set out in the Bylaws, Operational Policy and Procedures and any other manual of LMHA relating to hockey operations to ensure the orderly operation of all hockey programs. The LMHA Board shall set the operational parameters for each program. This will include among other things, ice allocation per division, evaluation scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.

25.0 DIVISIONAL ORGANIZATION (CATEGORIZATION)

25.1 LMHA shall support a program for all player residing within the established boundaries, irrespective of talent or ability. Access to the program is via registration with LMHA and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development.

25.2 Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues based on community size and population. The LMHA Board annually reviews LMHA participation in various leagues and will determine the entrance into such leagues based on what is best for LMHA.

25.3 The year of birth shall determine the category in which a player can play.

25.4 It is the view of LMHA that all players registered in LMHA play at the level consistent with their skills and abilities, and that as players move from level to level, the emphasis is on developmental hockey. The difference between competitive and recreational level hockey

within a division simply reflects varying abilities and skill levels in groups of hockey players for that year, who are at various levels of development. It in no way reflects any negative connotation on any child's future ability as children grow and develop from year to year. In order for hockey to be both fun and developmental, all players need to play at a level consistent with their skills and abilities.

25.5 LMHA shall have teams in the following divisions:

- a. U7 beginning 2020/21 season
- b. U9 beginning 2020/21 season
- c. U11 beginning 2020/21 season
- d. U13 beginning 2020/21 season
- e. U15 beginning 2020/21 season
- f. U18 beginning 2020/21 season

25.6 Subdivision:

- a. Each division may be further split into subdivisions to support the objective of providing a recreational and developmental and competitive experience for players at a variety of skill and commitment levels;
- b. Within any division, player selection to subdivisions shall be based on demonstrated skills, estimates of developmental potential and perceived commitment.

26.0 TEAMS

26.1 Teams in U13, U15, and U18, Tiers 1-4, are eligible to represent LMHA in Provincials if they win their league championship. All other LMHA Representative Teams are identified annually by the LMHA Board. Representative teams participate in the Division in which the teams are highly competitive. Historical precedence has established current participation levels, and shall be under annual review by the Board, and any change in league participation requires the endorsement of the Board. Recreational teams shall be teams that play in Tier 3 or below.

26.2 Teams must comply with all League policies as well as LMHA, Hockey Alberta and Hockey Canada. Teams playing recreational hockey will be subject to the Hockey Alberta minimum suspension guidelines when playing all exhibition or tournament games.

26.3 Only five (5) officials per team will be included on the roster at registration, except for U7 where six (6) will be allowed. Any excess of team officials must be carded in accordance with Hockey Alberta policy at the team's expense.

26.4 Try-Outs

- a. Players must report to tryouts within their own division.
- b. Underage players are permitted to try out at an age division above their categorization only if approved by HA.

- c. All players must be registered with LMHA or be registered for tryouts before participating in any on-ice activity.
- d. Try-out fees, to offset ice and related costs, shall be established annually by the Board, and collected at the same time as registration fees. There is no reduction in tryout fees for players registering late for tryouts.
- e. Players who participate in AA second tryouts will only be charged \$50 as per Hockey Alberta.
- f. There will be no refund of tryout or camp fees within 48 hours of the start date, with the exception of an injury supported by documentation.
- g. Each try-out participant shall be given three ice times prior to being released, providing try-outs are attended from the beginning of the schedule. Hockey Alberta mandates that players participating in second tryouts shall only require two ice times.
- h. Tryouts for U11 through U18 are organized, designed and planned by their respective directors.
- i. All player releases are approved by the Player Selection Committee.
- j. The acceptance of late tryout registrants must have the approval of the Player Selection Committee.

26.5 Level Adjustment Fees

- a. The Administrator and/or the Financial Administrator are responsible for level adjustment fees. Payments for level adjustment fees are due in full by January 15th or a date set by the Finance Committee.
- b. Level adjustment fees are established annually and approved by the LMHA Board

26.6 Team sizes (roster) on all teams, U11 through U18, will be defined by Hockey Alberta.

26.7 Games

- a. All games shall end at the scheduled time.
- b. No person other than those invited by referees working the game will be allowed in the Games Officials room at any time.
- c. Ice schedules will be distributed by the Administrator as soon as they become available. If a practice or game time ice cannot be used the administrator must be advised with 72 hours' notice of cancellation. If the administrator is unavailable, notice may be made to the President.
- d. Coaches shall report all incidents that may result in disciplinary action to the appropriate level director, as soon as reasonably possible after they occur. Coaches failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
 - i. Profanity by players, team officials or club representative;
 - ii. A player who receives a game misconduct, gross or match penalty;
 - iii. A team assessed two or more bench minors in one game;

- iv. A coach, or bench assistant, team member, parent or team follower who is ejected from a game;
- v. A team, who in the opinion of the Director, is being assessed too many penalties of a serious nature;
- vi. A team member or a team follower who repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior, on or off the ice.

27.0 TEAM RULES

27.1 Players are representatives of their teams and Leduc Minor Hockey Association and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to team activities, which shall also include team functions. Players may be suspended indefinitely for violation of the following rules:

- a. All athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies and guidelines regarding the team operations;
- b. Taking photographs or videos in dressing rooms may result in criminal charges;
- c. Alcohol, smoking, vaping, sunflower seeds, chewing tobacco, and any illegal substance will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on busses during road trips;
- d. Players will refrain from using profanity at all times;
- e. All players are expected to be on time for all activities. Check regularly with a member of team staff for any changes in schedules;
- f. Proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation;
- g. Dressing rooms will be left clean and tidy after every game. All players are expected to do their part in cleaning up the dressing room after the game. Should any part of a dressing room be damaged in any way the cost of such repairs will be borne by the team;
- h. Fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action;
- i. It is the sole responsibility of the players and parent/guardians to ensure they know, understand and obey all Hockey Canada, Hokey Alberta, LMHA league rules, regulations, policies and guidelines.

28.0 MIXED DRESSING ROOM POLICY

28.1 In accordance with Hockey Canada, LMHA firmly believes in accommodating both genders. 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. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

28.2 LMHA stresses the importance that coaches ensure both male and female players have equal access to pre and post team sessions and to all team related activities.

28.3 Hockey Canada allows co-ed dressing room situations to exist at the U7, U9, and U11 levels, 5-10 years of age, provided participants in a co-ed situation arrive in full equipment or wear a minimum of gym shorts or long underwear as well as a full t-shirt all of which must be in good condition and without holes/tears.

28.4 At the U13, U15, and U18 levels, 11 years and above, the following conditions will apply in all co-ed team environments:

- a. Leduc Minor Hockey Association recognizes the importance of equal participation of male and female players at all levels of play and in pursuit of this goal will implement policies to ensure the protection of reasonable privacy and safety of all players while ensuring access for all players to coaching time and team participation.
- b. It is the responsibility of each individual coach to ensure that no gender is segregated from the rest of the team and no athlete is present in the dressing in less than his or her hockey equipment base layer when mixed genders are present.
- c. In all cases where members of a team include both male and female players, the following parameters will be adhered to:
 - i. When separate facilities exist for both male and female athletes, they shall make use of these separate facilities in order to change to their hockey base layer and then all athletes will be permitted to come together in the dressing room.
 - ii. When separate facilities do not exist for both male and female participants, players shall dress and undress in shift determined by the coach. No athlete is present in the dressing room in less than their hockey base layer in a mixed dressing room environment. If no base layer is worn, player will not be present in the dressing room in less than a shirt and shorts.
 - iii. Parents will be made aware of the policy at the beginning of the season as well as presented the coach's plan to ensure that their team complies. They will have an opportunity to discuss any concerns they have with the coach prior to implementation.
 - iv. Players wishing to shower will wait until the opposite gender has left the change room to do so. Showering will be done by the greater represented gender first and then the lesser. In this circumstance, coaches will ensure that changing is done quickly.
 - v. No recording devices will be permitted in the dressing room. If used, they will be confiscated by the coach and reported to the division director immediately.
 - vi. There will be supervision by the coaching staff in the dressing room at all times.
- d. In the event that at team cannot agree upon a reasonable plan of action, the following procedure will be followed:

- i. All players will show up to the dressing room in his or her well maintained hockey base layer. Any player not compliant with this will be requested to use another room to change. After the game, players will remove their equipment down to nothing less than their hockey base layer before exiting the change room.

28.5 LMHA is committed to making every athlete feel like an equal member of their team and for the coaching staff to create an environment of respect and tolerance among all players.

29.0 EVALUATIONS

29.1 Evaluations shall be held for all players registered in LMHA except for the divisions that only have one team (ie. U18 Female Rec., etc.).

29.2 The purpose of the Evaluation process is to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based upon their hockey (athletic) skills, behavior (compliance to Codes of Conduct), and work ethic (commitment), when compared to athletes of the same age and category.

29.3 The Teams will be made up of evaluated players so as to ensure the most competitive team possible for the division that it will be playing in.

29.4 The players evaluated with the lowest scores will be divided into balanced teams where they can play on a team appropriate to their skill level. This ensures that the team has a reasonable opportunity for success in that division.

29.5 Leduc Minor Hockey Association recognizes that the evaluation process is important to players, parent/guardians, evaluators and the association. All efforts are made to ensure that the evaluation process allows a player to demonstrate their hockey abilities and skills.

29.6 The objective of the evaluation process is the following:

- a. To provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as determined during the one-ice evaluations.
- b. The selection criteria will be the same for all player at each level from U9 to U18 and the evaluations will be documented. This ensures consistency in the evaluation process and consistency is provided in player and parent/guardian expectations from year to year.
- c. Evaluations scores and rankings are released anonymously. Under no circumstances will evaluation results be released to parents/guardians or players for someone other than their own child.
- d. Any new player that registers with LMHA after the teams are formed will start their evaluation process with the lowest tiered team in their division.

- e. Any injury which prevents a player from completing the evaluation will be dealt with on a case by case basis by the LMHA Board.

29.7 The use of third party evaluators is voted on annually at the AGM unless LMHA has signed a contract for a designated number of years. If so, then the use of third party evaluators is voted on at the AGM once the current contract has expired.

30.0 TEAM AFFILIATIONS

30.1 Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other causes of absenteeism. Affiliations will not be used with the intent of making a team stronger.

30.2 LMHA teams will affiliate by player according to LMHA and HA guidelines.

30.3 LMHA supports the principle of affiliation and believes that if used wisely can be beneficial to both the teams and the players involved. It is not to be used to try and create two teams from the nucleus of one and one-half team. LMHA does not support the concept that teams be formed with small rosters with the expectation that affiliated players will come up and fill the roster on a regular basis.

30.4 The process of affiliation decision making will commence with the highest caliber team and work in descending order. The coach of the highest caliber team will select either to affiliate with a lower caliber team or to affiliate up to 19 individual players within the LMHA affiliation chart.

30.5 Affiliated players are to play a supportive role when brought up to play in games. Affiliated players are not to be used excessively (i.e. receive more ice time than regular players).

30.6 Communication between coaches is required when using affiliations. Affiliation offers an opportunity for a player to play at a higher level; LMHA believes that our coaches should encourage their players to take advantage of this opportunity. The procedure to request an affiliated player is as follows:

- a. The coach requesting an affiliate must first contact the players coaching staff and obtain consent before contacting the player. If consent is not given, then contact with the player should not be made. Reasons for not consenting should be carefully weighed.

30.7 To alleviate risk management concerns all affiliates from the U13 level (no body contact) to the U15 level (body contact) are required to have had instruction in body checking. The instruction may come from attending a checking clinic or attending practices at the U15 level where instruction is specifically given to body contact prior to playing in any games.

30.8 All affiliations must be submitted to the LMHA administrator by November. The Administrator will request approval for the affiliations through Hockey Alberta.

30.9 Where a permanent position becomes available on a higher level team the coach will notify the appropriate level director. Any LMHA registered player in the proper age category may fill the vacant position. The selected player can be moved to a higher level team using the following procedure:

- a. The coach of the higher level team contacts the player's current coach and informs him/her of the player movement. The coaches must agree on how this is to take place.
- b. If the coaches agree, then the appropriate director(s) must approve the decision. If the coaches cannot agree the registration committee and the appropriate director(s) will decide the issue.
- c. A period of 10 days must elapse before any permanent movement takes place. (only exception is where Hockey Alberta deadlines do not allow 10 days). During these 10 days affiliation can still occur, but the player remains a member of his original team.

30.10 In the case where a player voluntarily or unilaterally quits a team, that player will not be allowed to practice or play for another team for a period of one week. This is intended to act as a cooling off period during which time he/she may reconsider and have an opportunity to rejoin the team.

30.11 The number of games an affiliated player can play is determined by HA. An affiliated player will be noted on game sheet as 'AP'.

31.0 PLAYER ICE TIME

31.1 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 on final playing time.

32.0 REALTIONSHPIS WITH OTHER ASSOCIATIONS

32.1 LMHA shall consider, when asked by a Minor Hockey Association outside Leduc, to allow a player to participate in LMHA if that association has an insufficient number of players to form a team. LMHA may accept registration from a player outside LMHA boundaries provided the player has no other place to play within their own association and proved LMHA has space available within that player's age category if approved by HA.

33.0 ICE ALLOCATION

33.1 The LMHA Administrator allocates ice to all teams, as required by the league which they belong. The Administrator then assigns practice ice to all teams based on this policy. Practice ice slots are normally of one-hour duration unless extra ice is available. Teams are encouraged to use this available ice and the LMHA Administrator will make every effort in distributing excess ice fairly amongst all teams within LMHA.

33.2 Ice assigned must be used as assigned as LMHA does not have the resources to be involved in rescheduling for teams wanting to go to exhibition games, tournaments or for other reasons, etc.

33.3 Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, fees paid, number of teams, tournaments and related issues.

33.4 Division Directors shall inform the Administrator of plans for controlled practices, beginning exhibition season, tournaments, etc., with reasonable lead time or as specified in other categories.

33.5 Division Directors share the responsibility for cross checking schedules to ensure equity of frequency of assigned ice and time frame.

33.6 The Administrator may make direct contact with the manager with respect to ice schedules.

34.0 LEAGUE GAMES

34.1 All games will end at the scheduled time regardless of the time they started, unless the rink attendants indicate otherwise.

34.2 All provincial games, league games and playoff games scheduled by LMHA will take precedence over all other commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff position.

35.0 TOURNAMENTS

35.1 LMHA recommends the maximum number of tournaments for each division, U7 to U18, is three (3).

35.2 Team shall only participate in a Hockey Alberta sanctioned tournament.

35.3 The applicable director and Vice-president must approve any exceptions

35.4 The LMHA Board has the right to levy ice rental or officiating expenses against any LMHA team playing in Leduc.

35.5 Any team travelling outside of Leduc for exhibition or tournament games are required to contact Risk Management to obtain the proper travel permit.

36.0 NUMBER OF GAMES

36.1 LMHA recommends a maximum number of games, including tournaments below. This excludes Provincial games:

- a. U7 – twenty-five (25)
- b. U9 – twenty-five (25)

- c. U11 – forty-five (45)
- d. U13 – forty-five (45)
- e. U15 – forty-five (45)
- f. U18 – forty-five (45)

36.2 Any team hosting an exhibition game must apply for a permit with Risk Management to host game.

37.0 TRAVEL PERMITS

37.1 Processing and issuing of travel permits is the responsibility of the RISK Management Director.

37.2 Permits are required for all tournaments, games, and practices outside of the City of Leduc as well as home exhibition games.

37.3 All LMHA teams must have a travel permit if they are playing a game, participating in a tournament or having a practice outside the City of Leduc.

37.4 Permits are not required for League games.

37.5 All travel permit requests must be submitted a minimum of five (5) days before travel. If the request for travel permits is not submitted a minimum five (5) days before your scheduled travel date, there is no guarantee that you will receive a permit 24 hours before your team travels.

37.6 All information regarding travel permits, including the link to request a travel permit is listed on our association website at lmha.ab.ca under the RISK Management tab.

38.0 DUTIES OF TEAM COACHES

38.1 Association Head Coaches, as team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in the staff in consultation with the Division Director and the VP of Directors.

38.2 Coaches are expected to do the following:

- a. Be responsive to the directive of the LMHA Board and operate the team within the established policies and guidelines;
- b. Respond to the needs and skills of the individual players, ensuring that each player has the maximum opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept, and skill development;

- c. Recognize their responsibilities as leader, educators, and role models for young players. Conduct towards players parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action;
- d. Be sensitive to parent/guardian concerns and be prepared to respond cordially;
- e. Establish regular communication with parents/guardians regarding games, practices, schedules, fundraising, etc.;
- f. Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to the other factors is expected;
- g. Commit to the continued development of all players for the full season;
- h. Ensure proper supervision of the team before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety, and well-being of their players. Also, ensure proper supervision and take responsibility of the team during all team functions whether they are at home or away;
- i. Develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- j. Have a development plan for the season that is congruent with the LMHA's player development objectives;
- k. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or LMHA;
- l. Encouraged to foster an environment between parents/guardians, players, and themselves that communicate continued development throughout the season;
- m. Must have a practice plan prepared for their practices;
- n. Abide by the team rules that agreed upon with the team, which included arrival time for practices and games;
- o. Upon accepting a coaching position, the coach is provided with the polices listed above and understands their responsibility;
- p. All team staff must be a minimum of two (2) years older than the athletes on the team they wish to coach, assistant coach, or mentor; the exception being the U18 Division, where the team staff must be a minimum of three (3) years older than the athletes on the team they wish to coach, assistant coach, or mentor. Special circumstances can be brought to the board for a vote.

38.3 Reimbursement

- a. All head and assistant coaches will be reimbursed clinic costs for clinics required by Hockey Alberta.
- b. Receipts must be sends to the Financial Administrator prior to December 15th. Receipts received after that date will not be reimbursed.

- c. Any clinics above and beyond what is required by Hockey Alberta must receive prior approval from the Coach Selection Committee to be eligible for reimbursement.

39.0 DUTIES OF TEAM MANAGERS

39.1 Team Managers will refer to the LMHA Manager's Manual on the LMHA website for a detailed list of duties and responsibilities as required by Leduc Minor Hockey.

39.2 Team Managers shall report directly to the Head Coach who shall be responsible for delegating specific duties.

39.3 Team Managers should assume responsibility for the organizational and administrative tasks thus allowing the Head Coach to concentrate on instruction and player development. This can be done by delegation to another volunteer on the team, however, the manager should be aware of any subcommittees and make sure that updates are communicated to the team.

39.4 Team Managers that do not provide required documentation at the end of the season may have their credits revoked.

40.0 COACH SELECTION

40.1 LMHA shall use a formal coach selection process. The procedures for this process can be found on the LMHA website.

40.2 We believe that all players are entitled to a caring and qualified leader in a positive environment.

40.3 LMHA shall recruit coaches by placing advertisements on the LMHA website, social media, and may include the local newspaper(s) if deemed necessary.

40.4 Anyone interested in coaching within LMHA must complete a LMHA Coaching Application form. The applicant must include references.

40.5 If a large number of applications are received for a particular team or category, the committee shall screen the applications and establish a short list.

40.6 The Coach applicant will attend an LMHA Coach Interview with the selection committee, chaired by the applicable Vice-President ensuring fairness.

40.7 All coach references shall be followed-up.

40.8 All applicants will be contacted, either by phone or by email, and be advised of the selection.

40.9 Executive Board Members are not permitted to Head Coach a team in LMHA.

40.10 Any member of LMHA is not permitted to Head Coach more than one team in LMHA.

40.11 Honorariums will be considered on a case by case basis for non-parent coaches at the direction of the Coach Selection Committee.

41.0 COACH DEVELOPMENT

41.1 LMHA shall strive to develop coaches to Hockey Alberta coaching guidelines and shall cover the cost of registration of all required coaching, training and related clinics for LMHA active coaches. Additional training must be approved by the Coach Selection Committee.

42.0 ARENA POLICY

42.1 Only authorized personnel such as players, coaches, officials, and persons volunteering to work the timeclock will be allowed on the ice, player's boxes, timekeeper's box and penalty boxes during a practice or game.

42.2 No player shall be allowed on the ice until the ice cleaning equipment/machine has left the ice surface and the gate is closed.

42.3 No player shall be allowed on the ice surface without wearing all the required necessary equipment as specified by HA.

42.4 LMHA teams that observe a risk concern pertaining to any arena shall notify the arena attendant and complete the arena checklist form that shall be forwarded to their applicable Director.

ARTICLE IV: DISCIPLINE

43.0 RISK MANAGEMENT

43.1 LMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety, and Abuse Issues.

43.2 Insurance Issues:

- a. Insurance is purchased through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team;
- b. Only coaches, carded managers, and players registered and affiliated to that team are protected. Under no circumstances are players not registered with LMHA or affiliated with the team allowed to practice or play with that team;
- c. Violation of this policy puts the coach, parents/guardians of the team and the association at a high personal financial risk;
- d. Violation of this policy is an automatic one year suspension for the coach and any others responsible for the violation.

43.3 Regarding Abuse:

- a. Hockey Canada has adopted a zero-tolerance policy on abuse. LMHA supports this policy;
- b. Hockey Canada provides extensive definitions and examples of abuse and harassment which should be reviewed regularly. This information is available on Hockey Canada's website www.hockeycanada.ca and Hockey Alberta's website www.hockeyalberta.ca.
- c. It is the policy of Hockey Canada that any member who has reasonable grounds to believe that abuse is occurring should report the abuse immediately to the local child protection agency and/or the local police. LMHA and its members will follow this policy. The reporting member shall advise the President of LMHA if such reports occur.
- d. Leduc Minor Hockey Association is committed to providing a sports environment which promotes equal opportunities and prohibits discriminatory practices.
- e. Harassment is a form of discrimination and is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.
- f. This policy applies to all categories of members in LMHA as well as all individuals participating in LMHA activities including, but not limited to, players, officials, coaches, team officials, and board members.
- g. This policy applies to harassment which may occur during all LMHA business, activities, and events including, but limited to, competitions, team practices, training camps, exhibition games, meetings, and travel associated with these activities.

- h. Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive, or physically harmful, regardless of how it is delivered (i.e. directly or indirectly, verbally, in writing, physical, or through social media). Types of behavior which constitute harassment include, but are not limited to, the following:
 - i. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
 - ii. Condescending, patronizing, threatening, or punishing actions which undermine self-esteem or diminish performance;
 - iii. Unwanted or unnecessary physical contact including touching, patting, or pinching;
 - iv. Any form of hazing;
 - v. Any form of physical assault or abuse;
 - vi. Any sexual offense;
 - vii. Behaviors such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative or hostile environment.
- i. When any person in an authoritative position has a reasonable belief that in the course of LMHA business, activities or events, a minor is being abused or neglected, he or she shall report this belief to Alberta child protection authorities or the RCMP and shall immediately advise the President of LMHA of having made this report.
- j. LMHA shall take no further action until the authorities and/or police have concluded their investigation.
- k. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

43.4 Leduc Minor Hockey Association Risk Management Policy

- a. No player shall be allowed to play or practice without being properly registered with Leduc Minor Hockey and properly registered in the Hockey Canada Registry (HCR).
- b. All Coaches, Assistant Coaches and Bench Staff shall be properly registered to the Team through the Hockey Canada Registry (HCR).
- c. All injured players requiring medical attention shall complete an injury report form and not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries otherwise written parental approval is required.
- d. All coaches must be certified to coach the level at which they are coaching.
- e. All coaches or demonstrators under the age of eighteen (18) years must be in full equipment.
- f. All coaches, guest coaches or demonstrators over the age of eighteen (18) must wear a CSA approved helmet with chin strap.
- g. No player, coach or team official shall consume or be under the influence of alcohol, illegal drugs or performance enhancing drugs at any time within the arena.
- h. "Hazing" or any U7 rite is not tolerated and will be dealt with by the LMHA executive and Hockey Alberta.

- i. All persons transporting players or team officials to or from any team function must carry adequate personal liability insurance, in the amount of at least \$1,000,000.
- j. No team shall be in the dressing room or on the ice without the supervision of a coach or team official.
- k. Players and team officials shall be personally responsible for damage to any facility they play in or utilize.
- l. LMHA will not be responsible for property lost or stolen in the arena.
- m. No players, team officials or executive members shall make statements to the news media except game description (scores) and details of upcoming games without the direction from the President.
- n. All play will be as per regulations of Hockey Alberta and Hockey Canada.
- o. All executive and team members will not conduct themselves in a matter which causes LMHA legal or financial liability.
- p. All coaches, managers and other team staff are required to complete a Criminal Record Check with Vulnerable Sector Check every 2 years Prior to November 15th.
- q. Cell Phone Policy - **CELL PHONES/CAMERAS ARE NOT ALLOWED IN THE DRESSING ROOM; NO EXCEPTIONS.**

44.0 INJURY REPORTS

- 44.1 The Hockey Canada Injury Report form shall be used to report all injury incidents.
- 44.2 Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy returned to Risk Management at risk@lmha.ab.ca.

45.0 CODE OF CONDUCT AND ZERO TOLERANCE POLICY

- 45.1 Membership and participation in LMHA activities is a privilege, not a right. Members, players, and participants are required to abide by the Bylaw and the Policies and Procedures, and the LMHA Code of Conduct.
- 45.2 All members and participants of LMHA shall respect other members, officials, parents/guardians, players, fans, team officials, volunteers, LMHA Board members, employees and property of LMHA. Any inappropriate conduct, threats, harassment or abuse directed towards game or team officials, members, parents/guardians, players, fans, volunteers, Board members, employee or damage to the property of LMHA or of another association will not be tolerated and is subject to discipline.
- 45.3 All members, fans and participants of LMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 45.4 Board members, coaching staff, managers, parents/guardians, and players are required to sign and adhere to a Code of Conduct. By signing the Code of Conduct it is expected and assumed everyone signing fully understands their requirements and responsibilities.

45.5 LMHA will not tolerate loud, obscene, obnoxious coaches, managers, players, parents/guardians, or fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.

45.6 Parents/guardians and fans are not permitted in the dressing room except as permitted by the respective Coach to assist their child in changing before or after the game.

45.7 Under no circumstances is a parent/guardian or fan to enter the opposing teams dressing room.

45.8 Under no circumstances is a parent/guardian, player, fan or member of the team staff to enter the referee room.

45.9 Officials are not to be consulted regarding any spendable infraction.

45.10 Should any member, fan, or participant not adhere to the Code of Conduct then a hearing with the Discipline Committee shall take place and consequences will be forth coming. Should those involved normally be members that are participating on the Discipline Committee or there is a conflict of interest then other members from the LMHA Board will be assigned to the Discipline Committee in their place.

45.11 Code of Conduct forms are located on the LMHA website at www.lmah.ab.ca.

46.0 ISSUES, CONCERNS, AND GRIEVANCES

46.1 All issues, concerns, and grievances must be dealt with in a spirit of shared mutual respect.

46.2 Unless otherwise specified, the procedure for resolving issues, concerns, or grievances in LMHA is to take the issue, concern, or grievance through the following levels:

- a. Team Manager and/or Head Coach
- b. Division Director, Disciplinary Committee Chair, and VP of Directors
- c. Disciplinary Committee

46.3 Team Issues

- a. At the first parents meeting for each team, the head coach will outline their manner in dealing with parent/guardian issues, concerns, or grievances. If there is a team issue, concern, or grievance, begin by addressing it with the process outlined at the parent meeting.
- b. The head coach has the ultimate responsibility for the team and will discuss issues, concerns, and grievances with parents/guardians; however, some practical etiquette and common sense must be remembered. If you have an issue, concern, or grievance about or at a game, discuss the issue after waiting for 24 hours after the game.

- c. The head coach is expected to exercise a high level of integrity and confidentiality in dealing with issues, concerns, or grievances. A head coach is to strive to do the best job they can for the players, parents/guardians, and the team. Raising an issue, concern, or grievance cannot be held against the player.

46.4 Evaluation Issues

- a. The Player Evaluation Committee shall investigate all evaluation issues, concerns, and grievances with the appropriate division director;
- b. All evaluation issues, concerns, or grievances must be in writing and signed. The complaint must contain a description of the event, its location, the division involved, and a contact name and phone number. The Player Evaluation Committee may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation;
- c. Once the investigation has concluded, a written response will be sent to the complainant explaining the process taken and the outcome reached. Should the complainant feel that the issue is still not resolved, the issue will be forwarded to the Appeals Committee for future action;
- d. LMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The Player Evaluation Committee will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

47.0 DISCIPLINE

47.1 All members, players, participants and fans are expected to abide by LMHA's Code of Conduct. Violation of the Code of Conduct may result in disciplinary action being taken.

47.2 LMHA expects members to exhibit qualities of leadership, which promotes players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

48.0 COMPLAINT PROCEDURE

48.1 A complaint may be raised by any member of LMHA, by members of another association (through their association's executive), by league officials or by members of LMHA's Board acting in response to a report from game officials or by any other party.

48.2 A Complaint must be in writing, must identify the discipline issue by providing a summary of the incident, and must identify the Complainant.

48.3 Complaints or other Discipline Issues shall be forwarded in writing to the Discipline Chair.

48.4 The Chair of the Discipline Committee will perform separation of issues into those to be dealt with by the Referees Association and those to be directed to the Disciplinary Committee.

48.5 Examples of incidents which may warrant disciplinary action are as follows:

- a. Profanity by any member of LMHA;
- b. A player or team official who receives a game misconduct, gross or match penalty;
- c. A team assessed two or more bench minors in one game;
- d. A coach, who in the opinion of the Division Director or Chairman, is being assessed too many penalties of a serious nature;
- e. Any member of LMHA who repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior, on or off the ice;
- f. Use of alcohol, or other illegal substances, while representing LMHA, through participation in a team activity;
- g. Any other inappropriate incident.

49.0 STANDARDS OF BEHAVIOUR

49.1 As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that behavior may transgress acceptable standards and disciplinary action may be required.

49.2 Such discipline may be applied to any member of LMHA including Board Members, Level Directors, Team Officials (Coaches, Assistants, Trainers, and Managers etc.), Players, Parents and spectators and may take the form of, but are not limited to:

- a. a verbal reprimand
- b. a written reprimand
- c. a required course
- d. a demand for an apology, either written or verbal, to any affected party
- e. a suspension from participation in or at specific and defines association activities, or a recommendation to the board for a complete suspension from participation in or attendance at any or all Association activities
- f. a recommendation for an expulsion from LMHA and/or
- g. a combination two or more of the above.

50.0 COMPLAINTS ESCALATION PROCESS

50.1 Individual has issue with something other than an on ice-official related incident.

50.2 Individual's issue still remains after a 24-hour cooling down period.

50.3 If the issue is with another parent on the team the approach should be to discretely and privately resolve it between the two parties.

50.4 If the issue still remains, the issue or complaint must be verbally sent and followed up with an email or signed written letter to the team manager. The manager will respond and work with the parents to resolve the issue within 48 hours of notification.

50.5 If a resolution is not reached within 7 days of being communicated to the coach, the Level Director will be informed of the issue by the coach and/or parent and a meeting between the parent, coach, and Level Director will be scheduled within 7 days of the Level Director being notified.

50.6 If resolution has not been reached at the outcome of this meeting, either party may choose to escalate this to the Discipline Committee via the LMHA Incident Form. Incomplete forms will not be accepted. The Discipline Chair will respond within 48 hours of receiving this complaint to advise of the investigative process and to provide a copy of this process. The two parties involved with the issue will be spoken to by the Discipline Committee by a face to face conversation or, if that is not possible, a phone conversation. After the initial conversation has taken place, the Discipline Committee will convene as a whole to determine if an informal hearing is sufficient or if a formal hearing is warranted.

50.7 If the Discipline Committee believes that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may thoroughly investigate the complaint by speaking to both parties and any witnesses, accept submissions in writing or recorded from first hand verbal conversations with the Complainant, person being investigated, and other such persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide written notice of its decision to both the Complainant and the party being investigated.

50.8 Should either the complainant or the party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, within 72 hours, that the Discipline Committee undertake a formal hearing.

50.9 If a formal hearing is requested, the Discipline Committee will acknowledge that request within 24-hours of receipt and a formal hearing will be convened within 14 days of the formal complaint form being received. If no request has been received within 72 hours of the Discipline Committee sending the notice of decision, the matter shall be considered closed.

50.10 Formal Hearing

- a. The Discipline Committee shall establish a date and time for the formal hearing;
- b. At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing.;
- c. The Respondent and the Complainant shall provide the requested information prior to the hearing;

- d. At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing;
- e. The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a “Notice of Discipline Hearing” which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing;
- f. If either the Complainant or the Respondent shall fail to appear at the Hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

50.11 Conduct of the Hearing

- a. Prior to the hearing, any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest, shall declare such conflict and leave the hearing;
- b. The Chair of the Discipline Committee shall chair the hearing and be responsible for the orderly conduct of the Hearing. If the Chair is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing;
- c. Prior to the commencement of the hearing, the chairperson may either provide each witness with an information sheet on the hearing process or, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process;
- d. The witnesses will not be sworn, nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape recording of the proceedings;
- e. The respondent and the Complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this is that a parent or guardian must accompany a minor;
- f. The Discipline Committee is comprised of volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing;
- g. The Complainant and the Complainant’s witness shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The Respondent shall be present during these presentations and shall have the right to ask questions of each witness through the Committee Chair;
- h. The Committee Chair may determine if a question asked by the Respondent is irrelevant to the investigation. The Chair may then instruct the witness not to reply to the question

and inform the Respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference;

- i. The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.

50.12 The Discipline Committee shall render a decision and communicate it to both the Complainant and the Respondent. Such communication may be verbal at the outset but shall be confirmed in writing. For any complaint initiated by the LMHA Incident Form, a follow up notice of closure will be communicated to all parties at the end of the complaint process and a copy will be provided to the President within 15 days of conclusion.

50.13 The Discipline Committee shall maintain a file on each matter referred to it, comprising of the original complaint or report, copies of all Notices of Discipline Hearing, copies of the witness list, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Chair will keep these files and they will only be accessible to the Discipline Committee.

51.0 COMPLAINTS AGAINST GAME OFFICIALS

51.1 A team may report on incidents or games where officiating is deemed to be less than satisfactory by emailing ric@lmha.ab.ca.

51.2 The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, the Northern Referee Association and Hockey Alberta govern the referees and other officials.

51.3 Complaints about game officials must be reported in writing, setting out the particulars of the incident and must be signed by the individual making the complaint, to the Referee-in-Chief of the Leduc Minor Hockey Association. If the complainant is not satisfied by the decision of the Referee-in-Chief, then decision can be appealed to the North Zone Director of Referees for Hockey Alberta.

52.0 APPEALS PROCESS

52.1 Should either the Complainant or Respondent feel that a decision of the Discipline Committee, has not satisfactorily resolved the issue, the decision of the Discipline Committee or Executive Board of Directors may be appealed to the Appeal Committee by filing written application to appeal, within three (3) days of the verbal rendering of the decision of the Discipline Committee or Executive Board of Directors.

52.2 The application must be accompanied by an Appeal Fee of \$150.00 in cash, bank draft, money order or certified cheque payable to Leduc Minor Hockey Association.

52.3 Members of the Appeals Committee shall consist of the Executive Board of Directors and two members at large.

52.4 The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time.

52.5 The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the written material and summaries before the Discipline Committee or Executive Board of Directors. The Appeals Committee may request further written material from the Complainant and/or Respondent or their witnesses. The Appeals Committee may also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow adequate time for each of the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed, or some variation of the decision of the Discipline Committee or Executive Board of Directors should be undertaken.

52.6 The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Discipline Committee or Executive Board of Directors to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all circumstances.

52.7 Regarding refunds:

- a. If the appeal to Appeals Committee results in an endorsement of the decision of the Discipline Committee or Executive Board of Directors, or an increase in penalty, the fee shall be forfeited; or
- b. If the Appeal to the Appeals Committee results in a modification or lesser penalty than that imposed by the Discipline Committee or Executive Board of Directors, the fee shall be refunded.

52.8 Further Appeal:

- a. The decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, Hockey Canada or legislation;
- b. Any member who feels that the discipline levied by the Appeals Committee is excessive may appeal to Hockey Alberta in accordance with the regulations and policies in place by Hockey Alberta in respect to the filing of appeals;