

The logo for Leduc Minor Hockey is a stylized, graffiti-style graphic. The word "Leduc" is written in a light blue, bubbly font with a yellow outline. Below it, the word "Minor Hockey" is written in a dark blue, more aggressive, blocky font with a yellow outline. The entire logo is set against a white background.

LEDUC MINOR HOCKEY

2021-22 Coach/Manager Meeting



Agenda

1. Mission Statement, vision, guiding principles & communication review
2. Coaching requirements
3. League Play
4. Incident Reports & Suspensions
5. Referee Payments
6. General Information
7. Coach & Player Development
8. Logo & Team Wear
9. Equipment Information
10. Team Sponsorship
11. Team Managers, Financials, Website, Fundraising
12. COVID-19
13. Hockey Fights Cancer
14. Team Pictures Information
15. Risk Management & Discipline Processes



MISSION STATEMENT

“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”.

VISION

“Healthy engaged citizens who are lifelong supporters of hockey and strong communities.”



GUIDING PRINCIPLES

- **Transparency.** Not all decisions and actions may be supported by everyone. However operating in a transparent fashion means that parties can see how decisions are made; what has influenced decisions; and what those decisions are.
- **Kids first.** The mission of LMHA is to provide programming to children and youth. Decisions should be made in the best interest of them.
- **Responsiveness.** As a volunteer organization it can be difficult to respond immediately. However timeliness in responses and actions are important. Being responsive means taking action promptly.
- **Fairness.** While not all actions and responses will be equal amongst people or teams they can all reflect a sense of fairness. It implies a lack of favoritism or discrimination.
- **Collaborative.** Decisions are not made in isolation but are made by multiple parties together.
- **Consistency.** Being consistent means being predictable. Decisions that were made one way previously are expected to be made on similar grounds the next time. It refers to conformity.
- **Accountable.** People or organizations are responsible for their actions. Being accountable means being able to justify or explain one's actions. Being accountable means accepting the responsibility that comes with a decision and its impacts.



COMMUNICATION

Communication Protocol Within LMHA

Prior to reporting and or filing a complaint all members must wait 24 hours before submitting their concern.



All formal reporting of complaints or incidents must be made in writing. This will be strictly enforced.

Communication Flow Chart (LMHA)

Step One: Player / Parent

Step Two: Team Manager / Coach

Step Three: Division Director / VP Directors / VP Female Hockey / Discipline Chair

Step Four: Discipline Committee – *If formal discipline required*



COACH QUALIFICATION REQUIREMENTS

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety	Safe Return to Hockey
	U7	One Coach per 10 players					All Team Officials	One Coach per 10 players	One Coach per 10 Players
	U9								
A, B, C, D (incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official	Head Coach
	U13								
	U15								
	U18								
Elite Female	U15*			Head Coach		Head Coach	All Team Officials	One Team Official	Head Coach
	U18*								
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official	Head Coach
	U15*								
	U18*								
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official	Head Coach
	U16								
	U18 Female								
	U18								
Accredited Schools	All								
Junior	A				Head Coach		All Team Officials**	One Team Official	Head Coach
	B, C, Female								
Senior	Female						All Team Officials**	One Team Official	Head Coach
	Male								

*For U15 & U18: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be “ <i>trained</i> ” by November 15 th of current season, by following seasons November 15 th must be “ <i>certified</i> ” to remain eligible.
	<i>Trained</i> = attended classroom session <i>Certified</i> = passed all post task evaluations



TEAM QUALIFICATION REQUIREMENTS

RESPECT IN SPORT/ACTIVITY LEADER PROGRAM – COACH LEVEL

- All carded team staff must have RIS Coach BEFORE being carded to a team

SAFETY

- As per HA requirements listed on previous slide.
- 1 person per 10 kids registered for U7 and U9
- The certification for this program is valid for a period of three (3) hockey seasons from the date of the clinic attended to August 1 of the third hockey season.
- Course is all online

COACH REIMBURSEMENTS

- LMHA pays 100% of the **REQUIRED** courses for Coaches & team staff - including Respect in Sport: Activity Leaders, Safety, Checking clinic, Coach 1 & 2 and Development 1.
- Online reimbursement form can be found under the *COACH CLINIC* page on the LMHA website. This form must be completed entirely and submitted with required receipts and all applicable certificates. Please send receipts in PDF format - Screenshots are not accepted.
- Please submit ONE form for all clinics completed. If you are taking multiple clinics, please wait until you have completed them all before submitting for a refund. Multiple forms can be used if you complete more than there is room for in the form.
- **Anything received after December 15th WILL NOT be reimbursed.**



TEAM CARDING

1. Assistant coach requests must be sent to vpdirectors@lmha.ab.ca for approval.
2. Manager requests must come from coach to treasurer@lmha.ab.ca and admin@lmha.ab.ca for approval.
3. Completed Rosters must be turned into Cindy Beck five (5) days prior to any league scheduled games being played.
4. Information must include: Players first and last names with the goalies identified. All Team Staff names, volunteer positions, birthdate, phone number and email address (Five (5) on bench volunteers per team are permitted; six (6) for U7).
 - Please indicate if the Manager plans on participating on ice for practice or on the bench for games - they will then need to be carded.
5. Cindy will then redistribute Hockey Alberta Carded team lists.
6. LMHA will pay for carding of five (5) (six (6) for U7) team officials. More team officials can be carded at the teams cost of \$48 each. Please make arrangements to drop off cheque off with LMHA Financial Admin.
7. Unless a Manager will be on the ice or on the bench, Managers will not be carded. An non-carded manager DOES NOT get listed on the game sheet and CANNOT sign the game sheet.



League Play

U9 – U18 coed Rec teams will participate in the EFHL League.

Female Rec U9 – U18 will participate in the EFHL League.

U7 teams will participate within LMHA.

AA Teams will participate in the NAHL.

NCI Teams will participate in the AFHL.

Managers, please familiarize yourself with the game sheet reporting procedures for your league. Sheets must be uploaded in a PDF document and submitted within a certain number of hours from game completion. Info can be found on your league website. Uploading these documents quickly helps the leagues greatly!





Suspensions & Incident Reports

Procedure for referee incident reports (Major or Minor Penalties):

- FOR EFHL:
 - It is the team managers whos player received the major/minor penalty's responsibility to upload the game sheet & incident report and email it immediately to the EFHL Discipline Director, Division Director & LEague Commissioner to allow the proper suspension notifications to be sent out in a timely manner.
- AFHL teams:
 - complete Incident Report before referees leave the arena <https://www.hockeyalberta.ca/afhl-game-incident-report/> - This report is automatically forwarded to the AFHL Division Directors and the Elite Female Vice Chair. The Division Director will ensure that the report is forwarded to the participating teams.
- AA teams:
 - Game sheets and referee reports (write ups) where a Game Misconduct, Misconduct, player is ejected or any Major Penalty is assessed it needs to be scanned to your division discipline coordinator within 3 hours of the end of the game.
 - Use .jpg or .pdf format. High resolution. Scan or high-res photo and email is preferred method.
 - It is the responsibility of the offending teams manger to send the game sheets and reports to VP discipline.
 - If there are write ups for both teams in the same game, the home team manager shall send in the game sheet and all write ups.

Suspended players/team officials

- **WHEN IN DOUBT - SIT THEM OUT!**
 - Coaches may receive an indefinite suspension for playing ineligible players.
- Make sure it is clearly indicated on the game sheet: Draw line through name and mark "SUSP" through person's name and number of game e.g.1 of 2, 2 of 2
- Please ensure all referee write ups by the refs are legible.
- For pre-printed labels, if a player or coach/assistant coach/trainer is absent or suspended, draw a line through their name and mark "ABS" or "SUSP" beside his/her name.



EFHL REFEREES

- EFHL requires all teams to pay referees HALF of the ref fees prior to the beginning of each game
 - Referees will provide each team with a receipt of payment. THIS MUST BE KEPT to submit for reimbursement.
 - If not received, please ensure that coaching staff on the bench ask referees to provide one.
- Managers: Please make yourself familiar with the payment schedule and provide exact change. They will not have change to provide for you!
- **To receive reimbursement:** Please provide LMHA Treasurer with a copy of your team account cheque. Funds will be direct deposited into your team bank account.
 - We will not issue reimbursements into a personal account.
- **Monthly** - Managers can submit receipts along with a documented spreadsheet to LMHA treasurer for reimbursements.
****Without proper documentation, your team will not be reimbursed.****
 - Spreadsheet & scanned receipts must be received by email on the 10th of each month and will receive reimbursement by the 15th of the month to your team account. Late submissions will be included in the next month's reimbursement.
 - Spreadsheet must be in EXCEL or GOOGLE SHEETS format. *No Apple "Numbers" documents*

All AA teams (Leduc Roughnecks & North Central Impact) do not pay for referees. Leduc Minor Hockey will process referee payments monthly for these teams.



GENERAL INFORMATION

DRESSING ROOM CONDUCT

- Female Players on a coed team from U13 to U18 must have their own dressing rooms. Managers will need to contact the visiting team prior to arrange a dressing room or alternative option.
- Absolutely no Cell Phones, iPods, iPads, or anything with camera capabilities in the dressing room
- Supervision requires minimum two adults at all times at division U11 and below. U13 and above someone needs to be around room and checking in on kids at all times. Make sure to cover room rules at beginning of the year.

Unattended, unsupervised participants

- Coaches, managers or their designate(s) must:
- Be on site to supervise members of their team from arrival to departure
- Inspect the dressing room before/after all players arrive/leave.
- Report any damage/excessive mess to attendant.
- This will eliminate vandalism and damage caused by unsupervised times.
- Excessive mess will be billed to the user.
- Damages are to be reported to the arena attendant and will be billed to the user.

Restricted Items

- Consumption of alcoholic beverages is prohibited on the premises.
- Smoking is prohibited on the premises.
- Chewing tobacco is not allowed on the premises and users will be billed for clean-up.
- Use of portable skate sharpeners is not allowed on the premises.
- Any of these infractions may result in loss of future ice rentals



GENERAL INFORMATION

VOIDING OF TEAM INSURANCE

- Playing of ineligible players
- Volunteer who is not carded being on the bench or ice

GAME SHEET NOTES FOR OVERAGE /AFFILIATED / SUSPENDED PLAYERS

- Must be listed on the game sheet and have OA, AF, or Susp and gm 1/2 etc... listed by their name respectively

AFFILIATION PROCESSES

- Meeting with Cindy Beck TBA. You will be notified with meeting information when it becomes available.

REFEREES

- Please check the referee room 30 minutes prior to your home games. If your referees do not show up on time please contact Referee In Chief ASAP at ric@lmha.ab.ca

ICE

- All Teams will be notified of extra ice availability from LMHA Administrator
- The ice is confirmed once you get an email back from Cindy stating that the ice is your to use. In addition, any teams that will not be using their ice need to notify Cindy immediately. If a team is found to not use their ice and it sits empty without notice they will be charged for the unused ice by Leduc Minor Hockey



Coach/Player Development

Current Funded Development Opportunities for LMHA

- LMHA is offering funds for team development. \$300 max allocated for team development and min \$100 for Goaltender development through the following approved vendors. (Max total team reimbursement = \$400)
 - Making Stridz – www.makingstridz.com or Brian@makingstridz.com
 - MCN – <http://www.mcnsportsadvising.ca/contact-us/>
 - Dynamic Hockey - <https://www.naxhockey.com/dynamic-hockey/> -
 - Jason Stewart - 587-985-5637
 - PGI - <https://www.pgiveg.ca/> Contact: precisiongoalie@gmail.com
- Development must be paid for by the team. Once funding is fully utilized, please submit receipts to treasurer@lmha.ab.ca for reimbursement. Reimbursements will be issued directly to the team.

Ice Hockey Systems is available for all LMHA coaches to utilize for the 2021/22 season

- <https://www.icehockeysystems.com/>
 - Username: lmha volunteer
 - Password: hockey2020!

Further information will be provided to all families & coaching staff when additional development opportunities arise!



LMHA LOGO/TEAM WEAR

- Logo wear policy can be found in our policies & procedures
- Logo to be used on all "Team Wear" **CANNOT** be altered under any circumstances
- Team wear may have logo/name of sponsor that supplies the team wear
- If you require the logo please contact the President for approval and logo file.
- Teams may be subject to disciplinary action for non-compliance of logo and team wear rules
- Any team that purchases their own practice or 3rd jerseys must get approval.
- All U11 teams will be wearing atoMc jerseys this year. The Yellow jerseys are Home and the Blues are Away.
 - At the end of the season all U11 players will be keep the **BLUE** jerseys.
- Please do not contact team sponsor for further funding



LMHA TEAM WEAR ORDERS

Online ordering is currently available at two local locations:

Alice Embroidery <https://leducroughnecks2021.itemorder.com/sale>

Evolution Sport Excellence <https://evolutionsportsexcellence.itemorder.com/>

*use code lmha21

Both vendors have all LMHA approved logos and will be providing LMHA with a kickback from all team sales.

[Evolution Online Store Brochure](#) available on our website, under Coach/Manager Info

Please contact either vendor for more information!



LMHA EQUIPMENT

- **All teams must provide a \$500 deposit cheque that will be cashed and refunded when equipment is returned in good condition to the LMHA Equipment Manager.**
- All U7-U18 teams are given Home, Away and Practice Jerseys.
- All Teams will receive a puck bag with pucks and a First Aid Kit
- All teams must adhere to the Equipment Policy and any unreturned equipment will be deducted from the \$500 team deposit.
- All LMHA teams will assign jersey parents to be responsible for the set of jerseys for the season. Players are not permitted to take home jerseys.
 - **Any unreturned/damaged jerseys will be charged to the player they were assigned to or to the Team.**
- Please wash jerseys inside out with cold water & a mild soap/detergent and laid flat to dry immediately after washing. Do not machine dry!!
- Coloured electrolyte fluids (ie: Gatorade/Powerade/BioSteel) are not permitted around these jerseys. Cleaning of jerseys/replacing stained jerseys will be at the expense of the player or team.
- Team Captain crests are to be put on and removed by an approved vendor (Alice Embroidery). There is no cost to the teams. Please contact Equipment Director if your jerseys require repairs.
- Name bars are permitted to be used on jerseys.
 - **Please contact Equipment Director regarding approved vendors for name bars.**
 - **Teams that do not use an approved vendor and incur damage to jerseys will be charged the cost to replace the set.**
- Hockey Socks (1 Blue pair per player) are available for pick up at Alice Embroidery. atoMc teams will receive their socks with their equipment pick up. AA and NCI Teams will receive home and away socks.
- Any player equipment borrowed from LMHA needs to be cleaned prior to return at the end of season and receipt presented at time of return. Any items that are not cleaned or not returned will be charged to the player/family.



TEAM SPONSORS

- Sponsored Teams MUST use their sponsorship name on all tournaments, articles, etc.
 - Examples:
 - **Leduc U13 AA Global Pet Foods Roughnecks**
 - **Leduc U11 atoMc 2B Roughnecks**
- Please do not contact the listed LMHA Association Sponsors for further team sponsorship.
- List of LMHA sponsors can be found on the LMHA website under “Sponsors”
- Sponsors will receive a “sponsor plaque” at the end of the season with your teams photo.
- We encourage teams to reach out to their team sponsor with team information/updates! Please contact the Sponsorship Director with questions.
- Association sponsors & team sponsors are DIFFERENT!
 - Team sponsors cannot have logos added to jerseys. They may have logos added to team purchased apparel (track suits, hoodies etc...)
 - Leduc Minor Hockey does not provide receipts for team sponsors - one may be issued from the team.
 - Do not change your assigned team name to add team sponsors.
 - You may add team logos to your LMHA team page - but do not remove the Leduc Roughnecks logo.

If you are interested in being an Leduc Minor Hockey sponsor, or know a company/individual who might be, please contact the Sponsorship Director at sponsorship@lmha.ab.ca



TEAM MANAGERS

Leduc Minor Hockey "**Manager's Manual**" is distributed to all approved managers and posted on the LMHA website under the *Coach and Manager Information* tab. **Detailed information is included - please be sure to read the booklet thoroughly**. Failure to follow requirements may result in loss of Volunteer Credits.

Managers cannot be a couple (married, dating, common-law, divorcees) with any other team staff - Head or Assistant Coaches. This rule is in place to ensure there is no bias if any issues arise.

LMHA Team Managers will:

- be the liaison and resource person for all registration matters pertaining to their team for the LMHA administrator.
- work closely with the Head Coach to put together team budget & information for team meeting
- be in charge of coordination and communication of all operational aspects of the team. The team managers is the main liaison and support between the coaching staff and the team and parents, to ensure that the season runs smoothly.
- open a team account with Servus Credit Union for all team financials with another team parent (cannot be a carded member of team) and will report financial information monthly to parents
- provide any information and communication from Leduc Minor Hockey to the coaches, parents and players as requested by the association
- ensure they stay up to date with all information relating to league games, practices, and any other information relating to their team.
- ensure that all proper permits are completed in a timely manner as required for any travel, tournaments, exhibition games.
- submit gamesheets as required by their league in a timely manner.
- communicate practices, games, tournaments and other events for their team to parents via their team webpage along with any other communications apps (ie: Team Snap)
- clearly communicate the vision and objectives of Leduc Minor Hockey whenever possible.



TEAM FINANCES & ACCOUNTS

- All teams must open their team account at Servus Credit Union in Leduc. Please contact the bank to set up an appointment to open your account. Team manager and one non-carded team parent MUST be dual signers on account. Both signers must attend the bank appointment.
- ALL FUNDS must go through your team account and records are to be kept on the LMHA Financial Ledger.
- You cannot use cash collected to pay for items (exception for EFHL league game referees). You must report ALL purchases made on behalf of the team.
- Spreadsheets are to be sent to all parents and director monthly. This is a requirement of LMHA.
- DO NOT spend money ordering merchandise before the funds are obtained. LMHA will NOT cover any team costs.
- All deposit slips, cheque stubs, receipts, invoices etc.. must be kept and submitted. Monthly bank statements must be printed to be included in year end package.
- Teams may collect a "slush fund" from parents to begin the season. Managers cannot request more than \$200/family unless an anonymous vote has taken place and all parents have agreed. Survey Monkey is a free & recommended platform to utilize for this purpose.
 - Managers are strongly encouraged to present a budget to the team during team meeting before making a cash call. This ensures no confusion on what the monies will be utilized for.
- At the end of the season parents may not collect more money than was put into the above mentioned "slush fund". Fundraising, collecting sponsorships, etc... is NOT for the benefits of the parents.
- All team accounts must be closed out and ledgers, deposit books, bank statements and receipts handed into the Financial Administrator no later than **APR 16th, 2022**.



LMHA TEAM WEBSITES

- It is MANDATORY that all teams input player and staff information into their team websites, including email addresses ASAP as well as league websites. LMHA utilizes the team websites email entries to send out important information throughout the season.
- Website schedules across all RAMP sites are able to be linked and is recommended to be completed. This information can be found in the Manager's Manual.
- All scheduled team events should be entered onto the team's website
- Any questions or issues pertaining to the website can be directed to LMHA Secretary or Communications Director.

If during the year you have any pictures or stories to share from your teams games, events or good deeds, please send them to our Communications Director at communications@lmha.ab.ca.



TEAM FUNDRAISING

LMHA Team Fundraising Requests

- Please contact Fundraising Coordinators for **ALL team fundraising**.
- On the LMHA website, click on the "[Fundraising](#)" tab and click on the "TEAM FUNDRAISING" link to take you to a [Google Form](#) to fill out for all team fundraising requests.
 - Fundraising Coordinators must keep track and ensure that everything is being done according to AGLC rules.
 - This will also ensure that 5 different teams aren't doing a bottle drive the same weekend.
- ALL team fundraising must be accounted for through your team bank account. THERE ARE NO EXCEPTIONS.



AGLC RELATED FUNDRAISING

Your team will need to create a team AGLC ID# by applying through AGLC. You will name it according to the team and birth year of the participants (this will allow for future teams to not overlap with names). For example: Leduc U18-1 Roughnecks (2021/2022)

When creating a team account, you are responsible for future audits of accounts. Your manager (or someone that has taken on team fundraising) will be responsible for the account, and for both maintaining and keeping records for the minimum six-year period.

Things you MUST have a license for:	Things you do NOT need a license for:
<ul style="list-style-type: none">- 50/50- Wine Survivor- Gift Basket Draws- Christmas Cheer Draws- Table Draws- Poker Rally- Squares Board	<ul style="list-style-type: none">- Bottle Drive- Donations Given- Fundraising Sales – Popcorn, Beef Jerky, Masks, Toques, etc.- Free Giveaway Contests- Live Auctions- Silent Auctions



COVID-19 Assessments

Assessments

- All players, coaches and team staff should be doing their individual self assessments before participating in any team activity
- **IF YOU HAVE ANY SYMPTOMS, PLEASE STAY HOME**
- Managers will be responsible for organizing their own teams assessment tracking through one of the following:
 - Team Snap
 - RAMP Team App
 - Google Form
- Records should be kept for 30 days in whatever format you choose.
- In the event of a POSITIVE case, please email covidinfo@lmha.ab.ca. We have a template of a letter to send out to your team to notify them of the potential exposure.
- Currently isolation is not required after close contact with a positive case, unless it is a household close contact with an unvaccinated individual. All participants should monitor themselves daily for symptoms, and stay home/get tested if symptoms arise
- Confidentiality is very important to maintain, however, all known positive cases should be reported so that we can help keep our teams as healthy and safe as possible



COVID-19 "REP"

Restriction Exemption Program

- Updated information on the Restriction Exemption Program is available on our [website](#), under the "Covid-19 Information" tab
- The best source for the most up-to-date information is to click on the "News Articles" Carousel, in the picture of the 2 masked cartoon individuals



- These guidelines can change quickly and frequently, and are managed by the facility or community that they are in
- Managers are responsible for ensuring their team adheres to the guidelines of any facility we visit - there is a "Links" page compiled under the Covid-19 Information tab, called "[Links for EFHL Community Pages](#)" - the various community websites are linked there for easy access.
- Please message Rebecca at communications@lmha.ab.ca if there are any broken links or outdated information.
- Currently in Leduc, athletes aged 12-17 **DO NOT** need to show proof of vaccination/negative test if they are actively participating in a sport. It is possible that this will change to align with the City of Edmonton and City of Calgary, where all persons aged 12+ **DO** need to show their proof of vaccination/negative tests.
- Managers are NOT to be responsible for collecting vaccine records/negative test results - these are the responsibility of each individual participant or family.



Hockey Fights Cancer

In the 2019-2020 Hockey Season, we ran our inaugural "LMHA - Hockey Fights Cancer" event and raised \$2275 that was directly donated to the Canadian Cancer Society. Unfortunately, with last season being cut short, we did not have the opportunity to run any fundraisers, but we are excited to re-start the fundraiser campaign this season!

LMHA dedicates the month of **January 2022** to HOCKEY FIGHTS CANCER

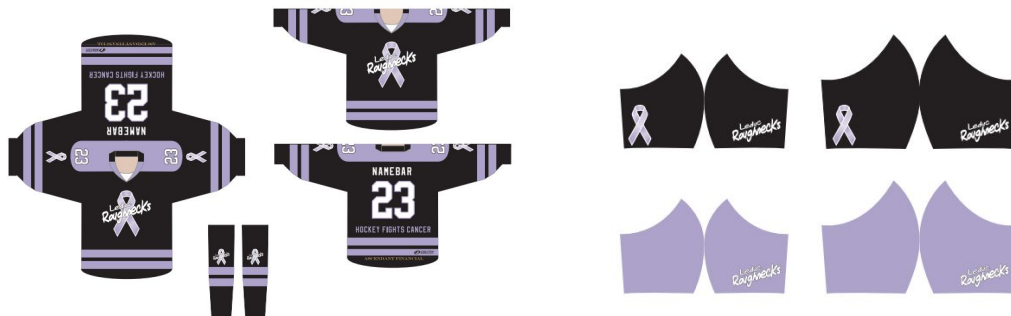




Hockey Fights Cancer

- ❖ This is an OPTIONAL fundraiser to participate in, however, if your team decides they would like to do something - please contact Rebecca at communications@lmha.ab.ca - I have a lot of resources and can help you and your team plan an awesome event, at whatever level of participation you would like
- ❖ Some ideas are:
 - Dedicate a game played in January to Hockey Fights Cancer
 - Purple Ribbons
 - Luminaria, "I Fight For...." signs before a game
 - Special 3rd jerseys for HFC (contact Rebecca for details)
 - Team fundraiser or donation
 - Organized team activity (i.e skills competition)
 - Team Masks or apparel

We have been selling masks and accepting donations since last season, and so far this season, we already have **\$2662.88** to donate! We would love to create more awareness of this program this season and hopefully have a number of teams participate





TEAM PICTURES

- Pictures will be held on October 26, 28 & 30th
- The schedule will be sent to the Team Managers as well as posted on the website and Facebook page.
- U7 to U11 teams: Full gear with blue or white jerseys are to be worn (no yellow or Mc jerseys).
- U13 to U18 teams: Dress shirt/pants with blue or white jerseys
- Photography will be done by Scott Molnar Photography.
- Orders will be made by parents. ONLINE ONLY
- Please make sure to arrive 10 minutes early for your picture time to make sure your teams are dressed and organized. Teams are asked to be respectful of facility regulations when attending picture day.
- Once player's pictures are completed, please exit the facility. No loitering in the building.
- Managers will be responsible for pick up & distribution of picture orders.
- Questions? Please contact Shannon Critchley - secretary@lmha.ab.ca



RISK MANAGEMENT

INJURY REPORT FORMS

- Forms are located on the LMHA website under Risk Management as well as Coach/Manager information. LMHA strongly recommends that each parent receive a copy to keep in their vehicles throughout the season.
- Managers/Coaches must carry copies to all events.
- If a player/coach is injured, one form must go with the player/coach for the Doctor to fill out.
- Completed forms must be returned to Risk Management: risk@lmha.ab.ca
- All injured players or coaches requiring medical attention shall complete an injury report form and will not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries.

CODE OF CONDUCT/SOCIAL MEDIA POLICIES

- There is a Code of Conduct/Social Media Policy please familiarize yourselves with it. This can be found on the website under Risk Management.
- Parent & Player Code of Conduct forms should be handed out to players/parents at the start of the season to be signed and returned to the team manager.
- Regulations, Policies & Bylaws not adhered to are subject to disciplinary action.
- All incidents should have a incident form filled out, found on the website under forms, and submitted to the applicable division director for further investigation.



RISK MANAGEMENT

CRIMINAL RECORD CHECK

- All team staff, coaches and managers, require a Criminal Record Check every 2 years. If you are not sure if your check is current please contact risk@lmha.ab.ca.
- The letter that needs to be taken to the RCMP office can be found on the LMHA website under the Risk Management or Information/Forms tabs.
- CRC's will be collected and handed in by team not individuals.
- If your CRC is not handed in by November 15th you will not be allowed on the bench or be receiving credit for your coaching/managing and may face disciplinary action.

EXHIBITION GAMES – HOME

- Form can be found on the LMHA website under Risk Management as well as Information/Forms (U7 games are all considered exhibition). Form will be sent to Risk Management Director to apply for the permit
- All game sheets must be submitted to Hockey Alberta the instructions will be supplied with your permit.

TRAVEL PERMITS

- ALL travel outside the city of Leduc requires a travel permit. The Hockey Alberta Zone you are travelling within no longer applies.
- Form can be found on the LMHA website under Risk Management and will be sent to Risk Management Director to apply for the permit
- All game sheets must be submitted to Hockey Alberta the instructions will be supplied with your permit.



DISCIPLINE PROCESS

The LMHA expects the Coaching Staff of a hockey team to exhibit qualities of leadership which promotes in players, sportsmanship and decorum, considered with acceptable levels of propriety towards opponents game officials and spectators. As such, standards of behavior should be clearly defined and maintained by the Coaching Staff throughout the season within a climate of mutual respect.

It is recognized that from time to time, sanctions may be necessary for behavior that transgresses acceptable standards. Such sanctions may be applied to any Player, member of Coaching Staff, team follower, parent or member, as per LMHA Regulations and Policies 26.0 and may take the form of:

- A verbal reprimand
- A written reprimand
- A suspension
- An expulsion and/or
- A combination of the above

The LMHA through its Board Members, has the authority to discipline any other Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Bench Staff, Parent or Spectator.



DISCIPLINE PROCESS

The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently with the process provided for below:

- Use of profanity by a Player, a member of the Coaching Staff, Parent, team follower, On-ice Official, Off-ice Official, or Member while representing LMHA during the normal duration of a hockey LMHA activity including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
- Receipt of a player of a game misconduct, gross or match penalty
- Assessment to a Hockey Team of two or more bench minors in one game
- Ejection from a game of a member of the Coaching Staff
- Assessment of a Hockey Team of an excessive number of penalties of a serious nature, in the opinion of the Level Director and the Vice President of Directors.
- Conduct of a Player, member of the Coaching Staff, member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior whether on or off the ice.
- Conduct of a Player, member of the Coaching Staff, Member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior whether on or off the ice.
- Conduct of a Player, member of the Coaching Staff, Member or team follower that repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior whether on or off the ice.
- Use by a Player, member of the Coaching Staff, or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey event while in the hockey arena in the general vicinity of the hockey area



DISCIPLINE PROCESS

- Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to integrity of the LMHA Hockey program.
- Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator. (21 days notice required)
- Conduct of a Player, member of the Coaching Staff, member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior whether on or off the ice.
- Use by a Player, member of the Coaching Staff, or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey event while in the hockey arena in the general vicinity of the hockey area
- Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to integrity of the LMHA Hockey program
- Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator. (21 days notice required)
- Failure to pay all outstanding fees for the Current Season as required or failure to follow through on any commitment made with respect to a waiver of fees for the Current Season
- Code of Conduct – all parents, players and coaches be required to sign off on their conduct and agree to act responsibly.
- Coach meeting – if you feel strongly that you require a meeting with the head coach or coaching staff please feel free to contact the Manager first to arrange a mutually convenient time. It is best to wait 24 hours until making the call to allow yourself some time and distance to think.
- LMHA meeting – if you remain dissatisfied with the outcome after the meeting, your next step should be to contact the Division Director.

Discipline – disciplinary actions for unacceptable behavior will be dealt with by the following manner:

- Step 1 – coach will discuss concerns with the individual involved (offering opportunity to correct their actions)
- Step 2 – coach and manager will discuss their concern with the player's parent or guardian.
- Step 3 – manager will bring the matter to the attention of the Director, LMHA and offer to discuss the concerns



DISCIPLINE PROCESS

INFORMAL PROCESS

STANDARD SUSPENSIONS

- Where the CHA current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with the Level Director as a matter of routine.

NON-STANDARD DISCIPLINE

1. These suspensions are applicable to Players, Coaching Staff, Bench Staff, Parents or Legal Guardians.
2. When an incident involving a Player occurs which may warrant disciplinary action, the Coach(s) or another member of the Coaching Staff or Bench staff shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game, and at least prior to the next game, for action.
3. When an incident involves a member of the Coaching Staff or the Bench Staff which may warrant disciplinary action, another member of the Coaching Staff or Bench Staff, or a concerned Parent shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game.

If the above protocol is not followed you will be required to go back and follow this communication protocol before your complaint will be dealt with. I.e.: parent going directly to another board member, directly to the league or Hockey Alberta.

Discipline Committee Chairperson for 2020-2021 season is Rick Lemay - disciplinelmha@lmha.ab.ca

QUESTIONS??

Leduc
Roughnecks