



# POLICY & PROCEDURE MANUAL

## **TABLE OF CONTENTS**

### **Section 1 - Introduction and General Information**

Motto	5
Mission	5
Philosophy	5
Vision	5
Objectives	5
Bill of Rights for Young Athletes	5
Safety and Risk Management	6

### **Section 2 - Codes of Conduct**

Bullying, Abuse, Hazing and Harassment	6
Code of Conduct philosophy	6
Parents' Code of Conduct	7
Players' Code of Conduct	8
Communication Protocol	8
Conflict of Interest Policy/LMHA Directors, Employees, and Appointed Volunteers	8

### **Section 3 - Structure, Duties, Roles, and Responsibilities**

Board of Directors	9
Board of Directors Positions	9
Support Positions to the Board and Association	10
Duties of Governors	10
Committees	10
Coach Selection Committee	10
Disciplinary / Appeal Committee	10
Working Committees	10
Expenses	10

### **Section 4 - Team Positions**

Coach Responsibilities	11
Parent Representative (optional position)	11
Manager	11
Registration/Team Officials	11
Finances	12
Fundraising Policy	12
50/50 – All Teams	12

### **Section 5 - Registration & Rates**

General Information	12
NON-Refundable Fees	13
Deadlines	13
Additional Fees	13
Try-Out Fees	13
Refund Policy	13
NSF Cheques	13
Funding Assistance	14

### **Section 6- Team Selection and Divisions**

Evaluation Procedure- Tiered and City League	14
Team Selection – Tiered and City League	15
Player Acceleration	15
Divisions - Tiered and City League Teams	16
Sibling Participation – Practices	16

**Section 7 - Affiliation**

Affiliation Process	17
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**Section 8 - Administration**

Insurance	17
Team Registration	17

**Section 9 – Travel**

Hotel Policy – Elite Teams	18
Bus Usage	18

**Section 10 - Ice Usage and Terms**

Allocation	18
Cancellation	18
Holidays	18

**Section 11 - Equipment, Facilities, and Website**

Equipment	19
Dressing Rooms	19
Facility Damage	19
Website Usage	19

**Section 12 - Tournaments, Playoffs, Provincials, and Travel**

Tournaments – All Teams	19
Elite Tournaments	20
Playoffs – City League	20
Trips /Tours / Exchanges	20

**Section 13 - Discipline**

Suspensions	20
Appeals	20
Grievances	21

**Section 14 – Dressing Room Policy**

Dressing Room	21
Injury Treatment	21
Female Teams	21
Road trips	21
Physical Contact	21
Isolated Spaces	21
Sport & Training Facilities	21
Parents in Locker Room	21
Co-ed Dressing Rooms	22

**Section 15 – Supervision Guidelines**

Dressing Room	22
Travel	23

**APPENDIXES**

Document History	27
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## **Section 1 - Introduction and General Information**

This Policy & Procedure manual works in conjunction with the Hockey Alberta *By-laws and Regulations* Guide. Any policies and procedures believed to be in place prior to the development of this manual are hereby no longer recognized and are invalid. All policies and procedures specific to *Lethbridge Minor Hockey Association* (hereafter to be referred to as the *LMHA*) are outlined within this manual, or Hockey Alberta Regulations will apply.

- Any requests for changes to this manual must be presented to the LMHA Board of Directors and a ruling on the special circumstance or change to the policy will be implemented by the board and noted in meeting minutes.
- Hockey Alberta Bylaws and regulations will supersede any policies contained therein that are in conflict.
- All policies and procedures apply to all LMHA teams and members as outlined in this document.

**Motto**                “*Hockey for the fun of it!*”

**Mission**            To provide an opportunity for youth within the Lethbridge Minor Hockey Association boundaries to participate in a structured hockey program, and to create opportunities and valuable life experiences in hockey by providing exceptional leadership and service.

**Philosophy**        The LMHA will endeavor to fulfill this aim by operating teams in all divisions that will be developmental, equally competitive, and fun.

**Vision**              The vision of the Lethbridge Minor Hockey Association is to create an environment that supports the learning of skills in a safe, fun, and supportive community atmosphere.

### **Objectives**

- To create, foster, and encourage the sport of amateur hockey in the City of Lethbridge and surrounding district.
- To promote, govern, and improve organized hockey within the district under its control.
- To affiliate and cooperate with other amateur hockey organizations.
- To foster among its members, supporters, and teams a general Community spirit.
- To exercise general supervision and direction over playing interests of players, coaches, managers, and executives with emphasis on the enhancement of good character, sportsmanship, discipline, and citizenship while developing the proper fundamentals of the sport of hockey.
- To promote, acquire and operate hockey facilities and equipment.
- To act as the governing body of amateur hockey in the City of Lethbridge and surrounding district in accordance with the rules and regulations prescribed therefore by the recognized Provincial and National Amateur Hockey Associations.
- To establish and maintain uniform playing rules and regulations for amateur hockey in the City of Lethbridge and surrounding district and a uniform test of qualifications of teams and players, provided such rules and regulations, and tests are in conformity with the recognized Provincial and National Amateur Hockey requirements.

### **Bill Of Rights for Athletes**

- Right to participate in safe and healthy environments.
- Right of the opportunity to participate in sports regardless of the ability level.
- Right to participate at a level that will be commensurate with each child’s development level.
- Right to have qualified adult leadership.
- Right to the proper preparation for participation in the sport.
- Right to play as a child and not as an adult.
- Right to be treated with dignity by all involved.
- Right to have fun through sport.

### **Safety and Risk Management**

No Lethbridge Minor Hockey Team is allowed to go and play in any rink that is deemed unsafe. Coaches and team managers should assess all the rinks they play in using the Risk Management Safety Checklist that was developed by Hockey Alberta. In the event this happens, and an arena is found unsafe, Lethbridge Minor Hockey will take the necessary steps to assist in remedying the situation to ensure a safe arena.

## **Section 2 - Codes of Conduct**

### **Bullying, Abuse, Hazing, and Harassment**

The LMHA follows and enforces the principles, protocol, and intent of the Hockey Canada's *Speak Out* as well as the Respect in Sport Coach / Activity Leader and Parent programs which focuses on coaches, managers, safety people, parents, players, and administrators. The LMHA policy on this is not limited to but instead in addition to the Hockey Canada Speak Out program parameters and guidelines.

It is the policy of LMHA that there shall be no abuse and neglect, whether physical, emotional, or sexual of any participant in any of its programs. LMHA expects every parent, volunteer, and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Bullying, abuse, hazing, or harassment of any type and nature whatsoever, and whenever it occurs, will not be tolerated, and will result in some form of sanction, which could include suspension of the athlete. The Lethbridge Minor Hockey Association policy on these subjects include, without limiting the generality of the foregoing:

- The LMHA will support all Hockey Canada, Hockey Alberta, and league directives and sanctions regarding bullying, abuse, hazing, or harassment.
- The LMHA will gather such information that it deems necessary from all available sources and decisions will be made accordingly.
- The consequences of bullying, hazing, abuse, or harassment will be as follows:  
First offense- A verbal or written warning, or up to a maximum three game suspension. Note: Written warnings may be removed from the member's file on/after one calendar year upon written request provided to the LMHA office, and subject to LMHA Board approval.  
Second offence- Minimum three game suspension to indefinite suspension.

If law enforcement authorities are investigating any incident involving an LMHA athlete for bullying, abuse, hazing, harassment, or the like, the LMHA will co-operate fully and will provide all pertinent information to assist in the investigation.

### **Code of Conduct Philosophy**

Membership and participation in the Associations' activities is a privilege, not a right. Players, coaches, and all invitees, including spectators, shall abide by the LMHA Codes of Conduct. Failure to do so may result in disciplinary measures, including suspension and possible expulsion.

- Win or lose, players shall emphasize sportsmanship towards other participants, including all players, coaches and officials. Derogatory comments are absolutely forbidden.
- The referees are in charge of the game. Only the captains and alternate captains of the team shall address the referees and then shall do so only in a respectful tone. Use of foul or abusive language is absolutely prohibited.
- Spectators shall provide only positive encouragement for players, coaches, referees, or fans. Derogatory

comments from a spectator aimed at any player, coach, or referee shall be addressed in accordance to LMHA Code of Conduct.

- The coaching staff shall lead by example. Coaching staff of the team may not address players of the opposing team except to provide positive encouragement or congratulations.
- Discouraging or humiliating remarks, gestures or other communications to players, referees, and opposing team shall be absolutely forbidden.
- In addition, coaching staff shall always, both at practices and games, treat their own players with respect and dignity. Humiliation, belittlement, embarrassment through words, actions or conduct are inappropriate forms of punishment and ineffective instructional methods and shall be absolutely prohibited.
- Each child is entitled to the benefit of constructive criticism and instruction to develop his/her skills to their maximum potential. Coaching staff must carry out performance appraisals mid-season and at the end of the season in an impartial and objective way based solely on an evaluation of technical skills, play, leadership, sportsmanship, and the adherence of the children to the core values of Hockey Alberta.
- No player shall use performance enhancing drugs, alcohol, products containing THC (tetrahydrocannabinol), vape products or other substances as noted on the List of Prohibited Substances list prepared and released by the International Olympic Committee.
- No member of the coaching staff shall purchase, sell, supply, administer or otherwise participate in the use by any player of any performance enhancing drugs or such banned substances. Any player or coach in breach of this rule shall, on a first offence, be banned from participation in hockey programs of the Lethbridge Minor Hockey Association for a period of one year and upon a second offence shall be banned for life from participation in the hockey programs of the Lethbridge Minor Hockey Association.
- Players shall not set out to intentionally maim or injure another player or the coaching staff by their actions, words, conduct or inaction.
- Players and coaches alike shall participate in the game of hockey with honesty and integrity. A player or coach who intentionally participates in any conduct which results in the intentional violation of the rules of eligibility governing the LMHA or otherwise intentionally circumventing the rules of eligibility shall be suspended immediately from participation in the hockey programs run by the LMHA and will subject to review by the LMHA Board.
- The coaching staff shall honor the Bill of Rights for Young Athletes and ensure that they are upheld for every child participating in LMHA programs. Each member of the coaching staff has an obligation to expeditiously report to the executive of the LMHA any breach of rights of any player to which she/he has specific knowledge or which he/she has reasonable grounds for believing a breach has occurred.

### **Parents' Code of Conduct**

Lethbridge Minor Hockey has implemented a *Parent's Code of Conduct* which all parents must agree to and sign on an annual basis. This agreement is effective from June 1st to May 31<sup>st</sup> the following year. A copy of this agreement can be found in Appendix A of this document, and on the LMHA website.

Failure to comply with the Parent's Code of Conduct will result in the following disciplinary action:

#### 1<sup>st</sup> offence.

- Minimum of 1 week (7 Days) suspension to a maximum of Thirty (30) day suspension from participation in all Lethbridge Minor Hockey events and activities. This includes all practices, dry land training, exhibition games, league games, tournaments, and any team functions. Banned from all arenas and team functions hosted by Minor Hockey during the suspension period.

#### 2<sup>nd</sup> offense or failure to comply with 1<sup>st</sup> offense action items will result in

- Instant removal of parent(s) / guardian(s) from all activities within Lethbridge Minor Hockey Association for 1 year from the date of the infraction.

#### 3<sup>rd</sup> offense or failure to comply with 1<sup>st</sup> and 2<sup>nd</sup> offense action items will result in.

- Instant removal of entire family (all family members) from all activities within the Lethbridge Minor Hockey Association for 1 year from the date of the infraction.

The 24-hour policy **must** be adhered to (see *Communication Protocol* section of this document for further information). Failure to follow this protocol will fall under the *1<sup>st</sup> offence* condition and will be reviewed by the LMHA to determine the length of sanction.

Physical abuse of another person will carry indefinite suspension from all minor hockey events until reviewed by LMHA for further discipline.

(All of these *Codes of Conduct* can also be found on the LMHA website under *Manuals*)

#### **Communication Protocol**

Prior to reporting and or filing a complaint **all members must wait 24 hours and then submit their concern(s)**. The proper flow of communication is as follows:

- **Parent** -> Coach/Team Manager -> Division Governor -> LMHA Office
- **Coach/Team Manager** -> Division Governor -> LMHA Office -> LMHA Board of Directors -> Hockey Alberta -> Hockey Canada.

#### **Conflict of Interest Policy/LMHA Directors, Employees, and Appointed Volunteers**

##### **APPLICATION:**

This policy applies to all members of the Board of Directors (Directors), Employees, and appointed volunteers of the Lethbridge Minor Hockey Association (LMHA).

The Conflict-of-Interest Policy highlights the expected standard of conduct for all LMHA Directors, Employees, and those in appointed positions.

##### **INTRODUCTION:**

The LMHA has and continues to earn the trust of its membership by delivering a minor hockey program in accordance with our Mission Statement and core values. Our membership expects our directors, employees, and appointed volunteers to deliver and administer these programs fairly and objectively. Directors, employees, and appointed volunteers are held to a high standard of conduct because their official duties

have an impact on the rights and interests of the membership of the LMHA. These individuals must ensure that their private interests and/or outside activities do not affect their ability to perform their duties in an objective and neutral way. They are expected to serve in the interest of the membership and uphold the membership's trust by preventing situations that could give rise to a real, perceived, or potential conflict of interest.

##### **OBJECTIVE AND OUTCOME:**

1. Objective- To ensure that issues of conflict of interest are resolved in the interest of the LMHA and its membership.
2. Outcome- The membership will continue to have confidence and trust in the integrity of the board of directors, employees, and those appointed to positions within the LMHA.

##### **ACCOUNTABILITY:**

1. The LMHA President and General Manager will ensure that all documents relating to the Conflict-of-Interest Policy are reviewed and completed on an annual basis by all Directors, Employees, and those in appointed positions. In the event of a conflict of interest being disputed, the Board of Directors will investigate, and rule as needed.
2. All employees, directors, and appointed individuals will review and familiarize themselves with the Conflict-of-Interest Policy and accept it as a condition of employment, placement in an elected office, or the ability to act as an appointed volunteer.

**PRACTICAL APPLICATION:**

1. Members of the board of directors and/or employees must remove themselves from the meeting room whenever discussions are held regarding a specific team, coach, or players that the director/employee may be involved with as a team official or parent. At no time will a director/employee in this type of situation be allowed to engage in official LMHA discussions or votes, as applicable.
2. Notwithstanding #1 above, members of the board of directors and/or employees may be allowed to participate in discussions regarding the age division they participate in as either a team official or parent. However, they will not be allowed to participate in any votes resulting from these discussions and will be asked to leave the meeting room during any required votes.
3. Notwithstanding #1 and #2 above, it is the responsibility of any Director or Employee to self-identify any real, perceived, or potential conflict(s) of interest, and that individual must identify the real, perceived, or potential conflict(s) of interest prior to any discussions per #2 above. If necessary, the remaining directors will then determine if such a conflict exists.

It is not the intent of this policy to stop discussions on any issue that arises at any board meeting. However, it is the responsibility of all directors, employees, and appointed individuals to ensure that they always act in the best interest of the LMHA and its membership, and to perform their duties in such a manner that ensures that there is no real, perceived, or potential conflict of interest at any time.

### **Section 3 - Structure, Duties, Roles, and Responsibilities**

#### **Board of Directors**

The Lethbridge Minor Hockey Association is operated and directed by a Board of Directors. There are 11 positions on the Board plus the Past President. These volunteers are elected to the Board at the Annual General Meeting and agree to serve a three-year term on a fixed rotation, so that no more than three positions come due in any given year. The requirements and duties of the respective Board are outlined in the LMHA *By-Laws* effective June 1<sup>st</sup>, 2011. The classification of members is also addressed in this document.

#### **The Board of Director Positions:**

- President (elected)
- Vice-President (elected)
- Director of Finance (elected)
- Director of Competitive Hockey (elected)
- Director of Program of Excellence (elected)
- Director of Female Hockey (elected)
- Director of Resources (elected)
- Director of Tournaments (elected)
- Director of Governors (elected)
- Past President

Anyone running for LMHA President must have served at least one term in an alternate elected board position within the last six years. All Nominees must present their nomination application, in person, to an LMHA office staff member, and the application must be signed by the nominee in their presence. The acting LMHA General Manager will put together a vetting committee as appropriate to review/discuss desired positions with all nominees. Nominees must be present at the AGM to run for a position and must be a member in good standing.

The LMHA President may not hold a position on any LMHA team, and the LMHA Director of City Leagues may not act as Head Coach or Manager on any LMHA team. Exceptions would be with LMHA Board of Director approval.

The use of e-mail ratification by the Board of Directors may be used to communicate and vote for Coaches and Governors.



### **Support Positions to the Board and the Association**

- Female Governor
- U5 (Little Canes) Office
- U7 (Timbits – Initiation) (5–6-Year-Old Program) Governor
- U9 (Novice) Governor
- U11 (Atom) Governor
- U13 (Peewee) Governor(s)
- U15 (Bantam) Governor(s)
- U18 (U18 (Midget)) Governor(s)
- Coach Mentor
- Elite Committee\*

*\*The Elite Committee is made up as follows- The acting Director of Excellence from the LMHA Board of Directors, and the following appointed positions: Director of Competitive Hockey, Hockey Operations Coordinator, Director of City Leagues, Director of Tournaments, and the Director of Finance. The Chair may choose to request Member(s) at Large to participate in committee meetings as well. Members at large are selected through a vetting and voting process through the LMHA Board either in person or via email. No member of the Committee shall have any relationship to any participants in the Elite program.*

### **Duties of Governor**

These volunteers are responsible for the operation of each division from mass practices through the season to the end of March, or when the teams are finished for the year. This includes being at all mass practices and coordinating the rating of players, as well as coordinating the team selection with the coaches. They must be in constant contact with the LMHA office to coordinate all ice allocated to that division, and to distribute it fairly to each team in their division.

They are responsible for the coaches being well informed of Board of Directors decisions and ensure that they follow the Hockey Alberta and LMHA *Rules and Regulations*. It is highly recommended that each governor watches the games in their division as often as possible, as well as being around at their tournaments.

The LMHA Director of Governors shall select governor prospects and present these for ratification by the LMHA Board of Directors.

### **Committee**

Although we have several board positions that cover a wide area of Lethbridge Minor Hockey business we do require some special committees to be formed that consist of the Board of Directors, and other volunteers.

Also, the LMHA Board of Directors may appoint additional committees to advise the Board or to conduct specific activities for Lethbridge Minor Hockey. The committee members are drawn from the regular membership or the community at large.

Many committees can be formed throughout the year, but the following are needed at the start of the year:

#### **Coach Selection Committee**

Is responsible for working with the Hockey Operations Coordinator / Director of coaching to conduct interviews and select the coaches for the season, conduct periodic update meetings during the year, coordinate required coach clinics, be involved should any coach discipline be required, and to report these activities to board.

**Disciplinary/Appeal Committee**

Responsible for dealing with all LMHA matters requiring discipline. This includes the conduct of all our players, parents, and coaches in and out of Lethbridge, on and off the ice. Be advised this committee has the right to add supplementary discipline beyond that given by Hockey Alberta & other leagues.

- Determine the disciplinary action and deliver it.
- Responsible for dealing with the appeals made to Hockey Alberta, our disciplinary committee, or the other leagues where discipline had been delivered and disagreed with.
- Report all activities back to the LMHA Board of Directors.

**Working Committee:**

The Lethbridge Minor Hockey Board of Directors utilizes working committees to focus on specific areas of our program. These committees then bring back to the board recommendations to be considered for approval. The following shows existing committees and the board positions assigned to participate as required.

**Expense**

The Lethbridge Minor Hockey Association Board of Directors shall be reimbursed for the expenditures made on behalf of Lethbridge Minor Hockey, or while traveling for the purpose of, and on business for, the LMHA Board of Directors. The rate of reimbursement shall be as outlined by the Provincial government in their disbursement matrix, and receipts must be provided before reimbursements will be made.

**Section 4-Team Positions**

On every team there are certain positions or jobs that Lethbridge Minor Hockey requires to be done. They are Coach, Parent Representative (optional), Manager, and Finance. These are outlined as separate jobs, as we feel it is in the best interest of the players on the team if they are performed by more than one or two people.

**Coaches**

Coaches shall make application for a coaching position through the Lethbridge Minor Hockey Coach Selection

Committee. All coach selections will be ratified through the current LMHA Board of Directors via majority vote.

Interviews for coaches for the Elite and Tier 1 (CAHL/non-City league teams) in LMHA will be completed by a pre-selected committee. Any member of this committee that has, or potentially has, a child that may play for any of the teams in the divisions being interviewed for are ineligible to be part of the interview process for that division.

**Parent Representative (optional position)**

This person will also be responsible for making sure that all the parents on the team are informed of the relevant information coming back from the LMHA board or league representative via the acting division governor.

This position also acts as a liaison between parent and coach and concerns are relayed to the governor of that division. Please note: In the last few years this position has been combined with the managers' position and has worked out quite well.

**Manager**

The team manager will ensure that all proper paperwork is completed for the team such as team sheets, player cards, travel permits, game sheets, and team rosters.

The Manager must have a CHA accident form and player information forms available at every team function in the event one is required.

### **Registration/Team Officials**

The LMHA will cover the fees to register up to 5 (five) team officials, per team, with Hockey Alberta. Any requests to register additional team officials above this number will be billed directly to the team in question, and at the going Hockey Alberta rate in effect at the time. No team official will be added to a roster until they meet Hockey Alberta Certification Requirements.

### **Finances**

LMHA has a sponsor who has paid Minor Hockey a sponsorship fee for the purpose of purchasing and screening jerseys. Teams are NOT to contact their team sponsors directly for additional contributions. Each team is required to raise their own funds for out-of-town tournament entry fees, any extra ice required by the team over and above LMHA ice provided, and any extras the team would like for the players such as hats, jackets, track suits, etc. These finances are to be kept by the team for the team and are not at all related to the business of the Lethbridge Minor Hockey Association. **Each team MUST have two (2) non-related signing authorities on their team bank account.**

### **Fundraising Policy**

Current policy concerning fund raising stipulates that careful accounting take place with statements, checking accounts, dual signing authority and the like being established. Coaching staff within a team are discouraged from taking on fund raising functions as their time is taken up with the team. It is recommended that coaches not be the signing authority for the team. Responsible parents should take this on solely based on consensus within the group. The LMHA believes all teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team. When raising funds, members are also representing the Lethbridge Minor Hockey Association (LMHA) and are encouraged to always project a positive image of the LMHA.

Please note:

- The LMHA has the right to request fundraising budgets from any team.
- Fund raising must be by the hockey team concerned, not Lethbridge Minor Hockey Association
- All fundraising activities must be discussed and approved by the majority at a team parent meeting.
- The maximum amount that individual team players may fundraise is 100 % of their team expenses.
- No one person shall profit from fundraising.
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review.

### **50/50 – All Teams**

The LMHA allows all teams to use 50/50 ticket sales at home games as a fund-raising tool. CAHL and City League teams may use money raised to supplement their various team expenses for the season. Elite teams are to use 50/50 raffles as a method to supplement the cost of meal purchases for the team.

## **Section 5 - Registration & Rates**

### **General Information**

- Each and every individual who is interested in participating in the Lethbridge Minor Hockey program must be registered by Sept 1.
- First time registrants must provide a verification of player's age.
- New players will be notified via media advertising.
- The registration rates for each division are determined and announced each season.
- Any player with outstanding fees will not be permitted to play until such time as the fees are paid in full and approval is provided by Lethbridge Minor Hockey.
- If there is an outstanding balance due on account, no family member record(s) shall be approved for transfer to another MHA until the account has been cleared up.

- For non-Elite try-outs, the LMHA will not grant approval for a player to move to another MHA until all the LMHA team rosters in that child's playing division have been finalized. If there is an extenuating circumstance requiring the child to move, then that must be submitted in writing to the LMHA GM who will then seek approval through the proper channels.
- Questions or assistance required can be sought through contact with the General Manager and/or designate.

#### **NON-Refundable Fees**

- Registration fees will be set at one rate, based on division, up to and including June 30<sup>th</sup>.
- The registration deposit amount is NON-Refundable
- Tryout Fees are NON-Refundable

*The only way a registration deposit or Tryout fee will be refunded is with a doctor note or letter describing the medical emergency.*

#### **Deadlines**

- Registration fees will be set at one rate, based on division, up to and including June 30<sup>th</sup>.
- Registrations will be accepted until September 1st. All registrations received after *September 1st* will be placed on a waiting list.
- *Respect In Sport* (RIS) must be completed prior to/at time of registration. This program is mandatory for all LMHA members.

#### **Additional Fees**

Players selected to play on the Elite teams will be charged additional fees to cover extra ice, busses, hotels, equipment, and league costs. Tiered teams will be charged additional fees to cover extra ice and league costs, as applicable.

Parents or Guardians of Elite players will also be required to participate in various fundraising efforts including raffles and related ticket sales. To ensure that the fundraising efforts are completed, each player through his parent or guardian must provide non-dated cheques (payable to the Lethbridge Minor Hockey Association) prior to competing in the first league game.

Upon completion of the player's obligation for each fundraising event cheques will be destroyed or returned to the player's parent upon request, without being negotiated or cashed. If a player has outstanding fees or unpaid fundraising obligations from a prior season, payment must be received by the LMHA before the player will be allowed to attend the tryouts the following season.

#### **Try Out Fees**

All players trying out for a Tiered or Elite team must pay a NON-Refundable try out fee. And provide any required documentation to the Registrar prior to the tryout date. *The only way a registration deposit or Tryout fee will be refunded is with a doctor note or letter describing the medical emergency.*

#### **Refund Policy**

Lethbridge Minor Hockey will refund the player's registration fee on a pro-rated basis based on date of request. All refunds will be charged an administration fee to cover credit card and eCommerce expenses. The player/parent must complete the *Refund Request Form*, available at the LMHA office, and the appropriate refund shall be calculated and forwarded. After January 10th **NO REFUNDS WILL BE APPROVED.**

The registration deposit on fees, and tryout fees are NON-Refundable unless a doctor note describing the medical emergency is provided.

#### **NSF Cheques**

All non-sufficient funds cheques returned to Lethbridge Minor Hockey shall be charged a \$45.00 fee. Repeat offenders shall be sent to a contracted collection agent.

### **Funding Assistance**

Any player requiring financial assistance to cover the registration fees and allow them to be able to play within LMHA is invited to complete a Special Assistance Form through KidSport, Jumpstart or any other affiliated assistance program.

## **Section 6 - Team Selection and Divisions**

**TEAM SELECTIONS MUST ALWAYS BE MADE IN THE BEST INTEREST OF THE PLAYER(S), AND MUST BE DONE IN A MANNER THAT ALLOWS THEM TO PLAY AT THE HIGHEST LEVEL THEIR SKILLS ALLOW.**

### **Evaluation Procedure- Tiered and City League**

- For tiered teams, all players must declare a position on their registration form.
  - Players registered for tiered tryouts must attend all sessions, however, consideration may be given for injuries and other extenuating circumstances. This will be evaluated on a case-by-case basis thru a panel appointed by the LMHA Board of Directors.
  - In addition to the head coach, all attempts will be made to have teams evaluated by independent evaluators. An independent evaluator may be from the Lethbridge and surrounding community but is to have no direct ties to the tier they are evaluating. All team coaches may evaluate, however, only one evaluation package per team can be submitted. All attempts will be made to have the same evaluators present for all sessions.
  - Drills for tiered try outs will be pre-set by coaches, governor(s), and on-ice leads.
  - Authorized evaluation forms will be provided to all evaluators, and these must be turned in to the respective LMHA governor at the conclusion of each tryout session. The LMHA governor will compile the ratings data from the evaluation team throughout the evaluation skates.
  - The evaluation team (governor and head coaches) will group players how they see fit for all skates. This must be done with an attempt to balance groups by position (defense and forwards).
  - Players are grouped out for the inter-squad game(s) by the evaluation team, and all attempts must be made to balance groups by position (defense and forwards). Final player rankings will be completed by the LMHA governor and used for team selection after the final on-ice session.
  - The LMHA will advise the governor and tiered coaches how many players their roster will consist of. This will be based on registration numbers.
  - Once the LMHA governor has the roster number from the LMHA and the evaluation skates are complete, the governor will provide the coach a selection list showing the equivalent number of top-ranked players, PLUS the next 7 (seven) top-ranked players. This roster list will be prepared based on rankings from the submitted evaluation sheets, and with consideration to a balance of forwards and defense. The 7 “over roster” players must consist of 4 forwards, and 3 defensemen where player evaluations and numbers warrant it. This will apply to all tiered divisions.
- Example:** The LMHA advises that the U15 (Bantam) T1 team will consist of 15 skaters (9 forwards, 6 defense). The list of players that would be provided to the coach would be the top-ranked 22 skaters (13 forwards, 9 defense). The coach will select a total of 9 forwards and 6 defensemen from this list.
- Goaltenders to a particular team will be determined by the LMHA based on registration numbers.
  - The evaluation team will ensure that all ratings and/or draft pick numbers are kept confidential.
  - Due to the unique nature of the U18 (U18 (Midget)) division, exceptions to the above ranked player selection list rules may be considered based on circumstances. Exception requests would need to be made in writing not later than 7 days prior to the scheduled team selection date, and would be approved or denied after review by the U18 (U18 (Midget)) Governor, the acting LMHA Director of Competitive Hockey, and the acting LMHA General Manager. If any of these individuals are found to conflict with the Exception Request, alternate(s) will be appointed by the acting LMHA Director of Competitive Hockey, as required. The decision of this committee would be final.

**NOTE: ANY DEVIATION FROM THE NORMAL STANDARD ROSTER FORMAT NOTED ABOVE, AND/OR SELECTION LIST CRITERIA, AND/OR IF ANY OF THE TOP 5 RANKED PLAYERS (PER TEAM) ON THE SELECTION LIST ARE NOT TO BE CHOSEN, MUST BE JUSTIFIED TO THE TEAM SELECTION COMMITTEE BEFORE THE TEAM CAN BE DRAFTED.**

### **Team Selection – Tiered and City League**

U11 (Atom) T1 teams must have a minimum of three (3) first year players selected, per team.

Any child opting out of one tier to another may, upon review by the LMHA GM and/or Hockey Operations, drop to the lowest level of play in that division.

No teams shall be selected until all coaches are present. A coach or coaches can only protect his/her own children. (Maximum of 2) and all protected players are slotted first.

All players must attend mass practice, if at all possible, before being selected.

Prior to the selection commencing an equalization process shall balance the team's talent for those secured players of the coach and assistant coaches. Once equal, the coaches will then pick numbers out of a hat. The players are then drafted in the order of selection based on the number out of the hat. The order of the draft shall be: (Example) First Round 1 – 5, Second round 5 – 1, etc., and this continues through until the draft is completed.

Trading is allowed once the team selection is complete as long as no coach present in the room has issue with the proposed transaction. The governor will ensure that all coaches understand the process and that under no conditions should any ratings of players or selection pick numbers be shared with the balance of the membership!!

All teams in a division must have an equal number of players. For example, after the teams are all selected a new player comes, he or she must go to the next team requiring a player to become equal. If each team already has an equal number of players, then he/she goes to the team who would have drafted next.

### **Player Acceleration**

The objective is to develop players within their specific age group, and not to displace the players from their age. Division by facilitating the movement of underage players.

All underage players will only be considered as an exception.

- a) Underage players will only be considered if they are one year younger than the age Division, they are applying to participate in;
- b) A formal application must be submitted (Underage Player Application) prior to the Evaluation Camp beginning.
- c) Along with the Underage Player Application, the Player must submit a letter outlining the rationale for being considered as an Underage Player.
- d) No underage players will be granted a second try-out.
- e) An underage player approved for participation in the Evaluation Camp, must evaluate in the top third of skaters by position, i.e. The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the Division / Team in question.
- f) The underage player's participation with the higher-level Division / Team must be determined within the first seven days of the Evaluation Camp, through a minimum of two ice times.

## Divisions – Tiered and City League Teams

The numbers of teams in any division are determined annually by the Board of Directors based on the number of players registered in each division and the location of league play and caliber. These numbers can fluctuate from year to year and the Board attempts to make the necessary adjustments to facilitate this.

City League – is a Lethbridge Minor Hockey League within 50 kilometers of the City of Lethbridge with LMHA City League teams and possibly teams from neighbor associations within 50 kilometers.

Central Alberta Hockey League (CAHL) – this is the league that the Tier teams participate in and the league covers a geographic area primarily from Rimbey South, border to border to border. Depending on the number of teams in a division or Tier (U9 (Novice), U11 (Atom), U13 (Peewee), U15 (Bantam), U18 (Midget)) the geographic area may be further divided into playing divisions such as North, South, or East, West.

### U5 (Little Canes – Learn to Play)

- Small groups.
- Solely a skill and skating development level and fun!
- Limited scrimmages, beginning after Christmas.

### U7 (Timbits – Initiation)

- Teams of equal strength determined through a mass practice session by the governor and coaches and General Manager.
- Focus on skill and skating development and fun!
- City league after Christmas
- Exhibition games allowed (no ice provided)

### **U9 (Novice) - City League**

- # of teams and players per team determined through our registration process.
- Focus on skill, skating and game development and fun!
- League with other Lethbridge City League teams (ice provided)
- Exhibition games allowed (no ice provided)

### U11 (Atom) – CAHL

- # of teams and players per team is determined through our registration process. The LMHA Board determines the number of U11 (Atom) teams to be registered in CAHL.
- U11 (Atom) AA – two teams 17 players per team
- Focus on skill, skating and game development and fun!
- League play (ice provided)

### U11 (Atom) – Tier 4

- # of teams and players per team determined through our registration process.
- Focus on skill, skating and game development and fun!
- League with other Lethbridge City League teams (ice provided)
- Exhibition games allowed (no ice provided)

### U13 (Peewee) - CAHL

- # of teams and players per team is determined through our registration process. The LMHA Board determines the number of U13 (Peewee) teams to be registered in CAHL.
- Focus on skill, skating and game development and fun!
- League play (ice provided)
- Exhibition games allowed (no ice provided)

**U15 (Bantam) - CAHL**

- # of teams and players per team is determined through our registration process. The LMHA Board determines the number of U15 (Bantam) teams to be registered in CAHL.
- Focus on skill, skating and game development and fun!
- League play (ice provided)
- Exhibition games allowed (no ice provided)

**U18 (Midget) - CAHL**

- # of teams and players per team is determined through our registration process.
- Focus on skill, skating and game development and fun!
- League play (ice provided)
- Exhibition games allowed (no ice provided)

**Sibling Participation – Practices**

Any player attending a sibling's practice must be registered in LMHA, be 16 or over, wear full equipment and a special event form must be submitted prior to attending practice. This does not supersede Hockey Alberta's policy but adds to it.

**Section 7 - Affiliation**

The LMHA affiliation procedure follows Hockey Alberta Guidelines.

All affiliations must be approved by LMHA Hockey Operations or LMHA General Manager and are not completed until the coach/manager receives a roster with the affiliated player on it.

**Affiliation Process**

- Submit the completed Player Affiliation Agreement to the Registrar and General Manager
- No affiliate player shall participate until the affiliating Head Coach / Manager have received an official roster with the affiliated player on it.

**Section 8 - Administration****Insurance**

Insurance fees are paid by LMHA on behalf of each member (player or adult) directly to Hockey Alberta and these fees are included in the player registration fees.

- Only players, team coaches, and managers listed in the HCR official roster are covered by insurance. This includes affiliated players
- All adults going on the ice/bench must be registered as a team official in the HCR and be on the official roster. If they are not registered with Hockey Alberta, then they do not go on the ice or on the bench.

**Team Registration**

With team registration, the Roster Request Form is submitted to the Registrar who will then input it into the HCR system to generate an official roster.

**IT IS THE COACHS' RESPONSIBILITY TO ENSURE THAT:**

- All Players are registered.
- All Assistant Coaches/Managers/Trainers are listed and proper information (full name/birth date) is provided.



## **Section 9 - Travel**

Lethbridge Minor Hockey Association players are forbidden to serve as drivers of vehicles to exhibition, sanctioned events, and practices outside of Lethbridge City limits. Players may only travel with their parent(s)/guardian(s), or with others through private arrangements. No car-pooling arrangements shall be made by the team or team officials.

**ALWAYS REMEMBER YOU ARE REPRESENTING THE LETHBRIDGE MINOR HOCKEY ASSOCIATION, THE CITY OF LETHBRIDGE, AND YOUR TEAM, AND YOUR ATTIRE AND CODE OF CONDUCT MUST BE IN ACCORDANCE WITH THIS.**

All other teams are encouraged to follow the dress codes outlined in this policy.

### **Hotel Policy – All Teams**

- The LMHA pays for ten (10) rooms for each of the teams (11 if there is a girl on the team) for U15 (Bantam) and U18 (Midget), 1 room for the bus driver, and 2 rooms for the coaches.
- U13 AA (Peewee) is allowed eight (8) rooms for each team (9 rooms if there is girl on the team), 1 room for the bus driver, and 2 rooms for the coaches.
- If the hotel gives you a complimentary room for the bus driver, you may use the other room for coaching staff or equipment.
- Approval to leave a day early for any game must first be approved by the LMHA Elite Committee via the LMHA Board of Directors.

### **Bus Usage- All Team**

The registered Team Official must travel with the team on the bus at all times. The registered Team Official is responsible for ensuring appropriate bus travel behavior and player safety to and from events requiring bus travel.

- Bus ridership for parents and or siblings is *a team staff decision* at ALL levels of the ELITE program.
- Bus usage is *a privilege and not a right*.
- LMHA codes of conduct for all members using them are in effect at all times. Any violations of these codes will be dealt with according to the disciplinary terms described in them.
- Any damage caused to a bus by any LMHA member will result in suspension and will be dealt with harshly.
- Bus cleanliness is a team responsibility and they will be left cleaner than when your team boarded it.
- Approval to leave a day early or stay an extra day for any game or tournament must first be approved by the LMHA Elite Committee or Board of Directors.
- Consumption of alcohol is strictly prohibited on any bus.
- Elite teams only: Teams must travel by LMHA approved bus for any and all games further than 80km each way from Lethbridge.

For further information and details regarding travel, please refer to Section 16 – Supervision Guidelines – Travel

## **Section 10 - Ice Usage and Terms**

### **Allocation**

Ice is divided and allocated to each division through the General Manager. The General Manager will then divide the allotted ice further and give it to the individual teams. Any team unable to use the ice allotted should speak up to the General Manager immediately. All ice requests/concerns should go through the General Manager.

### **Cancellation**

The City of Lethbridge requires Two-week advance notice of cancellation and a minimum of 48 hours in special circumstances. If teams do not give sufficient notice to the General Manager and Lethbridge Minor Hockey Office to cancel an ice time they may be invoiced for the ice costs.

### **Holidays**

LMHA will not allocate ice on the following days: Family Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and New Year's Day.

## **Section 11 – Equipment, Facilities, and Website**

### **Equipment**

- Tiered & City Teams- The LMHA provides jerseys for each team. The team Manager will sign with the Director of Resources upon the pickup of their team jerseys. Jerseys are to be worn for games only.
- Elite Teams: The LMHA will provide all teams with uniforms. Approved team color helmets and gloves must be supplied by the player.
- Goalie equipment is available from the LMHA and must be signed out and returned with the Director of Resources for U11 to U9

### **Dressing Rooms**

Cameras /recording devices ***are strictly prohibited*** in all dressing rooms, home and away. Devices could include but are not limited to cell phones, iPods, iPads, cameras, video recorders or any device capable of capturing a still or motion picture. For further information and details please refer to Section 16 – Supervision Guidelines – Dressing Room

### **Facility Damage**

The LMHA believes that all facilities are to be treated with respect. Any complaints reported back to the LMHA by the City of Lethbridge or other attending association or organization regarding (but not limited to) physical damage, substance abuse (examples., chewing tobacco), and/or generally leaving the room in an unsanitary condition, will be reviewed by the LMHA and may be dealt with as follows:

- 1stOffence: Janitorial/Restitution Fees
- 2ndOffence: Janitorial/Restitution fees as well as a two-week player suspension from all hockey activities including practices and games
- 3rdOffence: Janitorial/Restitution fees as well as player suspension from all hockey activities including practices and games for the remainder of the season. No refunds will be issued.
- In all instances a written apology must be drafted and sent to the complainant within 7 days.

### **Website Use**

- LMHA offers opportunities for the website advertising to businesses that are family, youth and sport related.
- Cost of advertising shall be equal or greater than team Sponsor Values.
- Division Governors are to keep their respective Divisions section of the website current and up to date
- Individual teams may use the LMHA website for rosters, standings, and games only.
- Team fundraising sponsors are NOT to be put on the website without prior approval by the LMHA office.

## **Section 12 – Tournaments, Playoffs, Travel**

### **Tournaments - All Teams**

- Lethbridge Minor Hockey purchases the ice contracts for tournaments in Lethbridge. Each tournament committee is to pay for officials and ice themselves.
- The LMHA charges an administration fee for all tournaments. Lethbridge Minor Hockey will not permit teams to use LMHA ice user rates, nor sanction any tournament or exhibition series directly thru the City of Lethbridge.
- All officials used in Lethbridge Minor Hockey games for exhibition, league, or tournament must be carded officials, assigned through the LMHA referee assignor.
- A tournament committee shall be formed for each division and should contact the General Manager 6 - 8 weeks prior to the tournament date.
- All participants must follow the Hockey Alberta rules, but each tournament may add extra rules.
- The LMHA will provide ice and request sanction numbers for LMHA approved tournaments only.

### **Elite Tournaments**

- Based on additional team fees, the LMHA has budgeted for one out of town tournament per season for each Elite team. Travel to these away tournaments (except Provincials) is limited to 850km from Lethbridge, and must be within western Canada.
- Requests for additional away tournaments, or tournaments that exceed the allowable budgeted amount, must be approved by the applicable League and the LMHA, and are at the teams' expense if approved. Requests must be made in writing to the LMHA.
- Elite teams are limited to two AWAY tournaments per season.
- Teams cannot move league games to accommodate tournaments.

### **Playoffs-Tier4 League Teams**

The playoff format for City League teams shall be determined by the acting Governor and the LMHA office.

### **Trips / Tours / Exchanges**

Teams may travel on trips, tours or exchanges. However, teams traveling to play exhibition and tournaments out of their own zone must get a travel permit from the LMHA. This travel permit, along with the game sheets, must be returned to the LMHA to be forwarded on to Hockey Alberta. In order to receive a travel, permit for a tournament you must provide the tournament sanction number. Tournaments without sanction numbers will not be approved.

## **Section 13 - Discipline**

In every organization discipline is a requirement. The Lethbridge Minor Hockey Association has a Disciplinary Committee to deal with player, coach, and team disciplinary matters.

All complaints regarding a coach's conduct shall be investigated by a Disciplinary Committee.

### **Suspensions**

- These are issued following the Hockey Alberta Rules, however, each Association or League has their own rules and can add further suspensions as they deem appropriate.
- All suspensions must have a copy of the game sheet attached, and must be submitted to the LMHA office within 2 working days of the incident. These are then forwarded on to the Disciplinary Committee Chairperson, Coach, Governor and the Referee-in-Chief.
- Should an incident arise which requires a hearing before the Disciplinary Committee, those involved in the incident should consider themselves suspended pending hearing results.

### **Appeals**

All Lethbridge Minor Hockey Association appeals must contain a clear and concise written summary of the grounds for the appeal with particular reference to the rules that relate to the appeal.

- A first written appeal to the Discipline Committee must be made in writing to the Discipline Committee Chairperson within 48 hours of the decision to be appealed. All notices of appeal must be accompanied by \$150.00. There are no refunds on appeals.
- A further Appeal can be made to Hockey Alberta pursuant to the *Bylaws and Regulations* of the Alberta Amateur Hockey Association.

**Grievances**

Any player, parent, coach or manager with a grievance is urged to bring the matter in writing to the attention of the Governor of the division. Disputes if unresolved at that level will be referred by the Governor to the General Manager. If no settlement is reached the final decision will be made by the LMHA executive.

A text message is an acceptable form of communication for complaints and/or discipline related concerns as long as it can be printed and the origin can be identified.

**Section 14 - DRESSING ROOM POLICY****Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to Section 16 - Supervision Guidelines – Dressing Room

**Injury Treatment**

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

**Female Teams**

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 females supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the Hockey Alberta Co-ed Dressing Room Policy in Information Bulletin #HP7 for the branch dressing room policy.

**Road Trips**

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

**Physical Contact**

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

**Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

**Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

**Parents in Locker Rooms**

Except for players at the younger age groups, 5 – 10 years of age, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

### **Co-Ed Dressing Rooms**

The LMHA firmly believes in accommodating both genders in our great game. 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.

We also stress the importance of coaches ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.

The LMHA recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.

The LMHA allows co-ed dressing room situations to exist at the Initiation Program, U9 (Novice) and U11 (Atom) levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

At the Pee-Wee level (11 years old) and above and for further details please refer to Supervision Guidelines – Dressing Rooms

## **Section 15 – SUPERVISION GUIDELINES**

### **Dressing Room- Supervision Guideline**

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to LMHA goals. LMHA adheres to Hockey Canada Safety Program to help

protect against participant abuse, including sexual abuse, emotional abuse, bullying, threats, harassment and hazing. LMHA has adopted the following dressing room guidelines. They are designed to maintain personal privacy as well as reduce the risk of misconduct by providing a safe environment for players.

#### **LethbridgeArenas**

LMHA utilizes seven arenas in Lethbridge. Each arena has the following combinations of dressing room, washroom and shower facilities:

##### **LaborClub**

Four Dressing Rooms with shared washroom/shower facilities.

One Dressing Room with shower sink facilities - maximum four players.

##### **Adams**

Four Dressing Rooms with shared washroom/shower facilities.

Henderson

Four Dressing Rooms with shared washroom/shower facilities  
 Female dressing room - first room of referees dressing room  
 Ice level storage room NW corner.

CivicCentre

Four Dressing Rooms with shared washroom/shower facilities  
 Coach room is available

NicholasSheran

Six Dressing Rooms - suitable for mixed gender teams

ATBCrossing(EastandWest)

12 Dressing rooms - 11 & 12 are designated female - suitable for mixed gender teams

Enmax

Four Dressing Rooms with shared washroom/shower facilities  
 Six Dressing rooms- suitable for mixed gender teams

OutofTownArenas

Teams may occasionally or regularly travel to play games at arenas in which the dressing rooms, washrooms and shower facilities may vary from location to location. LMHA team organizers should provide information on the dressing room facilities in advance of games and advise parents and players of the procedures to be utilized. At unfamiliar arenas, coaches should plan to have extra time and some flexibility in planning for players to dress, undress and shower. Prior preparation is required for co-ed teams.

DressingRoomMonitoring

LMHA has predictable and time specific use of dressing rooms and changing areas. This allows for direct and regular monitoring of dressing room areas. While constant monitoring inside of dressing rooms and changing areas might be the most effective way to prevent problems, it is understood that this would likely make some players uncomfortable and may even place team staff at risk for unwarranted suspicion.

The coach shall conduct a sweep of the dressing rooms and changing areas before players arrive. A coach or voluntary dressing room monitor can be responsible for supervision of the dressing rooms and changing areas. This will ensure only participants (coaches and players) and approved personnel are permitted in the dressing room. The team will also secure the dressing room appropriately during times when the team is not present.

Teams which have female players will be provided with 2 signs for dressing room use.

Dressing rooms in which female players are preparing for ice time are required to have a sign on the door indicating female use only. The team will be responsible for ensuring the signs are visible at the entrance to the dressing room. If there are no signs available a female volunteer is to be present at the door at all times.

ParentsinDressingRooms

Except for players at the younger age groups (ten and under) parents should not enter dressing rooms. If a player needs assistance with his or her equipment, the parents should let the coach know prior to entering the dressing room. In emergency situations parents will be allowed access. In circumstances where parents are permitted in the dressing room, coaches can ask the parents to leave for a short time before and after the game so that the coaches can address the players.

### Co-Ed Dressing Rooms

Co-ed dressing room guidelines attempt to balance the social integration and camaraderie inherent in hockey while providing a safe and respectful environment for all participants. It is important that the privacy rights of all players are given consideration. LMHA should have the male and female players dress/undress in separate dressing rooms and then convene in a single dressing room before the game and after the game or practice.

Below are options if there are insufficient dressing rooms. Based on the specifics of an arena the coach shall advise parents of the option to be utilized. Options can be initiated in full or in part depending on circumstances.

1. Establish a minimum attire policy if sharing one dressing room. All players should be required to wear their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing). All members of the team must have this minimum attire before entering a co-ed dressing room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress.
2. Females and males change/dress in separate dressing areas, then approximately ten (10) to fifteen (15) minutes before each game/practice players are to be ready in gear in one designated dressing room so the coach can address the entire team. If a player (male or female) is not fully dressed by the time the coach arrives, then that player must go to a separate dressing room or washroom to finish dressing. The onus is on the players to be properly dressed when the coaches begin preparing the team for the practice or game. Helmets, gloves and skates are not required dress before the coaches enter.
3. Alternate use of a single dressing room. Players of one gender dress in the dressing room while players of the opposite gender wait outside. When the one group is ready, then the players switch places and the players in gear wait for players of opposite gender to get dressed. No coaching is to be done until all the players are together in full gear. Taking turns is a means of reasonable accommodation; no gender

It is important that the individual monitoring the dressing room is the same gender as the players. LMHA would consider it acceptable to have one dressing room monitor immediately outside the dressing room and regularly check in on the dressing room. It is ok for a coach to be alone in all boys or all girls team dressing room.

### Cell Phones and Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras are not permitted to be used in the dressing rooms. If phones or other mobile devices must be used, they should be taken outside of the dressing room. As required the team manager is permitted to collect phones.

### Travel – Supervision Guideline

This travel policy provides guidelines to help minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor players will be supervised between and during travel to and from practices and games.

### LMHA Travel Policy

LMHA has established policies to guide travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

The travel policy acceptance will be provided during registration. All players, parents, coaches and other adults that are travelling with the team shall acknowledge and accept the policy prior to completing the process.

We distinguish between travel to training, practice and local games as ("local travel"), and team travel involving a coordinated overnight stay as ("team travel"). group should be favored, nor should one group be the group who always has to wait to change.

### LocalTravel

Local travel occurs when LMHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.
- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including a valid driver's license, registration, automobile liability insurance, and a vehicle that is in safe working order.
- The employees, coaches, and/or volunteers who are not also acting as a parent, should not drive alone with an unrelated minor player.
- Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.

### TeamTravel

Team travel is overnight travel that occurs when LMHA or one of its teams sponsors, coordinates or arranges for travel so that our teams may compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, LMHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within LMHA or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- LMHA will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. LMHA will provide continuous supervision through coaches and other adult chaperones. If a team is composed of both male and female players, the manager/governor will arrange chaperones for both genders.
- Regardless of gender, no coach shall share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, automobile registration and liability insurance. All chaperones shall have been screened in compliance with the Hockey Canada Screening Policy. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
- The coach will establish a curfew when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach shall not occur in hotel sleeping rooms and must be held in public settings or with additional adults present. One adult must be the same gender as the minor player.



- All players will be permitted to make regular check-in phone calls to parents.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for a child, please contact the team manager or coach who can either make or assist with making those arrangements.
- Group events should not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, except where immediate action is necessary, the parents will be notified before any action is taken or immediately after the action.
- No coach or chaperone shall at any time be impaired by alcohol or drugs while performing their coaching and/or chaperone duties.
- A single player shall not be booked into a room by themselves.

**DOCUMENT HISTORY****Review History**

This document shall be periodically reviewed to ensure that it is valid and current.

The following information lists at least the last two reviews and all reviews that were done in the last 12(twelve) months

Date	Reviewed by	Comments
January 2014	Policy Committee	Revisions put forth for Motion. Refer to Revision History below.
April 2014	Policy Committee	Revisions put forth for Motion. Refer to Revision History below
September 2014	Policy Committee	Revisions put forth for Motion. Refer to Revision History below
October 2014	Policy Committee	Revisions put forth for Motion Oct 14, 2014. Refer to Revision History below.
November 2014	Policy Committee	Revisions put forth for Motion Jan 12, 2015. Refer to Revision History below.

**Revision Process**

This is a Living Document, in that it is continuously changing.

**Revision History**

The following information documents at least the last two changes to this document, with all the changes listed for the last 12(twelve) months.

Date	Approved by	Description of Changes
February 06 <sup>th</sup> , 2014	LMHA Board of Directors	Codes of Conduct, Elite Committee description, Elite bus policy, Tournaments, Coaches Pledge, Coaches Agreement, Player's Behavioral Contract.
April 14 <sup>th</sup> , 2014	LMHA Board of Directors	Amendment to Section 4 "Team Positions Coach Application Elite & Tiered."
September 9 <sup>th</sup> , 2014	LMHA Board of Directors	Removal of Spud references and Dir of Public Reln's references. Add reference to Dir of Governors. Elite team selection criteria and committee structure modified.
Oct 14 <sup>th</sup> , 2014	LMHA Board of Directors	Amendment to Dress Code.
Jan 12 <sup>th</sup> , 2015	LMHA Board of Directors	Additions to Section 3 (Nominations), Section 2 (Codes of Conduct), Section 10 (Female Dress Code), Section 7 (Team Selection), and Section 14 (Discipline).
Feb 26 <sup>th</sup> , 2015	LMHA Board of Directors	Addition of Dressing Room Policy

Aug 22, 2016	LMHA Board of Directors	Handling extra coach certifications, number of 1 <sup>st</sup> year players to be on NT1 and AT1 teams, AAA teams exempt from roster + 7 rule, coach application deadline for AA teams and higher.
Sept 19 <sup>th</sup> , 2016	LMHA Board of Directors	Modification to Committee structure and applicable verbiage.
Sept 26 <sup>th</sup> , 2016	LMHA Board of Directors	Revision to opt-out policy.
May 29 <sup>th</sup> , 2017	LMHA Board of Directors	Modifications to opt-out rules, roster selection, refunds, transfers to another MHA.
December 5, 2017	LMHA Board of Directors	Added the sibling participation - practices
May 15, 2019	LMHA Board of Directors	Modification to Playing Up (Acceleration), include Female Elite teams and Junior Female, Registration non-refundable fees, Director title changes, and coach application dates, Supervision Guidelines.
October 21, 2019	LMHA Board of Directors	
April 28, 2020	LMHA Board of Directors	Update all Division Names
November 23, 2020	LMHA Board of Directors	Added Non-Sanction Program Policy
October 1, 2023	LMHA Board of Directors	Update Policy & Procedure manual

















