

LLOYDMINSTER MINOR HOCKEY ASSOCIATION MANUAL



**By-Laws, Constitution, Rules,
Regulations and Policy Guidelines**

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A INTRODUCTION & PURPOSE

The writing of this document began in the 2002-03 season and introduced to the membership for the 2003-04 season. Team Works Canada Inc and Rick Polutnik were contracted to develop this document along with the Executive Committee of the Association. The association has seen significant growth in minor hockey and felt that it was time to bring together all the various policies and procedures into one document. The Bylaws of the Association have also been updated to better meet the needs of the LMHA.

Effective December 2004, LMHA took over a more active role in the development of this document. It continues to be a ‘work in progress’ as new initiatives are pursued by the association. These by-laws have been updated in 2008, 2015, 2017, 2019 to reflect the changes in the structure of Lloydminster Minor Hockey.

The purpose of this handbook is intended to complement the Lloydminster Minor Hockey Association constitution. The contents of the Handbook have been developed to provide all participants in LMHA with guidelines for the different components of the hockey program. Any hockey guidelines must ultimately be consistent with CAHA and AAHA constitution, by-laws, rules and regulations. The “model” for this handbook has been developed from the handbooks of several other Associations, while recognizing the uniqueness of LMHA.

The strong history of professional calibre players who have participated in the Lloydminster Minor Hockey Program is a testament to the dedication and competence of the many coaches, managers and others contributing to the program. This Handbook will be reviewed regularly and any aspects of the Handbook deemed to be in need of revision will be amended. Every participant in the program has a vested interest in understanding the guidelines, rules and policies relating to the effective management of the program.

Members are invited to submit their comments/suggestions in writing to the LMHA.

B DEFINITIONS

In the constitution, bylaws, rules, regulations and Policy Procedures of Lloydminster Minor Hockey Association, the following terms are defined as:

“Annual General Meeting” - the Association meeting open to all Members held annually at the completion of the regular Hockey Season.

“Annual Operating Budget” - the financial/accounting document setting out in detail the proposed revenues and expenses for a hockey season the sufficiency of which will be determined by the Board of Directors.

“Board of Directors” - the appointed representative(s) from each Member Organization and elected members of the Executive Committee who are responsible for the overall management of the Association.

“Lloydminster Minor Hockey Member”-has been approved as a member by the Board of Directors, or is a member of coaching staff, manager, referee, any other volunteer position, or parent/legal guardians, in good standing of a player currently registered with the Lloydminster Minor Hockey Association

“Canadian Hockey Association (CHA)” - the governing body for amateur hockey in Canada. Hockey Alberta is a member of the CHA. The CHA is made up of member branches or the provinces.

“Canadian Hockey Mentorship Program” - a major mentorship program where experienced coaches are trained to work with younger less experienced coaches.

“Canadian Hockey Initiation Program” -a Program based on the philosophy of fun and enjoyment for beginning hockey players up to age ten years. The philosophy emphasizes skating skills and fun versus competition and games.

“City League” – a league in which LMHA teams are members of that play all league games within the City limits of Lloydminster.

“Discipline Committee” - the committee responsible for all game related discipline and hearings.

“Executive Members” - the five chairpersons serving on Lloydminster Minor Hockey Board of Directors (Executive Chairperson and Chairpersons for Operations, League Liaison, Disciplinarian, Program and Development)

“Hockey Alberta” - the governing body for amateur hockey in the province of Alberta. LMHA is a member of Hockey Alberta and agrees to operate under the guidelines, policies and direction of Hockey Alberta. Hockey Alberta members are minor hockey associations in Alberta who are registered with Hockey Alberta.

“Hockey Season” - the period beginning August 1 and concluding April 30th of the next calendar year.

“Import Player” - a player who resides outside the boundaries of the LMHA.

“Individual Tactics” - Skills which individual players can use to gain an advantage or take away an advantage from an opponent. They are usually a combination of individual skills. An example would be the player using skating skills with puck handling skills to maintain puck control.

“Ineligible Player” - a player who is not properly registered with LMHA.

“Legal Guardian” - a person whom is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.

“Majority” - one vote more than fifty percent (50%) of the votes cast

“Member” - includes all players, coaches, managers, other team officials, members of the Board of Directors, members of the Executive Committee, members of all Member Organizations, and all other individuals working, assisting, volunteering in hockey within the jurisdiction of this Association

“Hockey Alberta Skills Program Curriculum” - a program designed by CHA which consists of a package of progressive drills for every level of the game - Atom, Pee Wee, Bantam and Midget age.

“Past Chairperson” - the formerly elected Chair who will assist the Board of Directors in the management of the Association.

“Players” - registered player members in good standing

“Chairperson” -an elected member of the Board of Directors who is in charge of the management of the Board of Directors.

“Quorum” - the amount of eligible voting Members required before an Association meeting shall proceed.

“Regular Meeting” - the Association meeting held the second Tuesday of each month over the course of the Hockey Season.

“Suspension” - a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that suspension must stipulate a length of time or number of hockey games or type of hockey games or combination thereof.

“Team” - a registered group of players who are all qualified in on Division comprised of not less than twelve (12) players (Exclusive of affiliated players) and not more than in accordance to the Hockey Alberta team composition policy.

“Treasurer” - an elected member of the Board of Directors in charge of financial affairs of the Association.

“Team Tactics” - Skills that two or more players use to gain or take away an advantage. These Tactics are usually a combination of individual skills and tactics. An example would be two or three players attacking on a 2 on 1 or 3 on 2

C CONSTITUTION

ASSOCIATION CULTURE

The association culture consists of the Vision and Mission statements of the association along with the stated values and beliefs about how we will operate the business of minor hockey in our community.

VISION STATEMENT

Lloydminster Minor Hockey Association (LMHA) dedicates itself to foster an environment so that any individual wishing to participate in minor hockey can do so in a safe, sportsmanlike and fun manner.

A MISSION TO ACHIEVE OUR VISION

Lloydminster Minor Hockey Association will encourage, promote and teach amateur youth hockey through an organized effort that fosters sportsmanship, community spirit and fellowship of all participants for the betterment of their physical, mental and social well-being.

VALUES & BELIEFS OF LLOYDMINSTER MINOR HOCKEY

- ❖ That the association needs to operate with proper planning, clearly defined policies, procedures, and job descriptions.
- ❖ That communication will be accurate, consistent, honest and open throughout our operations
- ❖ That the Association operates with financial and fiscal accountability and responsibility based upon the concept of value for the members.
- ❖ That all children should have the opportunity to participate and have fun regardless of their skill level, gender and desire.
- ❖ That all participants shall act honestly using care and common sense, and act in the best interest of the organization.
- ❖ That a “Safety First” attitude should be incorporated into all aspects of the Association.
- ❖ That all children are entitled to caring and qualified leadership in a positive environment.
- ❖ That all participants should be treated with respect and in a manner that enhances self-esteem, and maintains dignity.
- ❖ That participation in Lloydminster Minor Hockey Association will build life-skills through a quality work ethic, communication, learning to work as a team and participation in decision - making

D. ASSOCIATION BY LAWS

BYLAW I - INTERPRETATION

- 1.1 In these Bylaws and Regulations, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as case may be, and vice versa, and references to persons shall include firms and corporations.
- 1.2 When constructing these By-laws and Regulations, reference shall be made to the Societies Act, and the By-laws, Rules and Regulations of the Alberta Amateur Hockey Association (A.A.H.A) known as Hockey Alberta, and the Canadian Hockey Association (C.H.A). Words and expressions used in these By-laws and Regulations shall, so far as the context does not otherwise require, have the same meaning, as would be the case when used under the Act, Bylaws, Rules and Regulations.
- 1.3 References to the “Association” in these Bylaws refer to the Lloydminster Minor Hockey Association (L.M.H.A)
- 1.4 The Association shall conform and comply with the Bylaws, Rules and Regulations as set forth by the Alberta Amateur Hockey Association (A.A.H.A) Hockey Alberta and the Canadian Hockey Association (C.H.A.) respectively.

A potential or actual conflict of interest exists when commitments and obligations to the association are likely to be compromised by that person’s other interests or commitments. A conflict arise when a board member is or may be in a position to influence a specific hockey team by taking on a head coaching or managing position; or lead to any form of personal gain for themselves or a family member, or give improper advantage to others to the association’s detriment.

When a board member of the Association is in or believes they are in a conflict of interest position, they must declare so and remove themselves from all discussion and voting on the item.

Situations may include but are not limited to:

 - Discussion regarding a spouse or child
 - Discussions regarding a team they are involved with as a parent or team Official

BYLAW II - NAME OF THE ASSOCIATION

- 2.1 The name of the organization will be the LLOYDMINSTER MINOR HOCKEY ASSOCIATION, hereafter referred as L.M.H.A.

BYLAW III - PURPOSE OF ASSOCIATION

- 3.0 PURPOSE & OBJECTIVES of LMHA
- 3.1 To allow players to play the game at a competitive level.
- 3.2 To develop a sense of pride in our Association and community.
- 3.3 To ensure that everyone enjoys an opportunity to participate in a fun and pleasurable minor hockey experience.
- 3.4 To ensure that the game of hockey contributes to the health and well being of our children and our community.

- 3.5 To grow our community, through developing our children to be good citizens.
- 3.6 To provide for the recreation of members and to promote and afford opportunity for friendly and social activities.
- 3.7 To encourage and promote Fair Play.

BYLAW IV - MEMBERSHIP

- 4.1 The members of the Association shall be the subscribers to the Application, the Bylaws and Regulations and such other persons as Subsequently become members of the Association in accordance with these Bylaws.
- 4.2 A person may become a member of the Association who:
 - 4.2.1 Has been approved as a member by the Board of Directors, or
 - 4.2.2 Is a member of coaching staff, manager, referee, any other volunteer? Position, or parent/legal guardians, in good standing of a player currently registered with the LMHA.
- 4.3 A person shall cease to be a member of the Association:
 - 4.3.1 Upon notification in writing to the Board of the Directors of his withdrawal from membership or,
 - 4.3.2 When he is expelled from membership in accordance with these Bylaws.
- 4.4 A RESIDENT:
 - 4.4.1 Shall reside within the city of Lloydminster, or in the geographic area, which has been identified as the boundaries of LMHA and recognized by Hockey Alberta.
- 4.5 A NON-RESIDENT:
 - 4.5.1 Is not a member of LMHA, and does not reside in the City of Lloydminster or geographical area
 - 4.5.2 Any player, who wishes to play within the LMHA, must comply with Hockey Alberta Bylaw and Regulations.

BYLAW V - TERMINATION OF MEMBERSHIP

- 5.1 Any member may resign from the Association at any time by notifying the Administrator in writing; however an administration fee will be charged.
- 5.2 Any member who, in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after at least one previous written

warning. That decision will result in the loss of voting privileges unless the member wins a successful appeal. An appeal fee will be charged in accordance with a stage 2 appeal.

- 5.3 Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the General Manager within seven (7) days of the request to resign. Any member that refuses to resign on written request will be considered expelled from the Association.
- 5.4 The Executive claims the rights and interests as the Rental Contract Carrier to bar any expelled or resigned member from any or all facilities where Association functions occur including meetings, games and practices are taking place for a specified period of time.
- 5.5 A member who ceases to be a member, or is expelled or suspended from the Association shall forthwith forfeit all rights and interests arising from the Association with membership in the Association. This means the suspended or expelled member cannot coach or manage a team, hold an elected or appointed position until the suspension is served or waived upon a successful appeal.
- 5.6 The member can be suspended or expelled for a time frame deemed appropriate by the Executive Committee or Discipline Committee and ratified by Board of Directors.

BYLAW VI-MEETINGS

GENERAL

- 6.1 The Annual General Meeting (AGM) of the Association membership shall be held in the City of Lloydminster during the period of May 15 and September 30, inclusive, in each year.
- 6.2 Meetings of the Association membership:
 - 6.2.1 Shall be at the call of the General Manager
 - 6.2.2 When required, or desired the Board of Directors may call a meeting of the Association membership
 - 6.2.3 At the written request from twenty members in good standing of the Association membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
- 6.3 Notice of LMHA Annual General Meeting or any Special General Meeting will be given in writing at least 15 days in advance of the meeting.
 - 6.3.1 Upon instruction from the Executive Committee, the General Manager shall notify the appropriate members of the time and place of each meeting. Notification shall be done by posting on the association web-site, applicable social media and/or by other methods deemed appropriate by the Board of Directors.
- 6.4 The Chairperson shall chair all meetings. In the event the Chairperson is unable to fulfill this responsibility, one other member of the Executive Committee will fill in.

- 6.5 At any annual or special meeting of the LMHA, the following, as appropriate, will be the order of business:
- Roll call of delegates;
 - Reading of the minutes;
 - Report of the Executive Chair;
 - Report of the General Manager;
 - Report of the Treasurer;
 - Report of the Committees;
 - Resolutions;
 - Elections;
 - Orders and General Business;
 - Adjournment
- 6.6 Business will be conducted by following Roberts Rules of Order
- 6.7 The Chairperson may, when deemed necessary, invite any member, or non-member to any meeting of the Association, to address a particular subject on the agenda
- 6.8 Voting on any issue arising at Meetings of the Members shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per family and issue, regardless of the number of positions they may occupy on the Board of Directors or other committees. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue, unless it is to break a tie.

MEETINGS OF THE BOARD

6.9 Meetings of the Board of Directors

- 6.9.1 Shall be at the call of the General Manager or the Executive Committee
- 6.9.2 A minimum of six (6) board meetings per year shall be held at least once every 2nd month. The Board may decide to meet more than once every 2nd month and may decide not to meet in a particular month
- 6.9.3 At the request of 3 members of the Board of Directors, the Chairperson shall convene a special meeting of the Board of Directors. The proceedings at such a meeting shall be confined to the matters specified in the request.
- 6.9.4 Association members may submit in writing, items for inclusion on the agenda of a Board of Directors meeting. These members shall be entitled to attend that portion of the meeting devoted to those agenda items but have no vote.

6.9.5 A quorum for the transaction of business shall consist of not less than eight (8) members of the Board of Directors. Only members of the Board of Directors, present in person, are eligible to vote.

6.9.6 The Chairperson is entitled to invite any member to be present or to make presentation to Board when deemed necessary.

BYLAW VII - THE EXECUTIVE & BOARD OF DIRECTORS

7.1 The Board of Directors shall consist of the following positions. Included in this structure is the General Manager of the Association, which is a staff person with non-voting status.

- Chairperson
 - Executive Committee
- Disciplinary Chairperson
 - Executive Committee
- Program Development Chairperson
 - Executive Committee
- Operations Chairperson
 - Executive Committee
- League Liaison Chairperson
 - Executive Committee
- General Manager
- Elite Hockey Committee (4 Members)
- Treasurer
- Tournament Director
- Coach Selections Director
- Grassroots Director
- Referee in Chief
- Initiation Director
- Novice Director
- Atom Director
- Pee Wee Director
- Bantam Director
- Midget Director
- Female Hockey Director (2)
- Parents Auxiliary (1)

7.2 The Elite Division Committee will be appointed by the Executive Committee of Lloydminster Minor Hockey this Committee will consist of (4) members that have no children playing in the Elite structure of Lloyd Minor Hockey. These appointments shall be staggered as to avoid an overlap in expiration of terms and may be for a period of up to 4 years. This Committee will be charged with the responsibility of delivering the hockey program as set out in the Elite Development System under Hockey Alberta. Within the Elite Division there will be the following appointments:

7.3 One Director per team within the Elite program selected by the Elite Committee and then ratified by the LMHA Executive Committee. These Division Directors will not be allowed to have children playing in the Elite System of LMHA.

- 7.4 The appointments within this Division can be for up to a three year term. The General Manager of LMHA will sit as the Chairman of all Elite meetings and shall have no vote on any matter and act as the liaison between the Elite Committee and the LMHA Executive Committee. One member of the Elite Committee shall be required to attend the monthly Minor Hockey Board Meeting. The Elite Committee shall be entitled to 1 vote on any Issue of the Association. All appointments by the Executive Committee will be Ratified by the LMHA Board at the next scheduled meeting.

BYLAW VIII - DUTIES & POWERS OF THE EXECUTIVE & BOARD OF DIRECTORS

- 8.1 The Executive Committee shall have the power to appoint to any vacant Director position. That appointee will hold that office until the next AGM unless deemed otherwise by the Committee.
- 8.2 The Board of Directors shall have control of the affairs of the Association and shall govern in the best interests of the association.
- 8.3 The Executive Committee will have the power to impose and enforce penalties for violation of the Bylaws or Regulation & Rules of the LMHA.
- 8.4 The Directors shall be elected at the election meeting of the Association Membership, The Elite Committee shall be appointed by the LMHA Executive Committee.
- 8.5 All Directors are elected for terms of two years with the exception of the Executive Committee. A minimum of two Executive Committee positions shall be open for election each year. The minimum of two Executive positions that are up for election will be determined by the LMHA Board. After a two year term, members of the executive committee must stand for election at the LMHA annual general meeting. Nominations for the Executive Committee must be supported by the Executive Committee, in addition to a minimum of two Board Members.
- 8.6 Each member of the Board of Directors shall be elected or appointed to hold office until the conclusion of the next AGM. If any member of the Board of Directors resigns his office, or ceases to be a member of the Association, or without reasonable excuse absents himself from three consecutive meetings of the Board of Directors, or be suspended or expelled from the Association, the Board of Directors shall declare his office vacated. The Executive Committee shall then be charged with filling the vacant position subject to By-Law 8.1.
- 8.7 Remuneration of \$25.00 per meeting attended is authorized by the Board of Directors.
- 8.8 The Board of Directors shall have the authority to appoint any committee as deemed necessary.
- 8.9 The Board of Directors may, by a 75% vote, forthwith remove from office any Member of the Board or a member that has been appointed to a position for neglect of duty, or for conduct tending to impair such member's usefulness; for example "not meeting the responsibilities" of the position. This shall be done by way of a special meeting with formal notice given to all Directors
- 8.10 The Board of Directors will supervise the collection and authorize the expenditure of funds the LMHA provided always that funds coming into LMHA will be allocated in accordance with the purpose so intended.

- 8.11 The Board of Directors shall develop Policies and Procedures for the management and operations of the Association.
- 8.12 The Board of Directors will interpret, define and explain all provisions of the By-laws and Regulations of the Association.
- 8.13 The Board of Directors will adjudicate all disputes between members, which may arise between Annual Meetings.
- 8.14 The General Manager will request delegates to attend all meetings of Hockey Alberta, Zone meetings and league meetings as relating to their position on the board.

BYLAW IX - DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- 9.1 The Executive Committee will have the power to suspend summarily, any player, coach, trainer, parent/guardian, or manager of any team under the auspices of a member of the LMHA for ungentlemanly conduct, on or off the ice, for abusive language to any official, or for any other infraction, in the sole discretion of the Executive Committee, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairperson of the Discipline Committee.
- 9.2 The Chairperson, within the jurisdiction of the Association, shall:
 - 9.2.1 Be a signing officer for the Association
 - 9.2.2 Exercise the powers of the Executive, in case of emergency
 - 9.2.3 Discipline up to and including suspension of any member, coach, manager, player, trainer, or other official connected within the Association, subject to ratification at the next meeting of the Executive
 - 9.2.4 Sit on committees as an ex-officio voting member
 - 9.2.5 Generally manage and supervise the affairs and operations of the Association, along with the Administrator of the Association, who is a paid staff member.
 - 9.2.6 Together with the Administrator of the Association, or other officer appointed by the Board of Directors for that purpose shall sign all resolutions, transfers and releases.

BYLAW X - DUTIES OF THE OPERATIONS CHAIRPERSON

- 10.1 No person may be elected to the Executive Committee unless that person is serving as a current member of the Board of Directors for a period of not less than one year, with the exception made when there is no present board member able to make that commitment. In the absence of the Chairperson, or in the event of his inability to act, the Operations Chairperson shall first have and exercise all the powers, authority and restrictions of the Chairperson. The Executive Positions shall be appointed by the Executive Committee and shall be ratified at the next Board of Directors meeting.

BYLAW XI-BORROWING

- 11.1 For the purpose of carrying out its objectives, the Association may borrow, or raise or secure the payment of money in such a manner, as it deems appropriate, and in particular, by the issue of debentures. If the Board of Directors wishes to raise monies through a debenture, the decision must be ratified through Special Resolution of the members.

BYLAW XII-BANKING

- 12.1 The Signing Officers of the Association for the purpose of drawing cheques or initiating electronic transactions, on the account or accounts of the Association shall be any two of the Executive Committee, Treasurer as approved by the Board of Directors. All cheques must have two signatures.
- 12.2 All bank accounts pertaining to Alberta Gaming Funds shall have 2 of the following 3 positions.(Executive Chairperson,Treasurer,General Manager) All cheques must have 2 signatures.
- 12.3 All signing officers of the Association must be able to be bonded.

BYLAW XIII-SEAL

- 13.1 The Board of directors may adopt a seal, which shall be the common seal of the Association.
- 13.2 The common seal of the Association shall be under the control of the Board of Directors, and the Board of Directors shall determine the responsibility for its custody and use from time to time.

BYLAW XIV-AUDIT

- 14.1 A person of firm qualified to do so as designated by the Board of Directors shall make an audit of the financial transactions of the Association at the end of each fiscal year. The Board may by resolution waive the requirement of an audit.

BYLAW XV -AMENDMENTS

- 15.1 No amendments to the By-laws of the Association, whether by way of new provision, amended provisions, or to rescind any of the provisions in these By-laws, shall be made except at the Annual Meeting, or other general meeting of the Association membership, and then only by "Special Resolution". Notice of any proposed amendments must be filed with the General Manager in writing at least thirty (30) days prior to the meeting. The General Manager shall cause the contents of the resolution, or a summary thereof to be posted publicly with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.

- 15.2 The Board of Directors is empowered to amend or alter Rules & Regulations, Policy and Procedures, as required to conduct the affairs of the Association. Amendments to Bylaws can only be made at an Annual or Special Meeting of the members.

BYLAW XVI-MINUTES OF MEETING & OTHER BOOKS & RECORDS

- 16.1 The minutes of the meetings of the Association and of the Board of Directors shall be taken and prepared by a designate of the Board of Directors. The General Manager shall keep a record of all minutes arising out of meetings of the Association and the Board of Directors and shall have custody of all such minutes, as well as of other books, records, and documents of the Association.
- 16.2 After the minutes of a meeting are approved by the Board of Directors, a summary of the meeting highlights shall be posted on the association's web-site.

BYLAW XVII-INSPECTION OF BOOKS & RECORDS

- 17.1 The General Manager shall make available for inspection, the books, and records of the Association to a member of the Board of Directors at any time and to all other members of the Association in good standing at the Annual Meeting of the Association.

BYLAW XVIII-DISCIPLINE PROCEDURE & DISPUTE RESOLUTION PROCESS

18.1 General Policy- The LMHA expects all participants to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, spectators, teammates and team officials.

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

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. These sanctions may start at any of the above levels based on the severity of the incident.

The LMHA through its elected, or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The General Manager 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 within the process set out below:

Three different Discipline Stages are possible, namely:

- STAGE -1 - The Informal Process
- STAGE -2- The Formal Process
- STAGE -3- The Appeal Process

Some incidents that may warrant disciplinary action maybe as follows:

1. Profanity by players, team officials or club representatives
2. Anti Bullying: Any Player or Member found to be participating in bullying of any kind will face disciplinary action. Players and members who have engaged in cyber bullying (facebook, twitter or otherwise). The 1st offence will warrant a written reprimand. The 2nd offence will face a 3 game suspension and an indefinite suspension if a 3rd offence occurs.
3. Penalties that are noted in the Hockey Alberta Minimum Suspension Guidelines
4. A team who in the opinion of the Disciplinary Chairperson, is being assessed penalties of a serious nature
5. A team member or team follower who repeatedly brings discredit to the team and the LMHA, through violent, abusive, or gross behavior on or off the ice
6. Use of alcohol or other illegal substances while representing LMHA through participation in any team activities
7. A parent or guardian who exhibits conduct unbecoming to the integrity of LMHA
8. Any team that fails to utilize ice time without prior notification
9. Any item that violates the LMHA Code of Conduct

Two LMHA Executive situations that may warrant disciplinary action are:

1. Any elected or appointed member of the LMHA Board of Directors who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected or appointed member of the LMHA Board of Directors who by a vote of the Board of Directors, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties. See Section 8.8

18.2 STAGE 1 - THE INFORMAL PROCESS

18.2.1 - STANDARD SUSPENSIONS

Where CHA current Rule book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach in consultation with the General Manager, as a matter of routine will implement the suspension

18.2.2 - NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary action, the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

18.2.2.1 - The General Manager and coach(s) shall meet, investigate the

incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents or other observers that they may deem necessary to gain the relevant facts of the incident.

18.2.2.2 - The coach(s) implements the sanctions with player(s). A file must be created and established with the General Manager until the end of the season. The General Manager must inform the Disciplinary Chairperson of the sanction or discipline as soon as is possible.

18.2.3 - APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing. However, Stage 1 sanction remains in effect until Stage 2 is complete.

18.2.3.1 - For incidents of a very serious nature, Discipline Committee may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

18.2.3.2 - Any appeal of discipline must occur within 72 hours notification of the original discipline being communicated. The appeal must be in writing to the General Manager who acts as the Chairperson for Discipline.

18.3 STAGE 2- THE FORMAL PROCESS \$250.00 FEE

18.3.1 The General Manager, on receiving a written appeal accompanied by the appeal fee in the form of a certified cheque or money order shall convene a Discipline Committee Meeting. The Discipline Committee shall consist of a Division Director but not the Division Director involved in a Stage 1 decision, and one other board member and 2 members at large from the association as well as the Discipline Executive Chairperson, and shall be chaired by the General Manager..

18.3.2 The Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Committee.

18.3.3 The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offended party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the LMHA General Manager.

18.3.4 The General Manager reports the outcome of the hearing to the Executive Committee Chairperson.

18.3.5 APPEAL OF DISCIPLINE

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

18.4 STAGE 3-THE APPEAL PROCESS \$750.00 FEE

18.4.1 The LMHA General Manager on receiving a written request for an appeal accompanied by the appeal fee in the form of a certified cheque or money order shall place the item on the agenda for the next regular meeting of the LMHA Executive, and inform the Executive Committee Chairperson, Disciplinary Chairperson and respective Division Director of its receipt.

18.4.2 The LMHA Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

18.4.3 The LMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

18.4.4 The decision of the Executive Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

Without restricting the foregoing, the following general guidelines apply:

- a) First infractions by players will normally be satisfactorily concluded at Stage1
- b) Second infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers, or parents will normally proceed to Stage2
- d) Suspensions when applied to players shall specify:
 - the number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
- e) Player suspension includes, but is not limited to, any activity in bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas, and possibly spectator areas of arenas.

BYLAW XIX - GRIEVANCES PROCEDURES

19.1 Parental, player, or team problems not resolved by the Team Staff shall be addressed to the Division Director and General Manager

19.2 Resolution not received at the above level shall be directed to the Discipline Committee via the General Manager.

- 19.3 All Grievances shall be initiated in writing to the General Manager.
- 19.4 Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- 19.5 The General Manager of the Association shall convene the Discipline Committee. In the event of a conflict of interest, the Board of Directors will name another designate.
- 19.6 The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.
- 19.7 All decisions shall be subject to appeal to Hockey Alberta as provided for in the Bylaws of Hockey Alberta.

BYLAW XX - COURT AND LEGAL ACTION

All decisions shall be subject to appeal to Hockey Alberta as provided for in Hockey Alberta By-Laws.

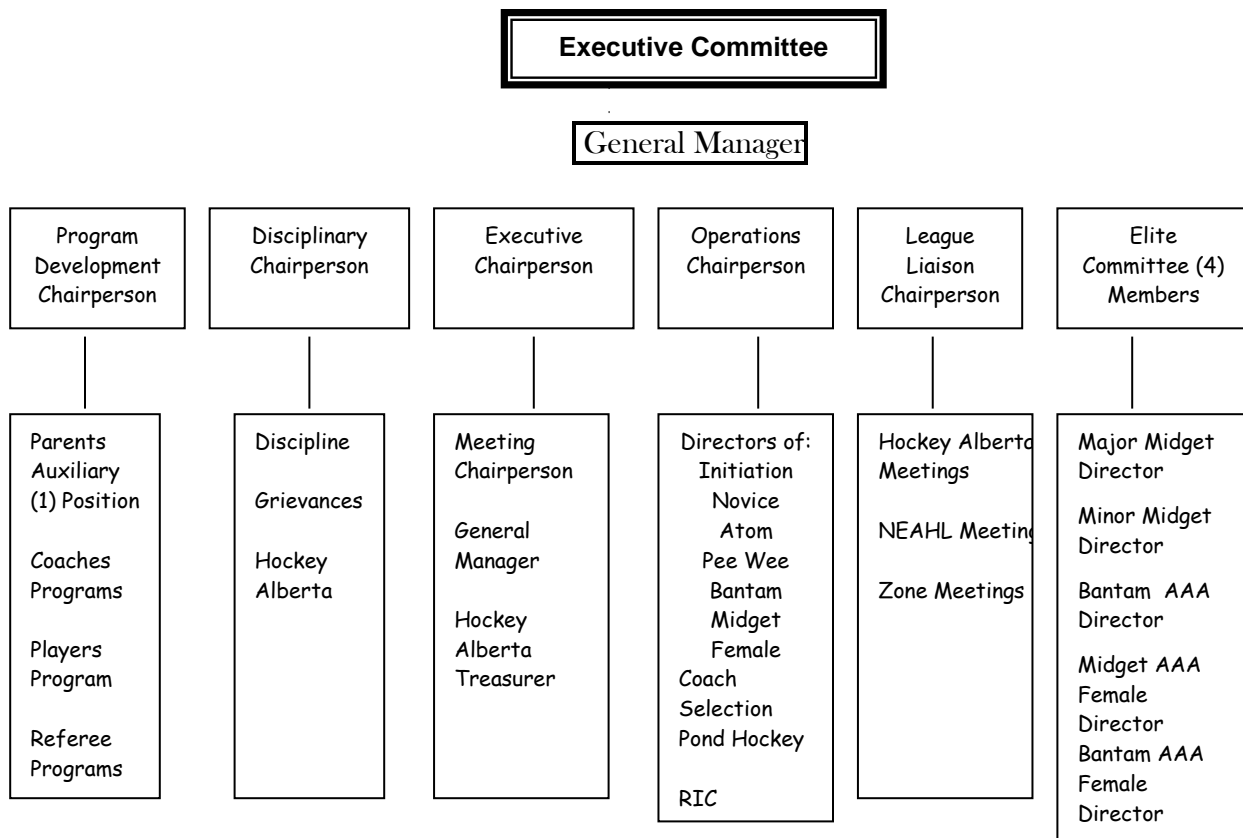
(All People) by virtue and because of their status as such, agree that any recourse to the law court of any jurisdiction before all right and remedies as provided for by the Bylaws of the Association, Hockey Alberta, and the Canadian Hockey Association have been availed of and utilized, shall be deemed by the LMHA to be unsportsmanlike conduct enabling the Executive Committee/President to suspend and/or disqualify the said persons.

BYLAW XXIV - FISCAL YEAR

The fiscal year of the LMHA shall commence the 1st day of May of every year to and Including the 30th day of April of the following year.

**E. ROLES AND RESPONSIBILITIES OF BOARD MEMBERS
AND STAFF**

LMHA ORGANIZATION & STRUCTURE



GENERAL RESPONSIBILITIES

The Lloydminster Board of Directors shall have complete control of all minor hockey activities including minor hockey teams, minor hockey team officials, referees and all other members of the Association. They shall be empowered to carry out policies and make necessary rule changes as are required. The current Board of Directors of Lloydminster Minor Hockey Association consists of 19 members which includes the

5 people who serve on the Executive Committee. Anyone seeing any reason for a person to not hold a position on LMHA Board or as a staff member must notify the Board in writing.

The job descriptions outlined below are a “work in progress” as not all positions have complete job descriptions.

Among other duties, the Board of Directors shall:

- Determine the general policies with respect to the organization, administration and operation of the LMHA.
- Provide levels of play to meet the needs and abilities of all players.
- Provide an environment to develop the abilities of individual players.
- Provide a fun and safe environment for all players.
- Make rules respecting enrollment and programs available to players.
- Assess fees to its members as deemed appropriate to efficiently carry out the objectives of the association.
- Operate at the Midget AAA, Bantam AAA, Pee Wee AA, Atom AA through to Mainstream, City League and Initiation Programs.
- Sell, manage, lease, mortgage, dispose of, or otherwise deal with any property owned by or in the care, custody and/or control of the Association.
- Ensure that all correspondence directed to LMHA or members of LMHA go to the office, be reviewed by LMHA Executive, be responded to and then filed.
- Consider questions, opinions and ideas brought before it with dispatch and with due consideration of the opinions of the petitioners or presenters.
- Fill by appointment any office or vacancy which may occur between Annual General Meetings or as a result of the failure of an Annual General Meeting to elect a full slate of officers.
- Suspend or discipline any player, team official, team follower, parent or member.

SPECIFIC RESPONSIBILITIES

Executive Committee

Executive Chairperson

The Executive Chairperson is the chief executive member of the Association. He/She is elected for a term of two year. No person may be elected Executive Chairperson unless that person has served as a member of the Board of Directors for a period of one year. His/her major responsibility is to ensure that members work together to meet the objectives and goals of the association. In general, the Executive Chairperson supervises the General Manager. But not limited to the following responsibilities:

- Works closely with the General Manager to ensure the smooth operations of the association.
- Supervises the affairs and operations of the Association.
- Presides at all board, executive, special, and annual meetings of LMHA.
- Advises the General Manager to post the notice of all special, general, and annual meetings of LMHA and have all concerned notified.
- Performs the duties usual to the office of the president as required by Hockey Alberta and Hockey Canada.(May delegate these duties to the General Manager)
- Is a signing officer for the Association
- Presides and acts as Chairman at all meetings of the Board of Directors

- Exercises the powers of the Executive, in case of emergency
- Sits on committees as an ex-officio member
- Signs all resolutions, transfers, and releases. (May delegate these duties to the General Manager)
- Approves the agenda for the Annual General meeting
- Enforces proper conduct of meetings
- Oversees:
 - General Manager
 - Overall Operation of the Board

General Manager

The General Manager is responsible for the day to day operations of the Association as outlined below. The person hired for this position will report directly to the Executive Committee as it pertains to their area of responsibility.

- Responsible to Executive of LMHA Board of Directors
- Enforcement of LMHA Rules and Regulations, By-laws and Policies
- Represent LMHA at all League meetings that LMHA is registered with, including Hockey Alberta AGM and Zone meetings (mandatory attendance)
- Supervision of all LMHA Staff
- Hockey Alberta, SHA and Hockey Canada Liaison
- Chairman of the Elite Committee meetings
- Media Liaison for LMHA
- Manage and Maintain LMHA Sponsorship
- Overseeing all Advertising and Promotions
- Responsible for any tender as it pertains to the purchase of goods or services for LMHA
- Responsible for ensuring all financial records are kept in accordance to LMHA policy as well as preparation of the annual operating budget
- Ensure all player , team and affiliations are filed in accordance with Hockey Alberta regulations
- Respond to all inquiries of the association as they pertain to parent , player and team issue's
- Sit as the Executive representative on all LMHA committees
- Ensure all player movement is dealt with in accordance to Hockey Alberta regulations
- Assist with the player selection process ensure that the established criteria approved by LMHA is adhered to
- Ensure policies are in place to ensure staff are following provincial and federal regulations
- Apply for and maintain all requirements any fundraising on behalf of the association (Casino, Raffle, 50/50)
- Other duties as assigned by the Executive and Board

Operations Chairperson

The Vice Chair works closely with the Chair, to ensure the smooth operations of the association. The person selected for this position must be a chairperson of Program Development, Operations, Disciplinarian or League Liaison.

Duties and Responsibilities:

- Attends all Board of Directors and Executive Committee meetings.
- Assumes the duties of the Chairperson in his/her absence
- Reports to the Executive Committee
 - Initiation
 - Novice

- Atom
- Pee Wee
- Bantam
- Midget
- Female
- Pond Hockey
- Oversees and manages the Directors of the following Minor Hockey Divisions:
- Assists the Division Directors in upholding their responsibilities
- Oversees Equipment Personal
- Oversees the selection and operations of coaches
- Maintains LMHA website or delegates this responsibility to suitable Board member or LMHA Administrator

Disciplinary Chairperson

Duties and Responsibilities:

- Attends all Board of Directors and Executive Committee meetings
- Works together with General Manager to resolve discipline issues that cannot be handled by the Division Directors themselves
- Exercises the powers of the LMHA in case of emergency
- As outlined in the LMHA Bylaws

League Liaison Chairperson

Duties and Responsibilities:

- Attends all Board of Directors and Executive Committee meetings
- Represents the association at all meetings of Hockey Alberta(May delegate these duties to the General Manager)
- Represents the association at all League Meetings(May delegate these duties to the General Manager)

Program Development Chairperson

Duties and Responsibilities:

- Attends all Board of Directors and Executive Committee meetings
- Oversee Parents Auxiliary
- Informs Division Directors of developmental workshops and programs for coaches.
- Oversees Skills Program
- Ensures that all Hockey Development issues are conducted as per the Bylaws of the Association
- Ensures that all Hockey Development issues are conducted as per the Association Handbook

Remaining Board of Directors

Treasurer

Duties and Responsibilities:

- Attends all Board of Director meetings
- Ensure that the financial records are kept in accordance with LMHA policy
- Assist with the preparation of the Annual operating budget
- Assist with the preparation of the setting of the annual registration fees
- Review the monthly expenditures of the association
- Present the Financial statements at the AGM

Coach Coordinator

Duties and Responsibilities

- Develop and present on-ice programs within the association
- Perform public relations as required pertaining to the association and its coaches
- Liaise with Executive Committee on behalf of the coaches in the association
- Along with the General Manager and Division Directors, select Head Coaches for various divisions within the association
- Recommend coaches to Executive Committee for attendance at higher -level clinics
- May perform evaluations on coaches during games and practices
- Meet with association coaches, along with Division Director to discuss problems and solutions concerning coaches
- Assist with evaluation of players for team selection

Division Director

Duties and Responsibilities

- Represent the interests of players and parents of the division to the Association
- Oversee the operation of teams in the division
- Assist the General Manager and Coach Coordinator with selection of coaches
- Supply the registrar with appropriate information on team officials and players
- Arrange for player and coach evaluation in conjunction with coach coordinator
- In conjunction with General Manager, arrange for allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- Ensure that team equipment needs are fulfilled through the General Manager.
- Ensure that, through the General Manager, teams are provided with and return uniforms
- Provide information on practice and game ice allocation to division teams.
- Ensure that team officials are knowledgeable of and adhere to game administration procedures
- May assist in the development of divisional tournaments
- Assist in locating tournaments for each tier
- Provide a contact list of all teams in the corresponding tiers for each head coach
- Attend all Board meetings and give a report on the division and its teams.

Tournament Director

Duties and Responsibilities:

- Coordinate all Association tournaments
- Deal with all issues concerning Association tournaments and report to LMHA Board if necessary
- Have the Administrator apply for sanction numbers from Hockey Alberta
- Prepare a Tournament Manual for all members to use
- Work with General Manager for Tournament Sponsorships
- Work with the Ice Scheduler to book ice for all tournaments
- Receive tournament request forms and preliminary budgets from all Divisions or Teams wanting to host a tournament.

- Provide the Hosting Tournament Committee with Association guidelines, directives and resource material.
- Organize a Tournament Committee for each Division or team which is hosting a tournament. This is to be done in consultation with the Division Director and General Manager.
- Ensure that the Hosting Tournament Committee submit a pre-tournament budget and a post tournament financial statement
- Prepare for LMHA a “pre-tournaments budget” for all tournaments
- Submit all financial statements received from all Tournament Hosting Committees
- Annually, prepare an inventory of all LMHA trophies to ensure that they are safely returned to the showcase and/or repaired as necessary (May delegate to the General Manager)
- Ensure that the hosting committee has the trophy updated and returned to the showcase upon completion of the tournament
- Have the Ice Scheduler submit ice schedule for the tournaments to the City of Lloydminster
- Ensure the General Manager reserves, blocks of hotel rooms for tournaments

Parents' Auxiliary

Duties and Responsibilities:

- Attends all Board of Directors meetings
- Reports to Program Development Chair
- Compile team budgets for review by the Board and Executive
- Collects fundraiser proposals (accompanied by team budget) and all necessary information in order for the Executive Committee to make an informed decision regarding proposal
- Works in Conjunction with the General Manager
- Receives all budgets from teams by November 15 each year
- Maintains schedule of all fundraising activities to ensure there is not duplication of events or crossover of canvassed territory
- Assists in preparation for Coaches'/Managers' meetings
- Responsible for collecting/coordinating with city regarding hanging of league banners in rinks
- Coordinate Recognition Programs
 - LMHA will annually honor volunteers who have dedicated their time to the hockey program. Nominations for these awards can be completed and handed into LMHA prior to April 15 of the current hockey season. Titles to be recognized are:
 - Volunteer of the Year
 - Coach of the Year
 - Manager of the Year

The staff of Lloydminster Minor Hockey Association currently consists of a General Manager, and an Ice Scheduler/Ref Assignor, with an optional Administrator (currently vacant). On a year to year basis the Association may employ temporary staff to provide additional assistance.

General Manager

Duties and Responsibilities:

- Provide a report for each meeting of the Board of Directors, and attend as requested
- Oversee the day-to-day operations of the office
- Ensure the registration process is completed
- Correspond & liaise with Hockey Alberta and various leagues that teams participate in

- Keep the records of the association in conjunction with the Board of Directors
- Provides an accurate account of the yearly meetings held by the Minor Hockey executive
- Provides support for the Chair, Executive, and other committee members
- Assist with the organization of any activities undertaken by the executive
- Update and backup computer files
- Organize and update files in the filing cabinet on a regular basis
- Assist with the maintenance of an organized office
- Provide Board Members with minutes of all meetings preferably via e-mail
- Two weeks prior to each monthly meeting, request from LMHA Board Members any additions to the upcoming meeting agenda
- Send out via e-mail a meeting agenda to each board member one week prior to each monthly or general meeting
- Ensure that all sponsors (\$300 plus) receive LMHA sponsorship stickers to display in their business

Administrator/register

- Attend Hockey Alberta meetings as required
- Attend Coaches and Manager meetings as required
- Attend Parent meetings as required
- Ensure all players and team information is entered into the required web sites and programs
- Ensure all player and team data is correct and entered into the HCR program
- Have all affiliation completed and filed with the appropriate teams by the LMHA deadline
- Ensure that all coaches have the required Certifications
- Have all team rosters accurate and filed within the Hockey Alberta time frames
- Establish and maintain a detailed sponsorship record
- Maintain a central filing system for the LMHA office
- Order and maintain the office supplies
- Assist with the planning and preparation of LMHA events as requested
- Answer enquiries pertaining to the administrative side of LMHA
- Keep all the information on the LMHA website current and correct
- Assist with the preparation of packages for the new hockey seasons
- Be first point of contact for all incoming and outgoing mail
- Assist the General Manager as requested
- Participate in an on call rotation during the Hockey season ensure concerns are dealt with quickly

Ice Scheduler / Ref Assignor

- Organize and schedule all ice requirements with the appropriate City staff
- Organize and schedule all ice requirements for all teams home games prior to schedule meetings
- Attend league scheduling meetings as required
- Ensure that all rescheduling requests are dealt with throughout the course of the season
- Work with team managers to ensure all playoff and provincial ice requirements are met
- Assist Division Directors with Tournament ice schedules
- Review all ice invoices prior to payment as to ensure accuracy
- Ensure all ref certifications are current

- Ensure that all home games have refs assigned to them
- Ensure refs are qualified to work games assigned
- Attend the monthly ref mentorship sessions
- Work closely with the RIC and the General Manager on issues that may arise
- Participate in an on call rotation during the Hockey season to ensure concern are dealt with quickly
- General office administration and reception duties
- Assist with the tracking of all equipment
- Assist with LMHA functions as required
- Assist the General Manager as requested

F. DUTIES OF COACHES, ASSISTANT COACHES, MANAGERS/TRAINERS

POLICY

LMHA Head Coaches, as chief team officials, are responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches/Trainers, Managers and parents is necessary, desirable and encouraged. Ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in his or her staff in consultation with the Division Director. LMHA Board of Directors has the final authority in the selection, approval or removal of team officials. All registered team officials may be required to submit a current security clearance check. They must also have the appropriate Hockey Alberta certification. Any person having knowledge as to why an individual should not to be approved for a team position must notify the Board in writing.

Guidelines/Expectations and Duties of Coaches and Team Management

Coaches (and team management) are expected to:

- Respond to directive of the LMHA and operate the team within established policy and guideline.
- Must attend the Coaches/Managers meeting at the onset of the season and all other meeting as required by the Association.
- Must attend any scheduled Harassment and Abuse Workshops scheduled by the LMHA
- Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
- Ensure team registration is completed and turned in to the Registrar 72 hours prior to the first league game.
- Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop to his potential.
- Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited.
- Be sensitive to parent concerns, and be prepared to respond when warranted.
- Establish regular communication with parents on games, practices, schedules, fundraising etc.

- Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family and educational responsibilities and reasonable accommodation to these factors is expected.
- If requested or directed by the General Manager, aid in selection of players to teams, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future development potential and perceived dedication to the program.
- Commit to the continued development of all players for the full season, once players are selected to a team.
- Deal fairly with players at all times. Rewards or considerations to players or parents do not promote team play and will not be allowed. Coaches should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised. Because of such considerations.
- Ensure proper supervision of the team, before, during and after games and practices. Accept reasonable responsibility for the conduct, safety, and well-being of their players.
- Develop a set of rules for the team that are clearly communicated and enforced equally on all players.
- Have and submit a developmental plan for the season that is congruent with the Lloydminster Minor Hockey Developmental Program.
- Encourage and motivate their players towards the enjoyment of the game, team concept, and skill development.
- Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or LMHA.
- Comply with normal administrative directives by:
 - Holding a beginning of the season parent meeting
 - Attending all meetings as required
 - Completing a coaching application and attend an interview if requested
 - Ensure that the team has adequate support personnel
 - Review current Hockey Alberta rules, LMHA Policy and Procedures Manual and Coach's Manual

DUTIES OF MANAGERS

Policy

Lloydminster Minor Hockey Association Team Managers are directly responsible to the Head coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-ice, organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Anyone seeing any reason for a person to not be approved by the Board of Directors must notify the Board in writing.

Guidelines/Expectations and Duties

Team Managers are expected to:

- Respond to directives of the LMHA and operate the teams within established policies, guidelines and directives
- Act on direction of the team head coach and report directly to the team head coach
- Attend scheduled meetings and produce a team schedule in conjunction with the coaching staff
- Coordinate all pre and post game paperwork and distribute to appropriate parties (i.e. game sheets)
- Prepare team budgets and be responsible for team finances in accordance with the current LMHA policy

- Assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's roles as a community and LMHA is maintained
- Establish, maintain and enhance communication with league commissioners, representatives and participants
- Arrange for referees for exhibition games and work with the Ice Scheduler and Ref Assignor to ensure all games are scheduled properly. A team must give 72 hours notice of cancellation of referees.
- Report forthwith, to the Division Director, any violation of Hockey Alberta or LMHA rules

Specific Tasks for Team Managers

While the following is not a comprehensive listing of all duties for managers, it may serve as a guide for tasks that the Head coach may delegate.

- Fill out and turn in Hockey Alberta Team Registration to the Registrar prior to November 15th or first league game. Any team that has not done this by November 15th or its first league game of the current hockey season will lose its ice privileges until the Team Registration has been turned in.
- Gather relevant player medical history data with Team Registration
- Obtain Travel Permits in accordance with LMHA policy
- Organize parent meetings
- Participate in the formulation of team objectives and rules
- Develop an operating budget for the team (in conjunction with the team treasurer)
- Submit a monthly financial summary of the team to the parent body and LMHA
- Supervise and monitor the collection of money and fundraising
- Arrange for team transportation, accommodation, rental of facilities and meals
- Arrange for additional ice
- Turn in unwanted ice to the Ice Scheduler
- Generate a team address list and circulate
- Communicate with media/association on the team results
- Organize and obtain help to fulfill the following duties, among others:

Team treasurer	Fundraising	Timekeepers/scorekeepers
Tournaments	Equipment Manager	Statistician (if desired)
Sweaters	Safety Person	Player/Parent Representative

DUTIES OF ASSISTANT COACHES/TRAINERS

Policy

The Assistant Coach/Trainer position(s) are to be appointed by the Head Coach. Duties are assigned by the Head Coach. The Division Director and/or LMHA will, when requested by a Head Coach, appoint an Assistant Coach/Trainer. Any and all assistant coaches, trainers and managers, must be approved by the Board of Directors prior to being carded or team-sheeted. Anyone seeing any reason for a person to not be approved by the Board of Directors must notify the Board in writing.

G. PROGRAM OPERATIONS AND EXPECTATIONS FOR MINOR HOCKEY

The Executive of Lloydminster Minor Hockey Association will be working hard to ensure that all parents, coaches and players are aware of the LMHA program including expectations for participation at all levels. This will help guide both coaches and executives, and parents in their efforts to make minor hockey a very positive and enjoyable experience for all.

For definitions of some statements please refer to Definitions on page 7 of this handbook...

GENERAL EXPECTATIONS FOR ALL LLOYDMINSTER MINOR HOCKEY TEAMS, MANAGEMENT, PARENTS AND PLAYERS

- ✓ That all participants will have fun and enjoyable experiences
- ✓ That skill development for all athletes is a priority over games and competitions
- ✓ That all participants will learn team work and learn how to play as a team
- ✓ That all will participants will demonstrate respect towards coaches, parents and other players
- ✓ That coaches will demonstrate Fair Play and ensure that their players learn and demonstrate Fair Play & Respect
- ✓ That all players learn to work hard in order put forth their best effort at all levels
- ✓ That all players develop life & social skills including respect for others
- ✓ That positive memories are created

SPECIFIC EXPECTATIONS BY CATEGORY

Initiation Program

Objectives:

To promote LMHA policy of providing fun and enjoyment while at the same time stressing the values and appreciation of improved skating and hockey skills.

To ensure that there is fun and enjoyment while at the same time providing good competition by ensuring that players are encouraged to play with and compete with other players of similar skills, abilities and desires.

To provide a program that ensures that all players will enjoy equal opportunities of ice time during practice instruction and games.

Guidelines/Expectations for Coaches:

- ✓ Follow the Hockey Alberta Initiation Program Delivery Guidelines
- ✓ Ensure awareness & understanding of respect
- ✓ Have fun & enjoy participation
- ✓ Help players and parents to appreciate their responsibility in ensuring a fun environment
- ✓ Teach and reinforce that giving 100% effort can be linked to fun
- ✓ To ensure that every coach and their assistant attend the Intro to Coach Program coaches' clinic.
- ✓ Stress skating skills as a priority
 - Create Fun skating drills
- ✓ Help players to learn basic fundamentals of the game
- ✓ Introduce Team Concept – winning and losing as a team effort vs. individual focus
- ✓ Ensure that all players receive equal playing time
- ✓ Understand that coaches at the Novice and above levels can use ice time as a tool for discipline. Where discipline is implemented at the Initiation Level, there must be communication between coaches and parents.
- ✓ Provide appropriate discipline
- ✓ Be actively involved in the Power Skating Sessions. Power skating will be incorporated into the first two months of ice time. A qualified instructor will be on the ice during these sessions to run drills with the players. It is important that all coaching staff is also on the ice during these times to assist players with these drills and also to become more knowledgeable about the Power Skating Program. These Power Skating Sessions will be coordinated by the Division Director.
- ✓ Assist with the organization and running of the Annual Initiation Division Tournament. This may be assigned to a parent if desired.

Practice/Scrimmage Expectations:

- Initiation practice ice will be shared with 3 teams. Station based drills will be used with resources like ProSmart Hockey, USA Hockey , Drill Book and the Hockey Canada Coach Manual. Practise times will be 1 hour long with 45min focused skill/fun drills and 15 minutes for game1/2 ice game play.
- Initiation Game Ice will be mostly shared with 4 teams on the ice and played Cross Ice. The game slots will be 1 hour long opponents are to be determined by the coaches prior to the start time. Teams will be allowed to switch at the halfway point if it is agreed to prior to the start of the game
- In keeping with our policy of providing fun and enjoyment while playing hockey, as opposed to emphasizing winning, there will be no scoring posted on scoreboards for the Initiation Level at all LMHA scheduled games and tournaments organized in or out of town by any team under the LMHA umbrella.
- All 6 players are to change on the line changes and must always rotate positions. Players must also play on at least one offensive and one defensive position during game play.
- Goaltenders will not use full goal equipment. This position also will change each shift. Coaches should encourage every player to experience the goaltender position. Goaltenders will use a goal stick in games.
- Line changes will be made every 3 minutes with a face off taking place at center ice.
- When the goalie smothers the puck, the referee will continue play by taking and throwing the puck into the corner
- A minimum of one, coach/parent from each team must be on the ice during the games. The purpose of this is to promote player development and to act as an official (referee). This parent must have competed the RIS Coach Stream
- No penalties will be called. If a player commits an obvious offense, that player's coach will confer with that player about the infraction while play is continuing.
- Coaches must ensure that their players line up at the conclusion of their game, at center ice, and have their players shake the hands of their opponents. For safety purposes the players will keep their gloves on while shaking hands.
- In those situations where games (and practices) are not separated by a flood time, players leaving the ice will line up along the boards and wait until all players going onto the ice are on the ice.
- LMHA teams will adhere to a 3 goal rule in which a player on an LMHA team can only score 3 goals per game. Additional goals scored by a player will not be counted. This is to be enforced in tournament play as well.

Novice Program

Objectives:

- To promote LMHA policy of providing fun and enjoyment while at the same time stressing the values and appreciation of improved skating and hockey skills.
- To ensure that there is fun and enjoyment while at the same time providing good competition by ensuring that players are encouraged to play with and compete with other players of similar skills, abilities and desires.
- To provide a program that ensures that all players enjoy equal opportunities of ice time during practice instruction and games.

- To ensure that every coach and their assistant attend the Coach Level program coaches' clinic. The LMHA should endeavor to promote and advertise this clinic.
- To promote other instructional programs which provide for coaches to improve their own instructional techniques in theory, technical and practical skills and coaching philosophy.
- To promote the concept of proficient, innovative training, and developmental programs for goaltenders. The emphasis being to develop as many goaltenders as reasonably feasible on developmental teams (i.e. player position rotation system).

Note: The overall objective in the Novice Program is to ensure that any player who indicates an interest in goal tending should be given the opportunity to try the position. Therefore, coaches should encourage all of their players to try the position. However, if a player, after being asked, clearly does not want to try the position, the coach should not insist that the player do so. Coaches should actively discourage parents from trying to restrict their child to the goaltender positions at this age. A parent has the right to insist that his or her child should play the goaltender position to the exclusion of all other position, or to insist that his or her child should receive preference over other players on the team who have expressed interest in trying the position. Goaltender equipment is available upon request from the Equipment Manager.

For leveling purposes, in the Novice Program, the evaluators should evaluate all players on the basis of their overall abilities. Goaltending will not be one of the skills being evaluated.

Mechanics & Game Rules:

- Will follow the new Hockey Canada Guidelines for U8 Hockey Programming

Atom Program

Objectives:

- ✓ To foster the continued enjoyment of and fun, in playing the sport of hockey.
- ✓ Emphasis should be on skill development continuing where it ended in Novice and strengthening team play – reinforce that team contribution equals team success.
- ✓ That all participants will demonstrate respect toward coaches, parents and other players, on and off the ice.
- ✓ That all coaches will demonstrate Fair Play and ensure that their players learn and demonstrate Fair Play & Respect.
- ✓ To provide players and parents their first experience with a Tiered system.
- ✓ Use resources like the ProSmart Hockey, USA Hockey as well as the Hockey Canada skill development curriculum

Development:

- ✓ Good passing skills and improvement in skating.
- ✓ Introduction of power skating
- ✓ Introduction to dryland training
- ✓ Simple breakout and defensive zone play.
- ✓ Basic game and team concepts.
- ✓ Introduce correct checking skills. i.e. Angling and stick checks, body contact (not body checking)
- ✓ Power play and penalty killing. **Power play and penalty killing should see equal opportunities for all players to participate.**
- ✓ Player Development as per LMHA Guidelines
- ✓ Goalie Development as per LMHA Guidelines

Game Play:

- ✓ Games will be played according to rules set out by Hockey Alberta, The NEAHL, or The City League.
- ✓ All league games will require NEAHL game sheets.
- ✓ All games, outside league play, will require LMHA game sheets.
- ✓ All game sheets are to be forwarded respective Deputy Governor, within 24 hours of game. Director may also request a copy.
- ✓ All tournaments require a Travel permit. Instructions will come with the permit.
- ✓ All LMHA teams will be expected to show proper team etiquette (i.e. shaking hands, following game), at all times.

Pee Wee Program

- ✓ All from Atom
- ✓ Have fun & learn Team Work - Learn to work with others
- ✓ Respect for the game and others including fellow players, opponents & officials
- ✓ Use Nike Skills Program as a curriculum guideline
- ✓ Discipline and respect reinforced by coaches and expected of players and coaches
- ✓ Player commitment to team games and practices is expected
- ✓ Power Play & Penalty Kill plays and units are allowed
- ✓ There is an expectation that all players will have the opportunity to participate in PP & PK situations
- ✓ Individual Puck Control Skills
- ✓ To learn how to check and receive a check properly
- ✓ Improve skating and passing skills and shooting
- ✓ Learn basic game concepts and an awareness of the game
 - ✓ Defensive & Offensive Play
 - ✓ Individual and Team Tactics & Face-offs

Bantam Program

- ✓ All from Pee Wee level
- ✓ Have fun & learn Team Work - Learn to work with others
- ✓ Discipline and respect will be reinforced by coaches and expected of players and coaches
- ✓ Improve on skills learned previous year
- ✓ Team Play skills are taught
- ✓ Use Nike Skills Program as a curriculum guideline
- ✓ Player commitment to team games and practices is expected
 - ✓ Good work ethic is expected
- ✓ Life Skills are taught, modeled and reinforced
- ✓ Goal Setting is required for teams and individual players

Midget Program

- ✓ All from Bantam level
- ✓ Have fun while ensuring discipline & respect for teammates, coaches, officials and the game
- ✓ Team Work - Learn to work with others
- ✓ Improve on skills learned from previous year
- ✓ Consistent coach responses to discipline situations
- ✓ Player commitment to team games and practices is expected
- ✓ Goal Setting is required for teams and individual players

Female Hockey Program

- ✓ LMHA has an extensive female hockey program with segregated teams in all divisions ranging from Novice through to Midget. These teams will follow the same guidelines as the designated division outlines above, with the exception of skills relating to contact hockey.
- ✓ LMHA will structure its delivery of Female Hockey in Accordance to the Hockey Alberta Female Delivery Model

Elite Hockey Program

The Elite Stream of hockey was set out by Hockey Alberta. The teams are made up from all players within the North East draw zone. All of these players are given the opportunity to try out and play for the AAA Major Midget, AAA Minor Midget, AAA Bantam Male, AAA Bantam Female and AAA Midget Female teams based out of Lloydminster.

Principles of Elite Hockey

There are four (4) agreed upon principles of the Elite Development. The agreed to principles of the Elite Development Committee are as follows:

1. “Made and Played in Alberta” philosophy.
 - Hockey Alberta establishes an outlined system of development that starts at Bantam AAA and concludes at Major Junior (Bantam AAA, Minor Midget AAA U-16, Midget AAA, Junior A and Major Junior).
 - All Elite Leagues and Local Minor Hockey Associations are to focus on moving players through the system to the next level.
2. A mechanism is developed to encourage communication between Elite Level Leagues on matters related to the Development Model.
3. The Elite Development System will include criteria to determine an appropriate number of Teams within each League and the terms and conditions under which these Teams will operate. Elite Level Teams will provide elite level opportunities for the top players within their Boundaries.
4. Establish an Affiliation structure that accommodates athlete development under the new development model.

Elite level of hockey has higher expectations and greater levels of commitment and Fair Play agreements are more about, ‘Equal Opportunity not necessary equal ice time’.

The Program will be governed by LMHA Constitution, Bylaws and Regulations as well as the Elite Handbook

This team would adhere to all LMHA policies, by-laws and procedures. This team and other teams involved in the Elite stream will be self funded through approved sponsorship, fundraising and player contributions.

Pond (Grassroots) Hockey Program (Recreational Hockey)

Grassroots is a recreational program for female and male hockey players ranging from Novice to Midget age. Players are grouped by division, with no set teams. Games consist of 4 on 4, non-contact hockey and will be played twice per week in town only. Skills are not formally taught as there is no practice time or coaches assigned.

City League:

Currently offered in the Atom and Peewee Divisions is divided into equal teams, which play only within Lloydminster City Limits. Practice times and game schedules are determined as per the City League procedures manual, with ice time competitive with that offered through mainstream programming.

H. PLAYER REGISTRATION

BREAKDOWN OF REGISTRATION COSTS

Registration fees are calculated annually on a cost recovery basis. Costs are calculated per player/per team/per division in the following areas:

- Ice rental
- Referee costs
- Insurance
- Coaching clinics
- Jerseys and Equipment Replacement & Rental of Equipment Storage
- Administration & Office costs
- Player/Team registration & Provincial Registering of teams
- League Fees

REGISTRATION FEES & DEADLINES

- All local players participating in selection skates and regular season play must be registered with Lloydminster Minor Hockey with fees paid in full before stepping onto the ice. Players from outside of Lloydminster's boundaries or those who have recently moved into Lloydminster must have all documentation in place prior to their first skate. Refer to the information under the Forms section in this handbook.
- The deadline to register each year is May 31st. This is an important date as it gives the LMHA Board, as well as the City of Lloydminster a clear idea of anticipated numbers of players, teams and ice requirements. After May 31st, player registrations (excluding First Time Players) will be accepted based on availability within appropriate division. A non-refundable late registration fee will apply. No registrations will be accepted after December 31st of the current playing year with the exception of players moving into Lloydminster.
- All registration fees will be paid according to the following options:
 - Payment in full at time of registration
 - Any one of the payment options approved by the board as set out on the registration fact sheet

SELECTION FEES

Players wishing to try out for Rep Teams (AAA, AA) will pay a fee at the selection camp which will cover ice costs during evaluations as well referee and ice expenses for possible exhibition games. LMHA will decide annually upon the amount each level will pay. All players trying out for the same team will incur the same try out cost whether they make the team or are released after one skate. Selection fees must be paid prior to participating in the first selection skate.

LMHA FEES

Rep Teams (AAA, AA) traditionally play more home games throughout the regular season and playoffs than Mainstream Teams. The extra cost of ice, referees and team registration are all covered in the LMHA Fees. These fees are to be paid to LMHA after players are placed on a team and have been registered with Hockey Alberta.

Additional team fees may also be collected from each player at the onset of the season or throughout the year by the team manager to help cover team/player expenses not paid for by LMHA.

ELITE HOCKEY PROGRAM

****Includes Bantam AAA, Midget AAA, Minor Midget AAA (U-16), AAA Bantam Female and AAA Midget Female**

Players residing outside of LMHA boundaries who wish to try-out with an Elite Team must first complete a Notification of Try-Out Form and submit to their resident minor hockey association and the team to which the player wishes to try-out for. A player must first try-out for the team in the Elite Draw Zone Area where the player resides. If the player does not make the team they are trying out for, they may have the option to try-out for the next closest Elite Team as defined by the Elite Draw Zone Areas. Local players wanting to try-out for an Elite Team will register with LMHA in the appropriate division.

NSF CHEQUES

Any NSF cheque immediately voids that player's registration and the registration process will need to be completed again with a \$25.00 NSF fee and late registration charges being applied if applicable. The player may be placed on a waiting list if the division is full.

Upon receiving a NSF Notice, the General Manager will contact the parent/guardian notifying them of the matter and informing them that the player will not be allowed on the ice until the registration process has been completed and the payment has been received. The General Manager will also contact the Division Director who in turn will inform the coach/manager of the situation.

PARTIAL YEAR FEES (Dates based on player's first ice time)

Registration after November 1 - 80% of annual fee plus \$20

Registration after December 1 - 60% of annual fee plus \$20

REFUND POLICY

Refunds will be based on the date written request is received by the LMHA Office Administrator. The refund rates are as follows:

100% of annual fee less \$20 - Until September 1st of the current year

80% of annual fee less \$20 - Sept. 2 - Oct. 31st of the current year

60% of annual fee less \$20 - Nov. 1 - Nov. 30th of the current year

40% of annual fee less \$20 - Dec. 1 - Dec. 31st of the current year

*Refunds will be based on the date written request is received by the LMHA General Manager

NO REFUND WILL BE PROCESSED AFTER January 1st OF THE CURRENT HOCKEY SEASON

DIVISIONS & AGES

intro to hockey	4 year olds
Initiation	5 - 6 year olds
Novice	7 - 8 year olds
Atom	9 - 10 year olds
Pee Wee	11 - 12 year olds
Bantam	13 - 14 year olds

Midget 15, 16 – 17 year olds
Pond Hockey 4 – 18 years
*Age as of December 31st of the current hockey season

PLAYER REGISTRATION AND ELIGIBILITY POLICIES

With the exception of the Elite Hockey Players and ‘import players’ being accepted by Hockey Alberta, players registering in LMHA must meet the following criteria:

- ♦ Players must reside within LMHA boundaries. Any players residing outside LMHA boundaries are subject to LMHA approval and appropriate provincial association approval
- ♦ If there is not a hockey team by October 15th of the current hockey season in a player’s resident local minor hockey association in the appropriate age division, a player shall play in the local minor hockey association who’s recognized physical limits are closest to their place of residence. (When measured along recognized, all weather, government roadways.) Players that “carry numbers” will be ineligible to register with LMHA.

PLAYER MOVEMENT TO A HIGHER DIVISION

Players must register in their own age level category. LMHA guideline for player movement to a higher age level category will only be considered if the player is evaluated in the top 10% of the higher category. Requests to be evaluated in the higher division require a non-refundable evaluation fee of \$300.00 will be charged. If the player makes a higher division, applicable fees must be paid. All player movement is subject to approval by LMHA Executive and Division Directors. Any player not evaluating in the top 10 % of the higher division must return to play in the division for his age.

Any player movement between divisions for the purpose of structuring a team requires the completion and approval of the Player Movement Application Form.

REQUIRED FORMS

- Player Movement Form – to be completed by players who reside outside LMHA boundaries. (Alberta residents only)
- Parent Declaration Form – For players who have moved into LMHA boundaries. Hockey Alberta requires that this form must be accompanied by two additional pieces of documentation to verify the address information. This documentation can consist of:
 - A proof of sale document for a house or home with the family’s name and address
 - A letter from a school indicating that the player is registered with the school
 - A utility bill, with the family’s name and address
 - Any piece of Government issued document that contains the family’s name and address (i.e. Driver’s license, Tax Assessment etc)
- Player Movement Form – Any player that resides outside LMHA boundaries is considered a non-resident player or import and must complete this required form before participating in any team selection
- Notification to Try-Out Form (for Elite Hockey only) – All players trying out for Elite Hockey who reside outside of LMHA boundaries must submit this form before try-outs.
- Saskatchewan Hockey Association Concession – LMHA boundaries on the Saskatchewan side are the city limits. LMHA has an agreement with Saskatchewan Hockey to allow any players that reside in rural

Saskatchewan, but fall within the Lloydminster Public School Division K – 9 boundaries, to be included in a blanket concession that LMHA will obtain on the player's behalf. All other non-resident Saskatchewan side players must apply for their own concession from the Saskatchewan Hockey Association. Information on how to obtain this concession can be found at the website www.sha.sk.ca or by contacting SHA at (306) 789-5101.

**All of the above forms can be found online at the LMHA website.

**Any required releases, concessions, or other documentation must be submitted to LMHA before the player's first ice-time, and is the responsibility of the player. LMHA will, to the best of their ability, try and ensure that players are aware of all required documentation at the time of registration. However, it is ultimately the parent's and player's responsibility to read registration policies and complete any required documents.

I. CODE OF ETHICS FOR ALL LMHA PLAYERS

GENERAL

- Participation in Minor Hockey Association events is important for a player's growth and experience. Team conduct and attitude should ensure that our association is asked to participate in these events in the future. Team conduct and attitude on and off the ice will reflect not only on the players, but on the team, coaching staff, Lloydminster Minor Hockey Association and City of Lloydminster. Team conduct should always reflect RESPECT.
- Team Players, coaching staff and parents are to show respect for the host or visiting team, officials, arenas and facilities.
- The use of profane or abusive language on or off the ice will not be condoned.
- Alcohol or drug use is prohibited

CODE OF CONDUCT AND CONTRACTS

All participants of LMHA will be required to read and sign a Fair Play Agreement indicating their understanding and commitment to the accepted behaviors of the association. It is expected that all Codes will be signed at the 1st coach's team meeting. Copies of the Codes of Conduct and Contracts can be found on LMHA's website.

ZERO TOLERANCE STATEMENT

The LMHA will not tolerate the abuse of officials, coaches, other players and volunteers. The Discipline Committee will deal with any behavior deemed inappropriate and abusive. The city has a Bylaw that supports the removal of abusive fans from the arena facility. The association and city will work together to ensure a Zero Tolerance attitude is reinforced in our community.

ANTI BULLYING

Any Player or Member found to be participating in bullying of any kind will face disciplinary Action .Players and members who have engaged in cyber bullying (facebook, twitter or otherwise). The 1st offence will warrant a written reprimand. The 2nd offence will face a 3 game suspension and an indefinite suspension if a 3rd offence occurs.

PLAY SMART PROGRAM

The principal phase of this program is directed to parents/spectators. This program asks you to consider carefully your behavior at the rink and how this behavior impacts on the participants of the game. The Play Smart Program is designed to promote and honor the values of fun, respect, and positive development in the game of hockey for our children.

The game of hockey plays a significant role in the development of young people and their values, morals, social maturity and physical and mental fitness. We want to focus even more on this development with emphasis on, as the Canadian Center of Ethics in Sport points out: “a morally acceptable mode of conduct” which promotes acceptable conduct such as:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Ethic of care – the ethics of relationships (not just ethics of individual conduct)
- Freedom to enjoy, to flourish
- Respect for the game

J. ICE TIME

ALLOTMENTS

The following chart is an indication of the amount of ice time that is provided to each category and is paid for through registration fees. This calculation is an approximation of the number of practices and games that the teams should receive throughout the season. For example, a team may have 2 game slots on one week-end and then have no home ice for games the following week-end. Some teams may receive more or less practice ice or game times than indicated below, due to playoff and provincial play as well as ice coming available when teams finish their season early.

Initiation, Novice and Atom Teams will use half ice for a number of their practices

TEAM	PRACTICE ICE	GAME ICE (Home Games)
Initiation	2 hours / week	
Novice	2 hours / week	1 slot / week
Atom	2 hours / week	1 slot / week
Peewee	2 hours / week	1 slot / week
Bantam	2 hours / week	1 slot / week
Midget	2 hours / week *Midget Mainstream = 1 hour/week	1 slot / week
Pond/Grassroots	2 hours / week (4 on 4 Hockey)	

ICE USAGE GUIDELINES

- LMHA will cover the cost of ice from the onset of the season up until and including any ice requirements till the team has completed all league and provincial commitments. Teams will be responsible for covering the cost of any ice booked after this date unless they are participating in a home tournament.
- LMHA does NOT pay for ANY ice for windups consisting of game play with parents and/or siblings since they are uninsured.
- If a team participates in Provincial Competition, LMHA will provide for the necessary ice time.
- To inquire about booking open ice, you must contact the Division Director. If you are booking ice out of town for your home games or for additional practices, please go through the Ice Scheduler to book ice.
- Any changes that a team makes with regard to their team's ice slots must be authorized by the Ice Scheduler. Changes may include such things as switching ice times with another team, giving another team your ice slot or taking another team's slot.
- With a shortage of ice time, it is pertinent that any allocated ice slots that are not required by the designated team must be turned back in to the Division's Director 7 days in advance.
- Teams will be required to pay for any additional ice bookings over and above what LMHA has already allocated them. This is for ice booked within Lloydminster as well as outside of the city.
- The Ice Scheduler is the first point of contact for ice issues. The Division Directors should only be contacted in extreme cases. please be remember that this is a volunteer position and the number of contacts made to him/her daily need to be kept to a minimum.

K. ASSOCIATION AND TEAM FUNDRAISING

Purpose

To ease the financial burden for parents, while still providing extra ice time, tournaments and team building opportunities for players, without putting undue pressure on parents, families or the community to provide additional funding for the team hockey expenses.

LMHA ANNUAL FUNDRAISER

LMHA will organize an annual fundraiser in order to promote association 'fellowship' as well as to raise additional finances. Money profited from this fundraiser will be used to lower player registration fees, to cover costs of LMHA projects or to assist in the development of players, coaches and referees. At the time that players register for LMHA, they may be required to pay for this fundraiser.

GENERAL REGULATIONS FOR TEAM FUNDRAISING:

- The only contributions, which are not considered as fundraising, are contributions made by parents. Fundraising must be conducted in such a manner and at such time, as to cover actual expenses or anticipated expenses only. In no case, shall any member or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover expenses as referred to hereafter. Any member of the Association who violates this Policy is liable to suspension by the Association Executive for a violation of the provisions hereof.
- All fundraising must follow Hockey Alberta's guidelines,
- All fundraising requests must be forwarded directly to the General Manager and Parent Auxiliary Member, accompanied by a team budget for approval by the Executive Board. Refer to the Fundraising form on the LMHA website. No fundraising will be permitted without written permission from LMHA.
- It is the responsibility of the team coach to comply with all requirements, licenses etc. as dictated by the Alberta Gaming Commission and the City of Lloydminster.
- A team's sponsorship money which remains unused at the end of the season must be returned to LMHA.

TEAM FUNDRAISING SOURCES

Soliciting Funds from Businesses (Sponsorships)

- In order to cover costs throughout the year, a team may wish to have a fundraiser. Any fundraiser must be approved beforehand by LMHA.
- Soliciting funds from businesses includes donations of cash, products or services, as well as paying for advertising or promotions.
- Teams are permitted to raise funds through these activities subject to limitations or restrictions imposed by LMHA.
- Businesses who have provided funding to LMHA in the form of jersey sponsorship, will display a sign in their business recognizing their contribution to the association. A list of these businesses will also be made available to each team manager as well as be posted on LMHA website. These businesses should not be solicited for additional funding by teams unless a parent or player has a direct connection to the people who manage the business.
- If any team encounters a business which expresses concern over the amount of times that they have been approached to provide funds for LMHA, they are asked to advise LMHA. LMHA will in turn request that teams refrain from approaching this business.

General Guidelines:

- Community fundraising activities may include product sales like chocolates, raffles, skate-a-thons, bottle drives, flyer delivery, social funds and other activities which do not involve solicitation of businesses.
- No team shall be involved in a fundraiser which involves alcohol, unless approval has been given by LMHA.

- 50/50 sales at home games (excluding tournaments) can be a source of funds for teams.
- Any fundraiser proposal submitted that involves selling products from a source outside our community will need cost comparisons from our local suppliers to justify the choice to go outside our community. This does not mean that the proposal will be approved. LMHA's message is "Let's buy local and support the community that supports us."

RESTRICTIONS ON USE OF FUNDRAISING PROFITS

- Funds obtained from solicitation of businesses or money allocated from LMHA may only be used towards expenses that enhance player development. Such 'items' may include the following:
 - Tournament entry fees
 - Additional ice purchased within or outside of Lloydminster
 - Motivational speakers of material to develop the physical or mental skills of the player
 - Bus costs for games or tournaments
 - * Money cannot be allocated for personal vehicle use
 - Head coach expenses if the person is not a parent
 - Dry land training (Equipment/gym rental)
 - Team photo and frame for Team Sponsor
- Money received from LMHA or Sponsorship may be used to cover accommodation of players and coaching staff of any team traveling to participate in Provincial Play.
- Parent Donations may cover the cost of times such as the following:
 - Team Clothing
 - Players' socks
 - Team Meals
 - Coaching Staff gifts
 - Players' rooms
 - Stereo

L. BUDGETS

GENERAL INFORMATION

- Team Budgets and finances will be the responsibility of each team manager/treasurer
 - Initial Budgets must be submitted to the Parents' Auxiliary via email on the appropriate budget template no later than **November 15**
 - *Failure to submit budgets will result in ice time being revoked, at the team's expense*
- Team financial statements must reflect that all LMHA and sponsorship money have been utilized for the benefit of the players only. Refer to Fundraising Guidelines
- All bank accounts must be opened in the name of the team with a minimum of 2 co-signers.
 - Letter of authorization to open team bank account(s) will **NOT** be issued until the team budget has been received
 - Spouses, relatives or significant others may **NOT** have joint signing privileges.
 - **E-statements** are to be directed monthly to the Parent Auxiliary email provided
- All team bank accounts must be closed at the end of the team's season. If sponsorship money is still in the account, it needs to be turned over to LMHA.
- Any debts or bills incurred by any team, team official or player in the LMHA, must be settled by the said team or individual unless approved in writing by the Board of Directors. LMHA will not honor these debts.
- Any team or individual incurring debts in the name of LMHA without the approval of LMHA shall be liable to persecutions and suspension from the Association

- All teams that become involved in fundraising, receive parental contributions and/or possess a bank account, must submit an initial budget as well as a year-end financial statement
- A monthly financial statement should be presented monthly to each team's parent group in order to keep all informed. This is the responsibility of the team manager and treasurer.

M. TOURNAMENTS

NUMBER OF HOME TOURNAMENTS AND TOURNAMENT ALLOCATION

The number of tournaments LMHA will host annually will be based primarily on ice availability.

Each year LMHA will allocate tournaments to host teams or host divisions. When allocating tournaments, LMHA may decide to maintain traditional tournaments that are hosted at the same time by the same team or division. If a team or division is given a tournament slot and does not wish to host it, LMHA will give this tournament to another recipient. If a team or division wishes to host a tournament, they are required to complete a tournament request form, which will be reviewed by the tournament director and decided upon by the board of directors. This form can be located on LMHA's website. All teams hosting tournaments are expected to demonstrate a full effort in providing a financially successful event for the Lloydminster Minor Hockey Association as a whole.

ROLES AND RESPONSIBILITIES

Tournament Director

- Coordinate all Association tournaments.
- Deal with all issues concerning Association tournament and bring to boards attention if necessary.
- Receive Tournament Request form and preliminary budget from all Divisions/Team(s) wanting to host a tournament.
- Work with Ice Coordinator to book ice for all Tournaments
- Apply for permits from Hockey Alberta.
- Organize and oversee an Association Tournament Committee.
- Organize a Tournament Committee for each Division in consultation with the Divisional Director regarding items specifically related to the Division in question.
- Provide Divisional Tournament Committee with Association Guidelines, directives and resource material.
- Ensure Divisional Tournament Committees submit a pre-tournament budget and post tournament financial statements.
- Prepare and hand in to Tournament Director an Association pre-tournaments budget and post Tournaments financial statements one month prior to and one month following tournament
- Work with Sponsorship Coordinator for Tournament Sponsorships
- Prepare a Tournament Manual for use by the Association.
- Annually, prepare an inventory of all Association trophies annually to ensure they are safely returned to the cases and/or repaired as necessary.

Divisional Director

- Work with Tournament Director to coordinate tournament.
- Hand in Tournament Request form and preliminary budget for all Team(s) in Their Division wanting to host a tournament, by a predetermined date.
- Assign a representative from each Team(s) hosting a tournament to sit on the Association Tournament Committee.
- Assigns and controls Tournament Committee.

Association Tournament Committee

- Work with Tournament Director to coordinate all Association tournaments.
- Appoint a person(s) to fill the following roles:
- Sponsorship - Fundraise to support all Association Tournaments.
- Secretary/Treasurer - Take minutes, make budgets and financial statements and look after all monies.
- Program - Collect and format all information for program, arrange for Bulk purchase of programs for all Association Tournament and arrange for tournament package for all Association Tournaments
- This Package will consist of Accommodations and Attractions in Lloydminster.
- Prizes - Arranges for bulk purchase of pennants, medallions and/or trophies for all Association tournaments.

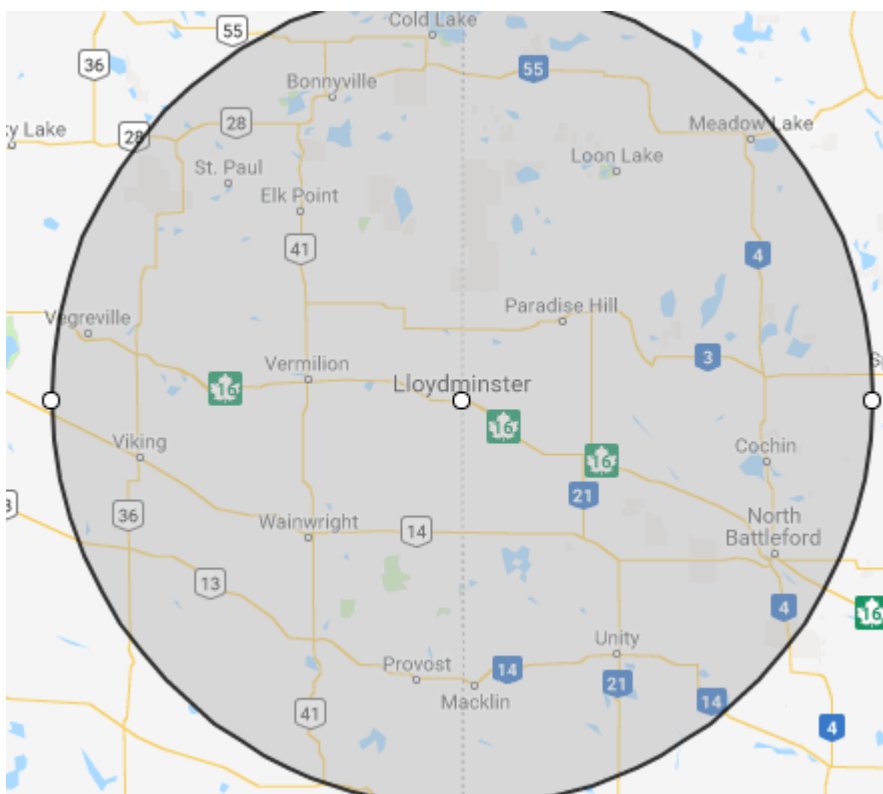
Divisional/Team Tournament Host Committee

- Work with Divisional Director to coordinate tournament.
- Appoint a person(s) to fill the following roles (see attached sheet for detailed job description):
- Association Representative - Sit at association committee meetings and act as liaison between Association and division in all tournament activities
- Chairperson - Chair meetings and coordinate all committee activities.
- Team Selection - Invite, selects, and welcomes all teams to tournament.
- Ensure that Saskatchewan teams attending are aware that they will be charged a \$20 fee from Hockey Alberta following the tournament
- Ice Scheduler - schedule ice times and looks after draw.
- Volunteers Scheduler - Coordinate and schedule all volunteer activities.
- Secretary/Treasurer - Take minutes, Make budgets and financial statements and look after all monies.
- Prize table 50/50 - Coordinate all prize table and 50/50 activities.
 - All Tournaments must run at least a 50/50
 - Any money raised at tournaments can be used for giveaways etc. Any left-over money needs to be returned to LMHA.
- Program - Collect and format all information for program and give to Association Tournament committee.

OUT-OF-TOWN TOURNAMENTS

- The number of tournaments that a team participates in during the season needs to be discussed at the onset of the season.
- LMHA has identified a maximum of 2 tournaments outside of a 150 km radius (refer to map below) from Lloydminster that teams will be allowed to attend in a season. Team management needs to keep in mind the financial costs and time commitment that is required of parents during tournament week-ends. Exceptions to this are teams involved in the Elite Hockey Program.
- Tournament fees are paid from Team Accounts.
- LMHA recommends that hockey teams schedule tournaments during times other than days when the team has league games scheduled.
- Teams are only allowed to cancel league games in order to attend tournaments, when all of the following conditions have been met:
 - The game or games which will be missed are to be 'made up' during regular season play
 - The visiting team(s) are in total agreement of the change in game dates
 - Ice has been secured whether it is a home game or away game
 - League Governors have approved the change
 - The Division Director has approved the change

* * Failure to do this may result in reprimands



TRAVEL PERMITS FOR OUT OF ZONE GAMES & TOURNAMENTS

- Hockey Alberta requires that a travel permit be in place for travel situations. A travel permit must be taken out whenever a team travels outside their Zone to play an exhibition game or tournament.
- Lloyd Minor Hockey requires a travel permit be applied for any games played outside of the City limits of Lloydminster with the exception of League play.
 - Travel permits are not necessary for any league games even if they are outside of our Zone
- Travel permits must be in your possession when in an “out of province” tournament.
- To acquire a travel permit, contact **LMHA** via the website link with the following information:
 - Location of the game or tournament
 - Sanction number of the tournament or exhibition game
 - Approximate number of games that will be played
 - Dates of the game/tournament along with travel dates
- LMHA Administration requires travel permit requests at least 7 days prior to the team’s travel Date. This advance notice is required in order for Hockey Alberta to process and approve the request. If a permit request is made with less than 7 days remaining, **LMHA** does not guarantee that the travel permit will be granted. If a team does not have a travel permit, they will not be able to travel the game or tournament outside of our zone.

N. DISTINGUISHING BETWEEN REP AND MAINSTREAM HOCKEY

REP HOCKEY

Rep Hockey is the culmination of player skills, attitude and desire, coupled with the coaching experience, training and dedication to form a Lloydminster team to play competitively against teams from other associations. The Rep Teams play in a league that permits players to play against players of equal ability. It

permits each player to improve his/her skills and character to play at the next higher individual and team skill level.

Representative Hockey Teams will be comprised of players who desire a high level of competition and, along with their parents, are willing to make a tremendous commitment in time and finances to the operation of the team. Competition, equal opportunity and winning are integral parts of Rep Hockey. Dedication to the team and its schedule of events should be of the highest priorities when planning additional extracurricular activities.

The Rep process is a yearlong activity that includes the coach and player selection process. We must remember that rep team selections are a stressful time not only for the players and parents, but also, for the coaches and volunteers who each year must co-ordinate this facet of our association's program. The policies and procedures for the Rep Hockey system are outlined in this document and will allow all participants to know in advance how all the facets of the Rep Process are run.

Rep Hockey is an expensive proposition to parents and players who must consider this prior to applying to play on a Rep Team. Team Players and their families will be expected to contribute additional money for team funds and to participate in major fundraisers in order to cover extra costs related to travel, tournament entry fees and the purchase of additional ice. Families of Rep Players must also expect extra personal costs regarding out of town accommodation, meals and possibly team clothing.

The only additional money a rep team may receive from LMHA is to help cover costs when involved in a Provincial Tournament.

Rep teams (Pee Wee and higher) are usually assigned regular early morning practices (6:00 to 7:30 am) on weekdays.

Lloydminster Minor Hockey Association expects that all Rep coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to your own team, but to all teams within our own association and other associations with whom you have contact.

Parents and players have the right to know all the information supplied to the coach and other team officials, relating to the operation of the team, i.e.: team funds should be available upon request to any member of the team. The team is a group of people working together for a common purpose not just one or two individuals.

Lloydminster Minor Hockey exists with the help of you and other volunteers and by working within our group for the best interests of the association all participants will have an enjoyable season.

LMHA will host Teams that will be structured based on an annual review of registration numbers, league recommendations as well as Hockey Alberta regulations.

MAINSTREAM HOCKEY

Mainstream hockey fosters a development base for minor hockey in Lloydminster. This division begins at the culmination of the rep team selection sessions. The largest number of players is at this level, and it is important that a large amount of emphasis is placed on this area of hockey within our association. These divisions will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. Mainstream hockey will encourage any system

to ensure equal ice time for all players. All players will abide by the rules and regulations of the Association and its governing bodies.

Lloydminster Minor Hockey Association expects that all coaches, team officials, players and parents will set a high standard of conduct and good sportsmanship towards referees, other players, team officials and parents. This not only applies to their own team, but to all teams within our own association and other associations with whom you have contact.

It is important that the coach and other team officials keep not only their players, but especially their parents informed of all the policies and decisions made throughout the season. The hockey season is a long one and it becomes even longer if team officials do not keep a good communication line open with parents and players.

Parents and players have the right to know all the information supplied to the coach and other team officials, relating to the operation of the team, i.e.: team funds should be available upon request to any member of the team. The team is a group of people working together for a common purpose not just one or two individuals.

Lloydminster Minor Hockey exists with the help of you and other volunteers and by working within our group for the best interests of the association all participants will have an enjoyable season.

Players will be involved in evening practice sessions. Morning (prior to school time) practice sessions may be available upon request from the Division Director.

O. PLAYER SELECTION PROCESS PHILOSOPHY

The philosophy of LMHA is to establish a fair process for evaluating players for team selections.

P. SELECTION & CERTIFICATION REQUIREMENTS OF COACHES AND COACH ASSISTANTS

SELECTION

- All coaches interested in coaching must complete an application form each year in which they wish to coach. The coaching application form is available at LMHA office or can be downloaded from the Association's website. The application process is important for the association to develop its database. All coaches may then be invited to participate in an interview process facilitated and determined by the Coach Selection Committee. This committee is comprised of the Division Director, one person from LMHA Executive and Coach Selection Chairperson.
- Criteria used in coaches' selection
 - CHA certification level
 - Years of experience of coaching hockey
 - Years of experience of coaching/leadership in other sports
 - Previous coaching record
 - Previous evaluations submitted by parents, players and Division Directors
 - Committee Selection
- Coaches must have the required certification to coach at their team's level. Refer to the Coaching Requirement Chart outlined in Certification Requirements. If they have not taken all of the courses

necessary to coach at this level, they will have until December 31st of the current season to obtain the certification. If a coach is delinquent in obtaining or providing proof of the necessary certification prior to December 31st, he or she will be removed from the team's coaching/management staff.

- Coaches will prepay for the clinics that they register for. These cheques/e-transfers will be returned once the coach attends the clinic or cancels 24 hours in advance
- A coach's son or daughter does not automatically make the team because she/he is the coach. A coach's child who does not qualify for the team, as evaluated by the committee, will be removed from the team. The selected coach who has been advised that his/her child would not make the team has the option of remaining with the team or surrendering the team.
- No Coach, Assistant Coach or other team official who refuses to sign the waiver for a criminal search, will be appointed to a team by the association.
- No appeal shall be accepted for non-selection as a coach.

CERTIFICATION REQUIREMENTS

Coach requirements will follow the Hockey Alberta and Hockey Canada minimum certification requirements for the current hockey season.

*** It is highly recommended that assistant coaches acquire the same level of certification as the head coach.

*** All teams must have one person registered to the team who has completed the Hockey Canada Safety Program (HCSP). This person must be at all games.

*** All teams must have one person registered to the team who has completed the RIS Leader. This person must be on the bench for all games.

COACHES' REPORTING RESPONSIBILITIES

- Head coaches shall report directly to the Division Director throughout the season and shall take direction from him or her.
- The Division Director must be informed of plans to attend tournaments.
- Coaches are reminded that they are appointed by the Executive Council and any coach failing to take direction from the Division Director or the Executive Committee shall be terminated.
- A team official (coach/manager) shall report all incidents involving suspensions or incidents which may involve LMHA to the Head Coach and Division Director.
- Coaches must ensure that they or the team's manager complete incidents reports where a player or team management injuries are sustained. These reports are to be completed within 72 hours of the injury and emailed into LMHA.
- In order to protect LMHA as well as a hockey player's well-being, a doctor's note is necessary for any player to return to the ice (practices or games) after a major injury which involves fractures or concussions.

COACHES' EXPENSES

LMHA recommends that Rep Teams cover the following expenses for the Head Coach if he or she is not a parent or guardian of a player on that team

- One hotel/motel room per day
- A food allowance of \$30 maximum per day

** Additional Coach's expenses must be approved by the team's parent body

****It is recommended by LMHA that additional members of the coaching staff, who are not parents or guardians, do not receive any reimbursement for accommodation or meals. However, the parent body may opt to cover these additional costs.**

Elite Team Coaches' compensation will be decided upon by the Elite Board of Directors.

Q. TEAM SIZE

GENERAL INFORMATION

- Hockey Alberta mandates that all teams shall consist of a maximum of nineteen players.
- LMHA will attempt to have the following maximum numbers per team per division however, this number may be exceeded pending on registration numbers.
 - Initiation 14
 - Novice 14
 - Atom 15
 - Pee Wee 17
 - Bantam 19
 - Midget 19
- **Atom Division Teams and higher can have 5 team officials signed to their team. Any extra team officials will be charged \$30.00 each.**

R. AFFILIATION DEFINITION

Affiliation is the process by which teams may pickup or have players from other teams, play on their team. Teams within a division may affiliate team to team or use player affiliation.

POLICY

- LMHA shall establish affiliations for Rep Teams annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations.
- Teams may use affiliates for injury and illnesses only. Any other reasons have to go to the Executive Committee
- All use of affiliates have to be approved by the Division Director.

RULES & GUIDELINES FOR REP TEAM AFFILIATIONS

- Only teams Pee wee and above may affiliate. The exception being female hockey, players may affiliate Novice through Junior. Affiliated player games shall exclude games composed of tournament and exhibition play.
- Teams can only affiliate downwards within certain levels. For example, Bantam B may affiliate to players in Bantam Mainstream, Pee wee AA may affiliate with a Pee wee A team. No lateral affiliation is allowed.
- Prior to 'playing an affiliated player, an agreement must be made and permission granted from the coach of the team which the player is registered to. Rep Team Coaches or Management shall not contact any affiliated player directly without contacting the coach of the player's team first. Regular season games have precedence over any other hockey activity. This means that; If the player has a regular season game with his/her own team and is called up for a game, the player has a responsibility to

play for his or her own team (unless his/her coach grants permission for them to play 'up'). Coaches should, at every opportunity, encourage players to play at a higher level. If this means that the team has to affiliate players while their players are playing up, the coach shall do so.

- Providing affiliation has been properly filed, prior to January 10th in any Hockey Season, an affiliated Player may play with the Hockey Team to which the Player is affiliated without limit. After January 10th in any Hockey Season, an affiliated Player may only play 5 games (excluding Exhibition and NON-PROVINCIAL TOURNAMENT games) with the Hockey Team to which the Player is affiliated. Should an affiliated Hockey Player play more than five games after January 10th with the Hockey Team to which the Player is affiliated, he shall not be allowed to compete any further in the Division, or if applicable, Category for which he is registered for the remainder of the playing season.
- Appearance of a registered Player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.

S. EQUIPMENT AND JERSEYS

EQUIPMENT

- At the start of the season, each team will be supplied with the following equipment:
 - A puck bag
 - Pucks to be used for practices and games
 - LMHA Handbook outlining policies, procedures and regulations
 - Goalie Equipment and Goalie stick for Novice Division
- Teams in all divisions will postdate a cheque for April 30th in the amount of \$300, which will be given to the Equipment Director. Should team equipment not be returned by April 30th, this cheque will be cashed.
- Players must supply their own hockey equipment which should include the basics along with a CSA Helmet, Neck/Throat Protector and mouth guard (mouth guards for Pee Wee Division and higher).
- Goalie Equipment can be rented from LMHA for Atom

JERSEYS

- All teams, Atom & above will receive two sets of sweaters. One set for home games and the second set for away games. Initiation / Novice will receive one set only.
- Name Bars are allowed to be sewn onto Initiation and Novice jerseys only.
- Jerseys in other Atom - Midget Divisions are used for a 3 - 5 year period, depending on the jersey condition. Any additional material (ie sponsorship bars or name bars) that teams or players are wishing to sew onto these jerseys must be approved by LMHA beforehand.
- Any jerseys that can be retired from use can be donated to Kidsport or any other nonprofit organization or disposed of at the Equipment Director's discretion
- Individual players must purchase matching socks at Atom and above
- Teams will be financially responsible for the replacement of jerseys lost throughout the season.
- For Mainstream, the selection of team jerseys shall be made by random draw amongst the coaches.

- For Rep Teams, each Rep Team has an assigned set of jerseys as per their Team's Corporate Sponsor

T. ASSOCIATION APPAREL AND DRESS CODE

GENERAL INFORMATION

'First appearances' are important. It is very important to adhere to a dress code that provides a neat, clean and mature appearance. Rep teams, especially, may wish to develop a dress code for their players and coaching staff.

In order to provide for LMHA uniformity and to assist families financially, the association has adopted a policy regarding team apparel. The association name, the Trademarked 'flaming b' logo, along with the player's personal information (if desired) are the only additions that can be added onto the jacket and tracksuit. If a team wishes to order other articles of clothing besides or instead of a jacket or tracksuit, they may choose any style as long as the 'flaming b' logo is consistent with the logo Trademarked by LMHA.

Information regarding businesses who sell LMHA apparel is posted on the association's website.

U. DISCIPLINE

LMHA MINIMUM SUSPENSIONS AS PER HOCKEY ALBERTA REGULATIONS

Refer to Hockey Alberta Website for these regulations.

Refer to By-Law XVIII for Discipline and Dispute Resolution.

V. PROVINCIAL PARTICIPATION

GENERAL INFORMATION

- All provincial games overrule any league games or team practices. This means that teams in any division may lose or have ice time reassigned in order for any team in any division to play a provincial game.
- Tiered teams all must sign a Canadian Hockey registration card to participate in provincial competition.
 - These cards need to be completed and handed into the Registrar as soon as the team roster has been solidified. Provincial cards as well as team sheets need to be verified by LMHA Registrar prior to the team's first league game. Please allow the registrar a time frame of 4 days (if possible) to process the cards and sheets.
 - Teams may not enter into league play until the registrar has given them permission to do so
- Each coaching staff, along with the Division Director and LMHA Executive will make provincial participation decisions

W. PROGRAM EVALUATIONS

GENERAL INFORMATION

At the end of the hockey season, year-end evaluations will be made available for parents and players to complete. The purpose of these evaluations is to provide LMHA, (specifically the Coach Selection Director) as well as the team's coaching and management staff with information that can identify personal strength as well as areas that could possibly require improvement. This evaluation also provides feedback

on specific components of the team's year such as amount of ice time, evaluation process etc. Program Evaluation Forms are can be found on the association's website.

COACH EVALUATION

- Evaluation will be based on Participation Outcomes and Expectations of Coaches. The coaches rating will be set by how well he/she teaches/reinforces the outcomes and meets the coach expectations.
- The Coaches Selection Director will coordinate this evaluation process and work with Division Directors to assist coaches in their role in future years.
- A summary of the evaluations received from players and parents will be kept on file in the LMHA Office
- Atom & Above categories will see players, parents and officials contribute to the evaluation process
- Novice and below will see parents and officials & executive contribute to the evaluation process

TEAM EVALUATION

A portion of the evaluation will relate to the Team's Season. Results of this information should be made aware to the Division Directors along with the coaches and managers.

X. CONTACT INFORMATION

LLOYDMINSTER MINOR HOCKEY ASSOCIATION

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Phone: (780) 872-0525

Fax: (780) 875-4426

E-Mail: admin@lloydminsterminorhockey.com

Location: #4-5202, 12th Street, Lloydminster, Alberta T9V 0W1

HOCKEY ALBERTA

Website: www.hockeyalberta.ca

Phone: (403) 342-6777

SASKATCHEWAN MINOR HOCKEY

Website: www.sha.sk.ca

Phone: (306) 789-5101.