

# **LUMBY & DISTRICT MINOR HOCKEY ASSOCIATION POLICY MANUAL**

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## PURPOSE

The purpose of this Policy Manual is twofold. First it acts as a source of information that can be used by the Executive, Parents, Managers, Coaches and Players. Second, it is the regulatory document that outlines the rules by which Lumby Minor Hockey Association operates.

The Policy Manual supplements the by-laws that are in effect pursuant to the Society Act of the Statutes of British Columbia. It is anticipated that the Executive of Lumby & District Minor Hockey will keep the policies updated and current. Resolutions to amend or alter bylaws can only be made at an Annual General Meeting.

## MINOR HOCKEY IN GENERAL

Hockey is governed nationally by Hockey Canada (HC), provincially by BC Hockey (BCH), Regionally by Okanagan Mainline Amateur Hockey Association (OMAHA), and finally by Lumby Minor Hockey Association (LMHA).

For more detailed policies that LMHA must follow, but may not be included in this document, please refer to the following policies, procedures and governing documents, in order:

1. OMAHA
2. BC Hockey
3. Hockey Canada

## REVISION PROCEDURE

Any sections(s) of the policy manual can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. There must be a notice of motion given 30 days prior to the vote. The notice of motion must be in writing with the proposed wording of the revised section. Any substantive change in the manual will be communicated to the membership by LMHA website, e-mail and/or the LMHA Annual General Meeting.

Any member wishing to initiate a revision of the policy and procedures manual may do so by providing a copy of the proposed revision to the director of the division affected by the change or the division in which the member's child plays. The director is then obliged to present the revisions to the Executive by way of a notice of motion. The director is not obliged to support said motion. The member initiating the revision may request to make a presentation to the Executive in support of any motion.

The Executive of the LMHA will meet in March of each year for revision of the constitution and a policy review. The intent of this meeting will be to review the policy and procedures manual with the intent of presenting any proposed changes at the LMHA Annual General Meeting (AGM).

The most current version of the LMHA policy manual will be available on the LMHA website [www.lumbyminorhockey.com](http://www.lumbyminorhockey.com).

## GENERAL OBJECTIVE AND PHILOSOPHY OF LMHA

1. The purposes of LMHA, as outlined in the Constitution and By-Laws registered pursuant to the Society Act, are:
  - a. To foster, improve and perpetuate the playing of the game of hockey, and to foster sportsmanship and good citizenship.
  - b. To ensure that minor hockey is played in accordance with the playing and registration rules as laid down by LMHA, OMAHA, BCH and HC, as and where applicable.
  - c. LMHA recognizes supports and provides an avenue for players to participate in the four streams of hockey as outlined by Hockey Canada.

League players: that is the purview of other organizations such as Junior and College Hockey. Parents are advised that if they have the objectives for their youngsters beyond that provided through the four streams of hockey, they are to look to an organization outside LMHA.

2. LMHA recognizes that players participate for a variety of reasons, which may differ from one individual to another. LMHA will attempt to satisfy as wide a range of players as possible.
3. LMHA will provide an equitable opportunity for every player regardless of ability or financial situation to play hockey. LMHA reserves the right to determine at what level each player will participate through proper evaluation.
4. Every player shall receive fair ice time. No player shall sit out regular shifts to enable a coach to play stronger players more often. (Also refer to section on Rep Hockey (page 9) and competitive hockey paragraph).
5. LMHA intends to provide continuity from year to year with all teams and divisions working cooperatively to the benefit of the total hockey program within the Association.
6. Coaches will have the right to determine if a new player that has registered after November 1 will be able to participate in league games before January 1. Factors to be considered are safety for all players, level of skill and confidence. After January 1 the Coach will re-evaluate the player and determine if they are ready to play in league games. During this time, it will also be the coaches' discretion as to whether the player will play during exhibition or tournament games.

## OPERATIONAL POLICIES

1. LMHA will make all reasonable efforts to ensure all players wishing to register and play hockey in Lumby shall be permitted to do so.
2. No player shall be allowed on the ice until she/he is registered with the Association, proper documentation is completed, Mutual Aid and Hockey Canada Insurance forms submitted to OMAHA.
3. Completion and submission of these forms may require forty-eight (48) hours.
4. LMHA will grant approval to those players who make application through the Waiver of Residency procedure to try out for teams in Vernon should Lumby not declare a team in a specific division, as per OMAHA regulation
5. Ice time shall generally be distributed to division on the basis of player registration allowing for one practice and one game per week. Rep teams will be provided with a second practice per week but it will likely be early morning ice slot based on ice availability. All ice time for games and practices will be based on number of teams and ice availability.
6. No player shall be allowed on the ice until a Team Official is on the ice for practices or at ice level for games and approval is given by that individual to go on the ice. This applies to all levels including Rep. Players under 18 years old, will be supervised at all times when in the

dressing room by a Coach, a Team Manager or parent who have Speak Out (TWO DEEP RULE).

## **REGISTRATION**

### **ASSOCIATION FEES**

1. Registration fees shall be determined each year by the Executive and may be paid by an approved method in the amounts and dates as set out by the Executive.
  - If previous season fees are not paid, returning players will not be allowed on ice until they are paid or have set up a payment plan with the registrar.
2. Cheques for Rep tryout fees are due by July 15.
3. Rep carding fees are due prior to the first league game.

### **FAMILY REGISTRATION**

1. One (1) or two (2) children registered full fees are paid.
2. Should a family have three (3) or more children registered in LMHA, the two oldest players shall be charged full fees. The subsequent youngest player(s) will be charged half fees.
3. There are NO discounts for Rep tryout or Rep carding fees.

### **REFUND POLICY**

1. If approved, the amount of the refund shall be prorated against the amount of ice time already used. The amount will also be less:
  - a) Mutual aid fees
  - b) Hockey Canada Insurance fees
  - c) Administration fee
2. LMHA will issue refunds if a player transfers or parents have been relocated or for medical reasons.
3. There shall be no refund of fees after January 1 of the current season.
4. Rep tryout fees will only be refunded if the registrar was notified by August 1 of the current season of the player's intention to not participate in the rep tryout sessions.
5. Rep carding fees are non refundable.

### **REGISTRATION PACKAGE**

1. A registration form for all current members of the Association shall be available on the LMHA website.

### **REGISTRATION DEADLINE**

1. The registration deadline shall be July 15.
2. Registrations received after July 15, but before September 1 shall be subject to a \$75.00 late registration fee. New players registering will not face the late fee.
3. Registration received after July 15 may be placed on a waiting list, and may not be guaranteed membership with the LMHA.

## **WAITING LIST**

1. A waiting list of prospective players will be maintained each year. The names shall be recorded by date and time, as they are received, for the various age groups.
2. Players shall be taken from the list in the order in which they are received.
3. Names may only be bypassed if the prospective player indicates that he/she does not wish to play in the current season.
4. Players offered a position in mid season have the option to decline and wait until the next season. These players shall maintain their position on the waiting list.
5. Players offered a position at any time prior to October 1 and decline or fail to attend their assigned registration date will be removed from the waiting list.
6. If there are two (2) goaltenders presently registered in a division no new goaltenders shall be registered.
7. The goaltender has the option of registering as a skater if there is room and playing out. If this option is taken he/she shall not be allowed to play in goal unless a vacancy should occur.
8. The goaltender may be allowed the option of registering on a higher or lower division recreation team only if there are insufficient goaltenders in that division to allow two per team.
9. Playing abilities of players shall have no bearing on their placement on the list.
10. Players may be taken from the waiting list until October 15 of each year if a vacancy occurs in a team roster, which puts it below the minimum.
11. Players may be taken from the waiting list after October 15 at the discretion of the Division Director.
12. Registration of players transferring in from another Association, with previous hockey experience, will be allowed in dependent on availability of room in the age division up to February 5.

## **CANCELLATION OF REGISTRATION**

If there are occasions throughout the season in which a player does not show up for practices/games or may quit in mid season. The following will apply:

1. If the player fails to attend practices or games over a fourteen day period the parents are to be contacted by the Coach.
2. If the Coach is unable to contact the parents or the player, the name of the player will be given to the Division Director. The Director will then make all reasonable efforts to contact the player or parents.
3. If the Director is unsuccessful, a registered letter will be sent my the Secretary to the player and parents, asking to contact the Director. If no reply is received within ten (10) days, the player's registration will be cancelled. If the player or her/his parents fail to provide a legitimate excuse for his/her absence their registration will NOT be refunded and if the player chooses his/her name placed on the waiting list for the following season.
4. Players or their parents choosing to cancel the registration shall be reimbursed their fees in accordance with the Association refund policy.
5. No release will be granted from LMHA to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or their family is returned.

## **INJURED PLAYERS**

Coaches must inform parents and players that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants. Any player who had been knocked unconscious, or had blacked out, no matter how long the duration shall not be allowed to continue play in that game or practice, nor shall he/she be allowed to return to hockey until he/she is examined and cleared by a Medical Doctor before starting the Hockey Canada concussion recovery protocol.

If the player continues to exhibit signs and/or symptoms of concussion at any time during the return to play period, then the HCSP and Coach may request that the player leave the practice and/or game to be reassessed by the player's family doctor. Any player taken from the ice by ambulance or any player who suffers from a non-hockey injury or was injured in any manner that he could not play hockey shall not return to playing without a medical clearance from his/her Medical Doctor allowing their participation. Despite Medical Doctor approval, return to play will be carefully monitored by the HCSP and Coach who may request, at anytime, that the player leave the practice and/or game to be reassessed by the player's family doctor.

## **HOCKEY CANADA CONCUSSION CARD**

The return to play strategy is gradual and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising! **IMPORTANT – CONSULT WITH THE TREATING PHYSICIAN ON RETURN TO LEARN PROTOCOLS. IMPORTANT – FOLLOWING A CONCUSSION AND PRIOR TO STEP 1 A BRIEF PERIOD OF PHYSICAL AND MENTAL REST IS RECOMMENDED.**

**STEP 1** Light activities of daily living which do not aggravate symptoms or make symptoms worse. Once tolerating step 1 without symptoms and signs, proceed to step 2 as directed by your physician.

**STEP 2** Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

**STEP 3** Sport specific activities and training (e.g. skating).

**STEP 4** Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Go to step 5 after medical clearance (reassessment and written note).

**STEP 5** Begin drills with body contact.

**STEP 6** Game play. (The earliest a concussed athlete should return to play is one week.)

Note: Players should proceed through the return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day (but could last longer depending on the player and the situation). If symptoms or signs return, the player should return to step 2 and be re-evaluated by a physician.

Reporting of Injuries Hockey Canada Injury Report forms should be completed by the HCSP person for the injured players at all times. These can be downloaded from the LMHA or BC Hockey website. There is a 90-day time limit on these forms to be sent in to BC Hockey so they should be completed as soon as possible after the injury by the appropriate Doctor or Dentist, and completed in full in order to be accepted by BC Hockey.

Once completed, hand in to the office within 2 weeks of the injury. The Secretary will keep a copy for Association files and the original form will be immediately forwarded to BC Hockey.

#### Insurance Claim Procedures

Purpose: Insurance is administered by the BC Hockey to provide assistance to players, referees and team officials who are injured during authorized hockey activities.

See more detailed information on the BC Hockey website at: <http://www.bchockey.net/RiskManagement/InjuryClaims.aspx>

#### Affiliate Player Procedure

Affiliate Players (APs) are selected by coaches at the beginning of each season, based on discussions between both the higher and lower level coaches. Once the APs are decided, parents will be approached and rostered APs will pay an additional \$50 fee to LMHA to be eligible to play. Coaches are expected to adhere to the following procedure for calling up APs. If the procedure is not followed, the Executive Committee can decide that a team may be unable to utilize APs.

- 1) The coach from the higher division needs to obtain written consent via email from the lower divisions/categories head coach before approaching the AP's parents. The division directors must also be included in these emails.
- 2) APs cannot play for the higher division if the game interferes with their own team's game. Players are committed to their rostered team first. Illness and injury are the only exemptions to the above - if a team is going to have to forfeit because of roster size then we will adjust on a need basis.
- 3) Affiliate players may participate in non-conflicting practices in the Higher Division at the coaches discretion. For all APs, coaches must remain sensitive to the requirements of all Divisions as a whole.
- 4) The APs used by the higher division/category shall be designated by using the symbol 'AP' beside their name on the game sheet.
- 5) Teams can AP to a maximum of 15 skaters and 2 goalies, regardless of rostered numbers.
- 6) APs may affiliate to a max of 10 games, including playoffs. Exhibition and tournament games are excluded from these 10 games, as per BC Hockey Policy.

## PLAYER MOVEMENT

Player movement will be evaluated on a case by case basis with roster numbers will take

precedence over player requests. Coaches are encouraged to utilize the AP Procedure in lieu of player movement when possible.

LMHA will place all players on teams at playing levels that commensurate with each player's age, playing skills and experience. Every effort will be made to ensure this is achieved as fairly as possible with **NO SPECIAL CONSIDERATIONS WILL BE MADE FOR ANY REASON.**

Note: Players may be moved to a different division, yet roster size, skill, safety, hockey experience and social/emotional readiness will be factored into a player's placement. Risk Management will be involved and outside agencies may be called upon for evaluation purposes.

Should a parent or player disagree with their placement a formal request in writing to a Steering Committee member to have their child re-evaluated or for an explanation of player placement. A player must prove to be an exceptional player in order to transfer to a higher division.

\*In the competitive or development programs, a player may request a transfer only to a house team in a higher division at any time. Only under very rare or severe circumstances may a player transfer to a Competitive team in a higher division. An exceptional player being; a player who can make the top five in a higher division.

Example: If a player tries out as a defenseman, and makes the Team, he **MUST BE ONE OF THE TOP 5 DEFENSEMEN AT THAT TIME ON THE TEAM.** If a player tries out for Forward, and makes the Team, he **MUST BE ONE OF THE TOP 5 FORWARDS AT THAT TIME ON THE TEAM.**

## **Junior Division Evaluation**

### **Guidelines for Junior Division Evaluation (Initiation, Novice and Atom):**

Pre-season evaluations will be based on the Hockey Canada Player Evaluation and Selection Guidelines.

Initiation and Novice divisions:

1. Coaches will perform pre-season evaluations on all players for purpose of player/team assignments.
2. The Hockey Canada Player Evaluation and Selection scoring will be used to equitably divide the players amongst the teams.
3. The Initiation/Novice Director will recommend to the Executive the player/team assignments as agreed with the evaluating coaches
4. The final approval of player team assignment rests with the Executive.

Atom division:

1. The Coach Coordinator and Atom Director, with Executive approval, shall jointly appoint a minimum of two independent and qualified player evaluators and one independent and qualified goaltender evaluator to perform pre-season evaluations on all players.
2. A minimum of three pre-season evaluation sessions will be offered with coaches and evaluators present. One of the sessions shall be to use the Hockey Canada Player

Evaluation and Selection testing.

3. The Hockey Canada Player Evaluation and Selection system will be used as the primary method to rate players. Evaluation sheets may be recorded and maintained for each player.

Consideration for an Atom Development team will be on a year by year basis, depending on division numbers and skill of players.

#### Definitions

##### Initiation:

- Age: Generally aged 5-6 years in their first or second year of hockey.
- Objective: Introduction to hockey, full emphasis on fun and skill development
- League: No league standings and score not to be recorded.
- Score Clock: not to be used for tracking goals, can be used later in season to time shift changes and length of game.
- Referees: no referee required, coaches with whistles for games and practices. Offside rule may be taught, but not enforced in games. Initiation of play after a goal should be possession given to the team that was just scored on, near their net with a fair opportunity to get the puck out of their end zone. Penalty shots should be awarded in lieu of penalties if required. No player should be sent to the penalty box.
- Ice Usage: Cross ice sheet, two teams may be on the ice at the same time for practice and games. Line changes are to take place by the clock at a maximum of two or three minute intervals.
- Practice Ice Times: every effort will be made to ensure that this group has two practice ice times per week.
- Game Ice Times: games may be played in this division, but consideration should be given to not playing games before January 1.
- Balance: There should be at least two practices for every game played.
- Schedule: Must be submitted to Ice Ambassador when set, including updates as season progresses.

##### Novice:

- Age: Generally aged 7-8 years in their second or third year of hockey.
- Objective: Introduction to hockey, full emphasis on fun and skill development
- League: No league standings and score not to be recorded.
- Score Clock: not to be used for tracking goals, should be used to time shift changes and length of game.
- Referees: one referee or coach with whistles for games and practices. Offside rule should be taught, but not enforced in games. Initiation of play after a goal should be possession given to the team that was just scored on, near their net with a fair opportunity to get the puck out of their end zone. Penalty shots should be awarded if required. No player should be sent to the penalty box.
- Ice Usage: Half ice sheet for games, two teams may be on the ice at the same time. Line changes are to take place by the clock at a maximum of three-minute intervals.
- Practice Ice Times: every effort will be made to ensure that this group has two practice ice times per week.

- Game Ice Times: games may be played in this division after December 1.
- Balance: There should be at least two practices for every game played.
- Schedule: Must be submitted to Director when set, including updates as season progresses.

Atom:

- House Age: Generally aged 9-10 years
- Objective: Introduction to hockey, full emphasis on fun and skill development
- League: League standings and score may be recorded.
- Score Clock: Can be used for tracking goals and time of the game
- Referees: typically the two official system will be used, with the full set of CHA, BCAHA and OMAHA rules in effect.
- Ice Usage: Games should be full ice whenever available.

Atom Development:

Atom Development is not a “rep” team; however, the competitive nature of this league may be recognized by the Association. There will be additional costs and benefits accruing to Atom Development players. Whenever possible, ice time for single-team Atom Development practices will be made available.

- Age: Generally aged 9-10 years
- Objective: Introduction to rep hockey, full emphasis on fun and skill development
- League: Typically a league will be set up within the OMAHA rep structure.
- Score Clock: Used for tracking goals and time of the game
- Referees: typically the two official system will be used, with the full set of CHA, BCAHA and OMAHA rules in effect.

## Senior Division

### Guidelines for Senior Division Evaluation (Peewee, Bantam, Midget, Juvenile):

The Rep program and the Recreation (House) program is for the following players:

- Peewee Division - 11 and 12 year olds
- Bantam Division - 13 and 14 year olds
- Midget Division – 15, 16 and 17 year olds

Recreation (House) Team(s) Selection:

1. The Executive Committee will determine the number of teams in each division.
2. A minimum of two on-ice evaluations shall be conducted by the same evaluators who conducted the Rep team selection evaluations to assure consistent benchmarking of player ratings.
3. All players that have not been selected to the Rep team must attend the evaluation ice session(s) to facilitate the recreation team selection.

4. The entire pool of players will be evaluated according to Hockey Canada Player Evaluation and Selection Guidelines.
5. Players will be assigned to teams according to their Hockey Canada Player Evaluation and Selection Guideline rating with the intent of creating balanced teams in numbers and skill levels.
6. For Midget House, overage players will be assigned to teams according to their previous years' Hockey Canada Player Evaluation and Selection scoring with the intent of creating balanced teams in numbers and skill levels.
7. The Division Director will recommend to the Executive the recreation team roster(s) as agreed with the evaluators within 48 hours of the final evaluation session.
8. The final approval of the recreation team roster(s) rests with the Executive.
9. Recreation team coaches will be named by the Coach Coordinator after the team rosters are determined

#### The House System

The House system is designed to retain the recreational flavor of hockey and to teach hockey and life skills that will enable the player to become a lifelong participant in the game. Players who do not wish to compete for a spot on the rep team will be assigned to a team at their appropriate age level. Coaching will be determined after the make-up of the teams are decided. Teams can play within an Okanagan league (such as the Pee Wee and Bantam Super League); the Coach Coordinator will be tasked with knowing and relaying information regarding such leagues.

#### The Representative (Rep) Program

The Rep program is designed to challenge the more competitive and skilled players in our organization. Each year LMHA will consider the PeeWee, Bantam and Midget divisions if the population and skill levels warrant it. Once the rep team has been chosen, the level of rep (Tier 1, Tier 2, Tier 3) will be recommended to the Executive Committee by the Coach Coordinator in consultation with the team head coach by the OMAHA deadline.

1. Pre-season evaluations will be based on the Hockey Canada Player Evaluation and Selection Guidelines. Additional factors to consider include:
  - a. the player's responsiveness to coaching
  - b. attitude
  - c. work ethic
  - d. size
  - e. self-discipline
  - f. dedication to hockey
  - g. competitiveness
  - h. desire to win

In order for the additional factors to alter a player's relative ranking according to aggregate scoring using the Hockey Canada Player Evaluation and Selection Guidelines, there must be clear documentation in the evaluation sheet of each player that provides sufficient reason to override. Otherwise, the Hockey Canada Player Evaluation and Selection Guidelines shall prevail in the ranking of players for Rep team selection.

2. The Coach Coordinator and Senior Director shall jointly appoint a minimum of three independent and qualified player evaluators and one (preferably two) independent and qualified goaltender evaluators to perform pre-season evaluations on all players who sign up to try out for a Senior Division Rep Team. These appointments are subject to approval of the Executive Committee.
3. A minimum of three Rep Team evaluation sessions will be held, of which, one of the sessions is to utilize the Hockey Canada Player Evaluation and Selection Guidelines. Player attendance is mandatory unless prior, written exemption has been provided by the Executive. The Executive reserves the right to make special consideration on extenuating circumstances including sickness, injury, academic commitments and personal matters.
4. In addition to the evaluation time, and before final cuts are determined, at least one exhibition game should be part of the evaluation process. All goaltenders seeking a position on the rep team shall receive equal time during exhibition game evaluation.
5. The Division Director, Coach Coordinator, Team Head Coach and appointed evaluators (Evaluation Team) shall meet at the conclusion of the evaluation sessions to rank players as the basis for the recommended roster for each Rep team. A preliminary roster including affiliated players may be proposed which satisfies the minimum initial roster requirements of OMAHA.
6. The Senior Director will recommend the preliminary and/or final Rep Team rosters as agreed with the evaluator team to the Executive for approval. If applicable, the preliminary roster including affiliated players shall be submitted to the Executive within 48 hours of the final evaluation session.
7. The final approval of the rep team rosters rests with the Executive.
8. Once approved by the Executive, the Division Director and Registrar will inform remaining players Names will appear in alphabetical order at a specified time that has been communicated to all players and parents.
9. When the Division Director and Coach informs the non-selected players, the Coach shall provide the areas for improvement as designated on the Hockey Canada Player Evaluation and Selection scoring. The Division Director shall also explain the terms of Affiliated Player status as applicable.
10. In the event that a player wishes to appeal the decision of the Rep Evaluation Committee, the player will have one opportunity to provide a written appeal to the Executive Committee within 72 hours of hearing the decision as to the reason(s) that he/she should be reconsidered for participation on the rep team. If the Executive decides that the player should be reassessed, the player shall attend one practice and, if possible, one exhibition

game. The practice and the game shall be attended by at least two of the original evaluators (at least one of the goaltender evaluators, as applicable) as well as the Coach Coordinator. The Coach Coordinator will make recommendation to the Executive and the Executive's decision will be final.

### Rep System

Rep players must be "carded" by OMAHA through the LMHA Registrar and will play in leagues of their division within OMAHA. They are committed to play a set schedule and the team is responsible for any fines levied by OMAHA due to an unfulfilled game commitment.

Wherever possible 16 players shall be carded according to deadlines from OMAHA and BCH. The balance of the cards, to the maximum allowed, can be used to card players for reasons of illness, injury or discipline.

The team head coach shall select one or two assistant coaches in consultation with the Coach Coordinator and with the approval of the Executive Committee. Appointment of a manager is critical to the smooth operation of a rep team; this will be the choice of the team with the approval of the Executive Committee.

Rep team players are to be dressed for all games and played fairly according to the Coaches Code of Conduct.

Game sheets for all home games, whether exhibition, league, tournament or play-off, are the responsibility of the manager. The team is responsible for any fines levied by OMAHA due to a delinquent game sheet. Game sheets shall also be available to the Division Director.

## CODE OF CONDUCT

This code of conduct identifies the standard of behavior which is expected of all LMHA members including players, coaches, official working for LMHA, parents, directors and volunteers.

LMHA is committed to providing a hockey environment in which all individuals are treated with respect. Members of LMHA shall conduct themselves at all time in a fair and responsible manner. Members shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist, or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated by LMHA

During the course of all LMHA activities and events, members shall avoid behavior which brings LMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

LMHA recognizes the Canadian policy on penalties for doping in sport. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods.

LMHA members shall at all time adhere to LMHA policies and guidelines and those of our governing bodies, OMAHA, BC Hockey and Hockey Canada, and those rules governing events or

activities in which the member participates on behalf of LMHA.

Members of LMHA shall not engage in any activity or behavior which interferes with a competition, or which endangers the safety of others.

Failure to comply with this code of conduct may result in disciplinary action in accordance with the discipline policy of LMHA. Such action may result in a member losing the privileges that come with membership in LMHA, including the opportunity to participate in LMHA activities.

## ORGANIZATIONAL STRUCTURE OF LMHA EXECUTIVE

The organizational structure is outlined in the LMHA Bylaws and Constitution.

Conflict of Interest - should a member of the Executive find themselves in a conflict of interest in regards to their child, they will be requested to step back from any issues pertaining to the child and another officer of the Executive will be asked to perform such duties as required.

### EXPECTATIONS OF EXECUTIVE MEMBERS

An executive Member of Lumby Minor Hockey is an Executive Member first, parent and spectator second. At all times conduct around rinks and hockey functions shall be without compromise. Conduct shall be considered to be under scrutiny at all times and therefore above reproach. Any complaints that Executive Member has about players, coaches, referees, parents or other Executive members shall be made through the proper channels. (i.e.: Directors, Referee –in – Chief etc) Each Member of the LMHA Board shall sign a confidentiality agreement each year. LMHA Executive must complete a Criminal Check every two years.

### EXECUTIVE DUTIES AND RESPONSIBILITIES

Members of the Executive are encouraged to attend the following meetings:

1. EXECUTIVE MEETINGS
  - a. These meetings are attended only by members of the Executive, Officials, and Staff, and are open to all members of the Association. These meetings are held as required throughout the playing season and once monthly in the off season to deal with association business.
  - b. Other meetings are called as necessary. Presentations are welcome by appointment. Non- Executive members must request to be on the agenda for any presentation/discussion.
  - c. Closed sessions will be for executive business only.
2. BC HOCKEY ANNUAL GENERAL MEETING
  - a. This meeting is held in June each year. There is space for at least four (4) members of the Executive to attend this meeting in order that all workshops and voting sessions may be attended. The exact number of attendees is to be determined by the number of votes the Association is eligible to cast, and the number of relevant workshops. This number may be exceeded should a member of this Association be the recipient of a BC Hockey award.
3. OMAHA ANNUAL GENERAL MEETING

- a. Any member of the Executive, regardless of the number, may attend this annual meeting held in May of each year. The maximum number of attendees is encouraged, in order to make more members aware of the workings of our parent Association. Individual members of the Association who may wish to attend this meeting may apply to the Executive, and dependent on the numbers, their attendance fees may be paid by the Association.
4. OKANAGAN NORTH SUPER LEAGUE
    - a. Representatives of each Division may attend these meetings as required upon notification by the Division Director.
  5. LUMBY MINOR HOCKEY ASSOCIATION ANNUAL GENERAL MEETING
    - a. This meeting shall be held on or before May 15 of each year and all members are encouraged to attend.

**ABSENTEEISM**

A Board Member who is absent from more than three consecutive meetings of the Board of Directors, without prior notice to the President or Secretary will be deemed to have resigned and shall submit a letter of resignation.

**LUMBY MINOR HOCKEY ASSOCIATION AWARDS NIGHT**

This meeting shall be held in April of each year and all members are encouraged to attend.

**POLICY AND CONSTITUTION REVIEW AND STRATEGIC SEASON PLANNING SESSION**

The Policy and Constitution Review meeting is attended only by members of the Executive Committee and is held in March of each year. This meeting deals with the organization of the upcoming season and the review and revision of the Policy Manual to be presented at the Lumby Minor Hockey Association Annual General Meeting.

Strategic Season Planning Session will be held May of each year.

**RISK MANAGEMENT AND HEAD COACH MEETING WITH COACHES, DIRECTORS AND MANAGER**

These meetings are usually held in the beginning of each season or once the teams are formed. It is mandatory that all teams within Lumby Minor Hockey Association have representatives in attendance. The meeting will go over the Association philosophy and operational guidelines for the teams. Required materials will be handed out at that time.

**LETTERHEAD**

Association Letterhead may be used to solicit funds for Association purposes or events.

Letterhead shall not be used by any team or individual to solicit funds for their own purposes.

**EMAIL**

All Executive members must have the "Release of Executive Correspondence" as a footnote on emails and undisclosed email address.

### **RESIGNATION POLICY**

A signed and dated copy of your resignation must be submitted into the Associations Secretary. Verbal or emailed resignations will not be recognized by the Executive members.

### **CONFLICT OF INTEREST GUIDELINE**

All Executive Members shall advise in writing to the Association, any business or holding they have that may be deemed a conflict of interest. This shall include supply of services and goods required by LMHA. No Executive Member shall receive personal gain unless a fair bid process has been followed.

While it is acknowledged that virtually all Executive Members will have an affiliation with a team, coach or player in all cases COMMON SENSE shall prevail. Should a discussion or vote be required the individual shall declare the conflict and remove themselves from the room.

### **TEAM FIRST CONTRACTS**

Players, coaches, managers, trainers, parents, spectators, officials and the Executive are expected to conduct themselves in accordance with the Team First Contracts as set out below. All players, parents, team officials, Sports administrators (executive) and on ice officials will sign Team First Contracts at the start of each season.

These contracts can be found on the BC Hockey website:  
<http://www.bchockey.net/RiskManagement/TeamFirst.aspx>

Serious cases include, but may not be limited to, verbal and physical abuse.

Minimum Suspensions for such abuse will be as follows:

- 1) Verbal Abuse – 15 day suspension.
- 2) Verbal Abuse including profane language – 30 day suspension.
- 3) Verbal Abuse and threats – 45 day suspension.
- 4) Physical Abuse – Suspension for 180 days.

All suspensions if necessary will carry over into the next seasons.

The above Suspension times are all for first times offences.

Repeat offenders will have suspension times tripled and if they continue may lead to a life suspension.

Any individual suspended under the violation of their team first contract, will not be allowed to participate in any LMHA sanctioned event, team event or minor hockey related activities.

### **FAIR PLAY CODE – PLAYER CONTRACT**

I will play hockey because I want to, not because others or coaches want me to.

I will play by the rules of hockey and in the spirit of the Game.

## **DRAFT - June 2019**

I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.

I will respect my opponents.

I will do my best to be a true team player.

I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.

I will acknowledge all good plays and performances - those of my team and my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **FAIR PLAY CODE - TEAM OFFICIAL'S CONTRACT**

I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.

I will not ridicule or yell at my athletes for making mistakes or for performing poorly.

I will remember that children play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment and facilities are safe and match the athlete's ages and ability.

I will remember that children need a coach they can respect.

I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my coaching skills.

### **FAIR PLAY CODE - SPORTS ADMINISTRATOR'S CONTRACT**

I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

I will absolutely discourage any sport program from being primarily an entertainment for the spectator.

I will make sure that all equipment and facilities are safe and match the athletes' age and abilities.

## **DRAFT - June 2019**

I will make sure that the age and maturing level of all participants are considered in program development, rule enforcement and scheduling.

I will remember that play is done for its own sake and make sure that winning is kept in perspective.

I will distribute the fair play codes to spectators, athletes, officials and media.

I will make sure coaches are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

### **FAIR PLAY CODE - ON-ICE OFFICIAL'S CONTRACT**

I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the rules.

I will avoid or remedy any situation that threatens the safety of the players.

I will maintain a healthy atmosphere and environment for competition.

I will not permit the intimidation of any player either by word or action.

I will not tolerate unacceptable conduct towards myself, other on-ice officials, players, coaches or spectators.

I will be consistent and objective in calling all infractions, regardless of my personal feelings towards a team or individual player.

I will handle all conflicts firmly but with dignity.

I will accept my role as teacher and role model for fair play, especially with young participants.

I will be open to discussion and contact with players before and after the game.

I will remain open to constructive criticism and show respect and consideration for different points of view.

I will obtain proper training to upgrade my officiating skills.

I will work in co-operation with coaches for the benefit of the game.

### **FAIR PLAY CODE - PARENT CONTRACT**

I will not force my child to participate in hockey.

I will remember that my child plays hockey for his or her enjoyment, not mine.

I will encourage my child to play by the rules and to resolve conflict without resorting to hostility

or violence.

I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.

I will make my child feel like a winner every time by offering praise for competing fairly and hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example.

I will applaud good plays and performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public.

I recognize officials are being developed in the same manner as players.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteers who give their time to hockey for my child.

## **COACHES**

Coach Selection Process:

The appointed Coach Coordinator will select coaches for each division using the process below as a guide:

1. Review each coach application.
2. Contact at least two references.
3. Contact the coach to discuss:
  - a. Coaching philosophy, goals and reasons for coaching
  - b. Coaching style and sample practice plans
  - c. Plan for communicating with parents
4. Attempt to contact players (provided there is no conflict of interest)
5. Check for any formal complaints.
6. Discuss options with executive members.

It is recommended that all on-ice participants which includes coaches and assistants wear a CSA approved, properly fastened helmet for all sanctioned on-ice sessions. In all clinics including National, Branch and Association sanctioned, clinic participants **MUST** wear a CSA approved properly fastened helmet for all on-ice sessions. Failure to comply will result in a suspension and the incident brought to the LMHA Discipline committee.

1. Must report to their Divisional Directors all Major Penalties including all hitting from behind penalties.
2. Are responsible for assigning each player with a jersey and appointing a team parent or manager to get the jersey's out to games as well as returned to the lockers.
3. Shall contact Assistant Coach or Division Director if unable to make a game or practice to ensure that someone is on the ice with his team.

4. Shall be prepared with an organized practice plan before going on the ice. The objectives as outlined in the Policy Manual for each division shall be followed.
5. Shall have in their possession at all times a copy of the team roster and their HCR registration number to be kept in the First Aid Kit.
6. May not move players from one team to another in their divisions or move players up and down from one division to another. No player may play for any team other than his/her own unless approved by the Division Director and/or Executive.
7. Shall select assistant coaches and shall utilize assistant coaches in games and practices.
8. It is the responsibility of coaches to ensure that each player has equal opportunity to enjoy the game of hockey by teaching them both individual and team skills and by stressing any environment of good sportsmanship providing an atmosphere of fun and improving each players character should be the primary goal of every coach
9. Shall treat each player as an individual and fairly regardless of ability.
10. Coaches should develop team goals in conjunction with his players and hold a parent meeting to inform every one of these goals including discipline, attendance, attitude, personal expectations and team goals.
11. The overall improvement of the individual and team skill shall be placed far ahead of winning.
12. Shall ensure that all players use proper and safe equipment at all times.
13. All coaches are to submit to a Criminal History report that is processed by the Lumby/Vernon RCMP (as applicable) independent from LMHA.
14. The Coach shall have the authority to suspend a player once for one game only.
  - If the coach feel further discipline necessary, such discipline shall be determined by the Discipline Committee and the Executive. The suspended player must attend the game with the required appropriate dress code for that players team.
15. All coaches require Coach Level 1 to coach at the recreation level.
16. All coaches require Dev 1 or Intermediate to coach at the Rep level.
17. All teams require an HCSP person trained in the program.

## **TEAM MANAGER**

This is one of the most important positions on the team. During the course of the season a Team Manager will be applying for tournaments, organizing fundraising, getting exhibition games, game numbers and permission slips. You will be dealing with parents, Coaches, Directors, League Managers and other Team Managers. Remember all these people just like you are volunteers so treat them as you would have them treat you. Managing a team can be a time consuming effort but very rewarding.

The Team Manager will:

1. Organize team meetings. This will give the parents and the Coaches a chance to meet and talk. Some teams will hold this meeting at the arena, others will plan an evening at someone's home away from distractions.
2. Prepare an agenda in which items such as team rules should be discussed. The parents should have input into the rules.
3. Work with the Team Parents and assign tasks as required
4. Prepare a Team roster with the parents and players full names and addresses. A copy of this list should be supplied to all team members.
5. Oversee fundraising ventures.
6. Liaise immediately with your Director and determine what she/he needs for the season and

what you can do to make both positions jobs easier.

7. Tournaments are an issue which should be addressed immediately as they fill up fast. You should have some knowledge of available tournaments prior to the parents meeting to determine which ones the team may be interested in attending. It is the Team Managers job to secure these tournaments.
8. Ensure that all parents are trained in the proper completion of score sheets and the operation of the various score clocks.
9. There are various team duties which must be done throughout the season and it is the responsibility of the Team Manager to delegate these duties to the parents on the team.
10. A schedule should be prepared well in advance for Time keepers, Score keepers and 50/50 sales.

On game day the Team Manager should:

1. Have obtained a game number from League Manager
2. Fill out the game report with the players full names and jersey numbers. (this may be filled out by coaches)
3. Ensure that there is no colour conflict between the team and if so arranged for conflict jerseys.
4. Arrange for a dressing room for the team and ensure a thorough check is made and any damage found is reported immediately to the arena attendant.
5. Arrange for time keeper and score keeper to be in place
6. Have the referee fees, in the correct denominations, given to the score keeper, to pay the on ice officials. (if the RIC is not available)
7. Secure the dressing room once all the players have gone on the ice.
8. Make the final check of the dressing room once the team has left to ensure there has been no damage done.

## **TEAM PARENTS**

A very important job assisting the Team Manager in ensuring the smooth operation of the team. The Team Parents will assist in all areas of fundraising, monitoring team funds, telephoning parents as required and providing assistance to the Team Manager where requested.

## **TEAM RULES**

These should be determined at the first meeting of the year. These rules should be determined through input from Coaches, players and parents. Participation by all parties is mandatory if team rules are to be followed.

Rules should be written out and handed to each family so they are aware of the team rules both on and off the ice.

These rules are over and above Association rules and deal with items such as missing of practices, time at arena before games, talking to the coach, parent conduct, etc.

Reminder of late pick up – The coaches will clear the dressing room after 30 minutes after games and practices, after the 30 minutes are up the parent/guardian will be responsible for the player. (Late Pick Up procedure page 24)

### **PLAYER'S PARENTS MEETING**

1. Each team should have a parent's meeting as soon as possible once the team has been formed. This meeting may be held in a dressing room or other room acceptable to all parents. They shall not be held in bars.
2. Team management are encouraged to hold at least one meeting per month of the playing season to update parents on what is occurring. The team meeting should be short and to the point but you should definitely emphasize its importance. This will help to ensure a smooth season of sports and fun.
3. A clear understanding of the Coaches philosophy and team rules makes the season less hectic.
4. Sufficient notice will be given to all parents to ensure maximum attendance.
5. Have the parents introduce themselves and name their son/daughter so that all parents get to know each other and associate them to the players. Explain what you expect from the players and parents as members of the team. Inform them about practice times, requirements to be there, notification of coaching staff if players cannot make games or practices.
6. Team management will have ballot votes on the following with a 75% majority required. Due to various parents ability to pay and to avoid embarrassment secret ballots should be considered for:
  - a) Number of tournaments the team will participate in
  - b) Purchase of extra practice times.
7. Ask about special concerns such as medical problems and the unavailability of players who will be on vacation or planning special trips.
8. Describe the team's medical equipment and emergency procedures. A good time to learn if any parent has a medical background which will be useful in a practice or game.
9. Coach should go over his/her feelings about sportsmanship and the behavior that is expected from the players during the season win or lose. Emphasize the conduct that will not be tolerated.
10. Direct special comments to the parents and emphasize the parental behavior you expect from them for being part of the team and this association.
11. Explain how the Coaches, Team Manager and Team Parent can be reached by phone, if there are any problems or concerns.
12. Rules governing calling Coaches after a game, i.e. 24 hour rule.
13. Recruit parents for assistant coaches, stat takers, tournament co-ordinators managers, team parent and other jobs that are required to keep the team functioning.
14. Provide handouts of team and Association policies.

### **DUTIES AND RESPONSIBILITIES OF TEAM PARENT AND /OR TEAM MANAGER**

1. The Team Manager and/or Team Parent position will be the consensus of a vote held by the parents of the team at the start of the season.
2. Schedule parents for all home games to do 50/50 draws and Scorekeeping and timekeepers.
3. Arranging for and collecting payment of Tournament Fees.
4. Ensure that games sheets and referee write up sheets (where applicable) are to the appropriate OMAHA Division Director.
5. Ensure game write ups including Sponsors name is submitted for publication to local media.
6. Make arrangements for all team fundraising in accordance with guidelines provided by

LMHA.

7. Carry out all team obligations regarding Association Tournaments, ticket sales, etc.
8. Telephoning players/parents as directed by the Coach.
9. Organizing extra team events such as pizza parties, sporting events, etc.
10. Shall sit on LMHA Fundraising Committee (may appoint an alternate person).

### **TEAM TOURNAMENT CO-ORDINATOR**

Each division hosts a tournament. Each team within the division shall supply a tournament Co-ordinator. The Tournament Co-ordinator is responsible for organizing participant teams; fund raising activities for the tournament; time keeping and concession staff; game schedules and maintaining the tournament standing board.

### **TEAM FUNDRAISING**

1. A members registration fees cover Association assigned ice times, referee fees, approved training, uniforms and equipment. Any additional activities are funded solely by the team.
2. The Association will arrange a sanctioned fundraising product or activity on an annual basis. Teams will choose one fundraising event per season. This event must be approved by the Fundraising Coordinator before the event proceeds.
3. Monthly fees collected from parents in lieu of fundraising events shall be determined by a 75% majority vote of the player's parents.
4. \*\*Parents who choose not to participate in fundraising events shall be allowed the option of paying their share by donation. This assessment fee shall be no higher than average amount between the bottom and top amounts raised by the other parents.
5. No team shall solicit money, ask for donations or ask for merchandise from current sponsors of LMHA.
6. The team has the right to exclude players/parents that have not participated in team fundraising or paid team assessments from any activity not paid for by association registration fees.
7. No teams or persons associated to any team shall solicit funds on behalf of their team by indicating that they are doing so on behalf of Lumby Minor Hockey Association.
8. Fundraising events are subject to the approval of the Executive.

### **TOURNAMENTS**

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun.

All teams are encouraged to participate in tournaments. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the League Coordinator for approval.

1. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, OMAHA and LMHA rules and regulations.
2. Tournament entry fees are paid through team budgeting and funding.
3. Teams may enter only officially sanctioned and reputable tournaments in
4. Which LMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
5. At all time, without exception, good manners and sportsmanship are to be displayed by all players, coaching staff and visiting parents, on ice, in arenas and elsewhere.
6. Well in advance of departure the following must be arranged.

7. Through the Director and Ice Ambassador, rescheduling of games during the away period.
8. Through the LMHA Executive travel permission must be obtained before going into the USA.
9. Obtain approval from the BCAHA District Director prior to attending Interbranch or
10. International Tournaments or for exhibition games with out of branch or out of country teams.
11. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
12. Coaches or Managers are allowed to make tournament deals such as reciprocating participation but he/she must notify the Tournament Director in writing for the deal to be valid.

### **DUTIES AND RESPONSIBILITIES OF THE HCSP**

As the team HCSP, your primary responsibility is to ensure that safety is the first priority at all times during all hockey activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all other involved with Amateur Hockey.

The following are some responsibilities, which the team HCSP should assume:

1. Implementing an effective risk management program with your team, which strives to prevent injuries and accidents before they happen.
2. Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
3. Promoting and reflecting the values of Fair Play and instilling these values in all participants and other involved in Amateur Hockey.
4. Conducting regular checks of player's equipment to ensure proper fit, protective quality and maintenance and advising players and parents regarding the purchase of protective equipment.
5. Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
6. Maintaining accurate medical history files on all players and bringing these to all games.
7. Maintaining a fully stocked FIRST AID KIT and bringing it to all games and practices including all Mutual Aid forms (if applicable).
8. Receive a doctor's certificate from player stating that he/she is able to resume hockey activities after missed games to severe illness, injury or fracture.
9. Implementing an effective Emergency Action Plan with your team and practicing it regularly to ensure all involved understand their roles.
10. Recognizing life-threatening and significant injuries.
11. Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
12. Recognizing injuries that require a player to be removed from action, referring players to medical professionals and coordinating return to play.
13. Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse.
14. Facilitating communication with players, coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and player's health status.

### **DRESS CODES - ON AND OFF ICE**

1. All Rep teams will be dressed in dress pants, shirt and tie when participating in league, exhibition and tournament play.
2. All players will wear approved protection equipment. All players MUST wear neck protectors so that they can be in plain view.
3. Coaches will be responsible to ensure that all players have the appropriate equipment in place before the player will be allowed onto the ice.

### **SPONSORSHIP POLICIES**

1. All team Sponsorships shall be the responsibility of the Fundraising Committee.
2. Team Sponsorship revenues are an important and integral part of the Association budgeting each year.
3. Potential New Sponsors should be referred to the Fundraising Committee.
4. Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the Fundraising Committee.
5. Many corporations make substantial contributions to our Association through Sponsorship of teams, tournaments and other Association programs. The Fundraising Committee will provide a list of these corporate sponsors. Teams should avoid approaching these sponsors for additional funding.
6. The Association will provide each sponsor's team with, Sweater name patches for teams and press coverage when available.
7. Team managers have the following duties regarding Sponsors:
  - a. Determine from the Director who the Sponsor is for your team
  - b. Ensure that the Shoulder Crest on the team sweaters is uniformly consistent with the name of the sponsor.
8. The Fundraising Committee has the following obligations to the Sponsors:
  - a. Maintain regular verbal or written contact with the Sponsor.
  - b. Deliver a framed team picture to the sponsor (showing the team name, Sponsor name and year the picture is taken) prior to the end of the season.
9. In any press release given to local newspapers regarding team activities, the team Sponsor's name must be used.

### **LATE PICK-UPS OF UNDER-AGE PLAYERS**

10 – 15 minutes: Personnel will check designated message center for a message/instructions from the late parent. Personnel will remain at the facility with the child until picked up by the parent/guardian.

30 minutes: Personnel will attempt to reach the parents/guardian at their home/work and /or will contact the alternative contact people provided by the parent. Personnel will remain at the facility with the child until the child is picked up by the parent or alternate contact.

45 minutes: Personnel will contact the local police to inquire if there has been an accident. Personnel will continue to call the alternative contact to attempt to arrange care for the child.

Over 1 hour: Personnel will contact the local Child Protection Agency for instructions/advice

**BC HOCKEY CO-ED DRESSING ROOM POLICY:**

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - a) Male players will not undress to less than a minimum of shorts while females are present.
  - b) Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:
  - a) Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - b) Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
4. It is the responsibility of the team to ensure that these guidelines are followed.

**INTEGRATED FEMALE DRESSING ROOM POLICY:**

1. The Pat Duke Memorial Arena, home arena to LMHA, has a designated dressing room for female players on integrated teams (Female dressing room). This dressing room is to be reserved solely for female players on integrated teams and for female referees.
2. Female players on integrated teams in Initiation, Novice and Atom may opt to not use the designated female dressing room. If this is the case, a team official must ensure strict adherence to the BC Hockey Co-ed Dressing Room Policy.
3. If a Female player from Pre-Novice, Novice or Atom chooses not to use the designated dressing room, a female parent or female team official must be in the team dressing room while the player is getting dressed and undressed.
4. Should the female player decide to dress in the Team's designated room, the BC Hockey Co-ed Dressing Room Policy must be followed.
5. Female players using the designated female dressing room must have a parent/guardian or team official ensure the safety and well-being of the player while in the room. This is the responsibility of the team officials and/or players parent/guardian.
6. Team officials must ensure that parents/guardians are aware of this policy. Team officials are also responsible to ensure that this Integrated Female Dressing Room Policy is followed and respected by all members of their team.
7. It is the responsibility of a LMHA team official or a Team's Tournament Coordinator to ensure that any visiting teams who have females on integrated teams are made aware of this policy prior games.

**SECURITY:**

The supervision of the female player while in the designated female dressing room is that of their team officials and the player's parent/guardian. Given there are multiple keys to this room, it is essential that there is a team official or a parent/guardian ensuring the safety of the player while changing.

Female players should be locking the door when they are getting changed to prohibit others from coming in.

### **CHILD ABUSE**

1. LMHA will ensure that the rights of children coming under the care and supervision of its teams are in no way compromised, thus endeavoring to protect children from physical, emotional and sexual abuse.
2. Should any member of LMHA be reported to authorities as a suspect of abusing children, whether within the confines of the Association's program or not, that member shall be subject to suspension during the term of the investigation by authorities, with such suspensions being subject to further ratification following the outcome of such investigation.

### **PENALTIES, SUSPENSIONS AND DISCIPLINARY**

All minor hockey falls within the jurisdiction of Hockey Canada and BC Hockey and as such these, our parent organizations, lay out penalties for rule infractions in a game. Additionally, LMHA is a member of OMAHA, OMAHA has some further rules to augment their operation, and LMHA is subject to these regulations as well. A player registered with LMHA then is subject to the rules and penalties as called for by the organizations that we are affiliated with.

When a referee penalizes a player or a team official in a game, he/she does so with the full authority of the BC HOCKEY / OMAHA behind him/her. Our Association is bound by the rules and regulations of the senior organizations as interpreted by the game officials.

LMHA does have the authority to add on further penalty assessments if a game situation calls for it. For example, in repeated suspension penalties, we can add more time if it is felt appropriate.

Furthermore, every member of the LMHA, including parents and guardians, are expected to show respect for the game of hockey, their opponents, the Officials, Arena employees and the spectators. Those displaying any form of unruly or unsportsmanlike conduct, or causing damage or altercations before, during or after games or practices in or near any arena, will not be tolerated and may result in disciplinary action

### **DISCIPLINE GUIDE FOR PARENTS AND SPECTATORS:**

Parents and spectators at LMHA games and functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during, or after any hockey games involving LMHA. Any On-ice Official, Off-ice Official or Executive Member may eject or suspend parents or spectators from any game if they display the following conduct:

1. Uses obscene or profane language or abusive gestures to ANY person on or off the ice surface.
2. Displays unsportsmanlike conduct, either individually or collectively at any function associated with a LMHA team or event.
3. Brings discredit to the Society for persistent infringement of the rules of the Society pertaining to the game of hockey.
4. Failure to comply with the By-Laws of the Society, Okanagan Mainline Hockey Association, BC Hockey or Hockey Canada.
5. Persists in disrupting or showing repeated disrespect for any ruling by any Official. ANY PARENT OR SPECTATOR WHO, AFTER ONE:

- (A) WARNING BY AN EXECUTIVE MEMBER, ON-ICE OR OFF-ICE OFFICIAL, PERSISTS IN ABUSIVE CONDUCT, THAT PERSON SHALL BE ORDERED TO LEAVE THE ARENA PREMISES. THE GAME SHALL BE HALTED UNTIL SUCH TIME AS THE PARENT OR SPECTATOR HAS COMPLETELY REMOVED HIMSELF OR HERSELF FROM THE BUILDING.
- B) Where a parent or spectator has been ejected from a game for abusive conduct, the On-Ice or Off-Ice Official or Executive Member shall report said incident to the LMHA Executive and Discipline Committee, who may then assess further penalties to the parent or spectator.
- C) Offences covering the abuse of On-Ice, Off-Ice Officials, Teams, or any member of the Association by any parent or spectator of a LMHA event may result in the following recommended penalties to that person or persons as recommended by the President or Discipline Committee:

First Offence – Game ejection, removal or immediate suspension from the Arena with a report sent to the Executive Committee and the Discipline Committee. The Discipline Committee shall rule on the incident. Minimum one (1) game – maximum three (3) months involving ALL LMHA teams.

First offences will be erased from parent or spectator records after two (2) calendar years, at the request of the individual.

Second Offence – Game ejection and removal from the Arena and prohibited to attend any game for a minimum of three (3) months – maximum two (2) years involving ALL LMHA teams or events.

\*The above rules and regulations do not preclude any rules or regulations as laid out by law or the Town of Lumby, but are meant to enhance the responsibility of all parents and spectators attending Minor Hockey events.

## **TEAM AND PLAYER DISCIPLINE**

Coaches are responsible for the discipline and deportment of the players on their team. A Coach may suspend a player for one game for a violation of team rules.

When a player is assessed a Gross Misconduct or Match Penalty, the automatic minimum suspensions set out by BC Hockey.

1. When traveling to out of town games, teams must remember that they are not only representing the LMHA, but are also acting as Ambassadors for the Village of Lumby and it is expected that they will conduct themselves both on and off the ice in a manner that is consistent with such representation.
2. No registered player will be permitted to drive him/herself or his/her teammates to or from any games outside the geographic jurisdiction of the LMHA.
3. Without limiting the generality of the foregoing following acts which are considered significant and flagrant breaches of the Code of Conduct of Lumby & District Minor Hockey Association when carried out at any arena or property where LDMHA has a license or lease for facility usage, or at any location outside Lumby where such breach occurs within an arena, will be dealt with severely and may include suspension for indefinite periods including life suspensions.
  - Use or sale of drugs
  - Vandalism

- Assault of a verbal, physical or sexual nature
  - Theft
  - Intimidation, extortion
  - Excessive violence
  - Illegal acts
  - Possession of weapons or objects used as weapons (Weapons may include firearms, knives, projectiles, martial arts paraphernalia, hockey sticks, etc).
4. The Discipline Committee will hear and deal with all matters of a disciplinary nature.
  5. The Discipline Committee will keep minutes of all hearings and meetings it conducts.
  6. The Discipline Committee will hear evidence and will review each case on an individual basis taking into account any unique circumstances.
  7. In the absence of a Discipline Committee, the Executive will have all the powers of the Discipline Committee as set out herein.

## COMPLAINT PROCEDURE

All complaints (Complaint Submission Form found on the LMHA website) must be presented to the appropriate parties in writing to allow for accuracy in discussion and for proper record keeping. When applying to each party in the hierarchies listed below, a period of up to 48 hours must be allowed per level for the specific party to provide a response.

- 1) If an issue arises concerning the operation of a team, the process or hierarchy to address those issues shall be as follows:
  - a) Manager; then
  - b) Coach; then
  - c) Director
- 2) If the issue is not resolved informally then an official Complaint Submission Form is to be submitted to the Secretary or President of the Association.
- 3) For issues arising concerning non-team issues, the process to address those issues shall be as follows:
  - a) President; then
  - b) Discipline Committee; and finally
  - c) Appeals Committee

### FORMAL COMPLAINTS

The Executive shall appoint a Discipline Committee, consisting of three members of the Executive to oversee the conduct of members of the Association.

The President or his designate shall determine whether the Formal Complaint process should be initiated. When the conduct of a member of the Association results in a formal complaint, the following procedure applies:

Take 24 hours to think about the issue, then document it and present it to the team manager. Try to approach the issue with a solution.

1. A formal complaint may be made by any person with knowledge of the incident;
2. The complaint shall be in writing, addressed to the Discipline Committee, and signed by the person or persons making the complaint, and the complaint will include the names of any witnesses to the conduct complained of.

3. When a formal complaint is received by the Association, the following procedure applies: the Executive will appoint a Discipline Committee. The members of the Committee shall be chosen to ensure they have no interest, personal or otherwise, in the outcome of the decision;
4. The Committee will ensure the member knows the case to be met, by providing the member, at a minimum, with a copy of the written complaint and the names of any witnesses to the conduct complained of;
5. The Committee will set a date for a hearing, which shall be no later than ten days after the receipt of the written complaint;
6. The member whose conduct is the subject of the complaint will be given an opportunity to present his or her case at the hearing;
7. The Discipline Committee shall provide a decision in writing to the member and to the Executive no later than seven days after the hearing. If the members of the Committee are unable to agree on their decision, they shall provide separate decisions and the majority decision will have effect.

\*Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

\*All written records other than the final decision of the Discipline Committee shall be held in confidence on file and may be reviewed by the Discipline Committee or the person to whom the discipline complaint applies.

\* All meetings (with coaches, parents, players) called by the discipline committee will be recorded to ensure clarity.

## **DISCIPLINE COMMITTEE**

The Executive will establish at the start of the season a Discipline Committee comprised of the Vice President, who shall be the Chair and four other individuals, including the Coach Coordinator, least one other executive committee member and 2 additional members appointed at the start of the season. Any member serving on this committee must be in good standing with Lumby Minor Hockey, BC Hockey and Hockey Canada. If it is determined that a member of this committee is in a position deemed to be a conflict of interest, the Executive will appoint an alternate member.

The purpose of this committee is to:

1. Review any discipline issues at the request of the President, Coach Coordinator, or the Referee In Chief.
2. Recommend disciplinary action up to and including definite or indefinite suspension of the offending player, coach or Association member to the LMHA President.
3. The Discipline Committee will maintain minutes of any and all meetings called.
4. The President will hold the minutes in confidence. The minutes may be used at subsequent hearings for the same individual. Minutes are to be held for safekeeping for 7 years.
5. The committee will hear evidence and will review each case on an individual basis taking into account any unique circumstances. Evidence of audio or visual will not be reviewed.
6. All decisions of the Discipline Committee can be appealed through the Associations Appeal Protocol outlined in the Constitution.

## **APPEAL COMMITTEE (REVIEW OF DECISIONS)**

The Appeal Committee shall consist of the Third Vice President of the Association who shall be the Chairperson. Four other individuals in total shall serve on this committee. One other executive committee member and 3 additional members appointed at the start of the season. Any member serving on this committee must be in good standing with Lumby Minor Hockey, BC Hockey and Hockey Canada.

Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Discipline Committees decision reviewed, the following procedure will be followed:

1. A written request for review shall be delivered to the President of the Association.
2. The request for review shall specify the basis on which the Discipline Committee decision is believed to be incorrect;
3. The request for review shall be accompanied by a \$ 50.00 review fee;
4. The President shall place the matter on the agenda of the next regularly scheduled meeting of the Executive(1);
  - (1) This doesn't stop the President from convening an urgent meeting of the Executive, should he/she consider it advisable.
5. The President may suspend the effect of any sanction imposed by the Committee pending the review;
6. The original written complaint, the Discipline Committees written decision and the request for review shall be attached to the agenda; Evidence of audio or visual will not be reviewed.
7. The Appeal Committee shall provide up to thirty minutes of meeting time for the person who requested the review to present his or her case;
8. Appeal Committee shall give its decision by motion. A simple majority of the Appeal Committee members present shall be sufficient;
9. The decision of the Appeal Committee shall be final and binding on all parties;
10. If the decision of the Appeal Committee results in the overturning of the Discipline Committee decision, or in the imposition of a lesser sanction than that imposed by the Committee, the \$ 50.00 review fee will be refunded.

## **HARASSMENT AND ABUSE POLICY:**

### **Hazing or Initiation**

Any LMHA official, player or team member found to be involved in the practice of "hazing" which shall be defined as unpleasant or humiliating tasks, bullying, pranks, ridicule, humiliating horseplay, verbal physical or sexual harassment of players, shall be suspended for a minimum of 1 year.

Any LMHA official, player or team member found to be involved in the practice of "initiation" which shall be defined as ceremonies, rites or practices which are morally and/or physically detrimental to the well being of players, shall be suspended for a minimum of 1 year.

Any Manager, Coach or LMHA Executive Member who knowingly allows "hazing" or "initiation" to

take place on a team, or within our association, shall be suspended for a minimum of 1 year.

In the event of a harassment or abuse issue, the Executive will seek direction from the BC Hockey Harassment Advisor prior to proceeding with such complaint.

## **CONDUCT OF MEMBERS OF THE EXECUTIVE**

When the conduct of a member of the Executive is subject to a formal complaint, he/she shall step down from the Executive until the complaint is resolved.

## **CODE OF DISCIPLINE**

### **SUSPENSIONS**

1. A coach may suspend, for discipline, any player for up to one game.
2. Suspensions of more than one game must have the approval of the Discipline Committee or the Executive.
3. The Divisional Director shall be advised of all suspensions.

### **COMPLAINTS RE: COACHES AND TEAM OFFICIALS**

1. Complaints about a Coach, Assistant, and Trainer must first be addressed to the Manager, only if it is not resolved should it then be taken to the Divisional Director.
2. Fair Play concerns should be directed to the Team Manager.
3. When necessary, the Divisional Director may refer concerns to the Executive and a Discipline Committee.

### **COMPLAINTS RE: REFEREES AND LINESMEN**

1. This form of complaint is not meant for coaches or others who do not like the way a referee or linesmen called a particular game, nor is it questioning interpretations of judgment calls.
2. Any serious concerns by coaching staff or others should be reporting, **IN WRITING**, to LMHA Referee In Chief and a copy to the President.