

**LUMBY MINOR HOCKEY ASSOCIATION
POLICY MANUAL**



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LUMBY MINOR HOCKEY ASSOCIATION POLICY MANUAL

1. OBJECTIVES

It is the purpose of the Policy and Procedures Manual to provide assistance and direction to those who are responsible for the operation of the Lumby & District Minor Hockey Association (hereinafter to be referred to as LMHA). The goal of the Policies and Procedures Manual is to provide continuity in the delivery of programs to the membership and to assist the Board of Directors in making consistent and fair decisions that will positively affect the long-term growth of hockey and further strengthen the Association. This manual will also serve as a resource document for our athletes, coaches, volunteers, members and others in the community who have an interest in LMHA.

LMHA is a nonprofit society incorporated under the *British Columbia Society Act*. The purpose of the society can be found in the *LMHA Constitution and Bylaws*. Any contradiction, dispute, or difference between the contents of this manual and the Association's *Constitution and Bylaws* shall be resolved only by reference to the *Constitution and Bylaws*.

LMHA is a member of the Okanagan Mainline Amateur Hockey Association (OMAHA), BC Hockey, and Hockey Canada. These senior bodies provide the regulatory framework in which minor hockey is played. Where conflict or dispute arise, LMHA By-Laws, Policies or Procedures shall be superseded by the By-Laws, Policies or Procedures of these governing bodies.

This Policy Manual is intended to be a living document and will be updated as necessary.

2. BOARD OF DIRECTORS

In accordance with the *LMHA Constitution and Bylaws*, the Board of Directors will be made up of the Executive Committee or Officers of the Society. There can be 8-16 Directors which can be changed and voted upon at the AGM, these will be referred to as the Directors of the Society. The appointment and all activities involving the Board of Directors can be found in the *LMHA Constitution and Bylaws*.

The Board of Directors is made up of dedicated volunteers who strive to create a fun, safe and sound hockey program for LMHA. The Board of Directors consists of the following members:

Executive Committee or Officers of the Society

- Chair of Board
- Past President
- Secretary / Director 1
- Director 2
- Director 3
- Director 4
- Director 5
- Director 6

As per the *LMHA Constitution and Bylaws* a single person may hold more than one office except for the offices of the President and the Vice President.

As per the *LMHA Constitution and Bylaws* the Board of Directors may from time to time set the quorum necessary to conduct business, and unless so set, the quorum is a majority of the Executive/Directors then in office.

3. STAFF OF LMHA

Currently LMHA employs one position:

- Treasurer – Michelle Major – Okanagan Assured Bookkeeping

This position reports to the Executive.

Roles and Responsibilities for these positions are available by request from the Chair of Board.

4. OTHER VOLUNTEER POSITIONS

LMHA also has a number of volunteer positions which need to be filled each year. The fulfilling of these positions is the responsibility of the Executive.

5. CONFLICT OF INTEREST

Conflict of Interest is defined as *the circumstance of a public officeholder, business executive, or the like, whose personal interests might benefit from his or her official actions or influence.*

LMHA Board of Directors shall avoid any conflict of interest between their respective personal, professional or business interests and the interests of LMHA. Should a LMHA Board Member or employee find themselves in a conflict of interest, they are responsible to immediately report this conflict to the President and abstain from any decision making or influence on the conflicting issue.

6. REGISTRATION

- Registration forms for LMHA are available online at <http://lumbyminorhockey.com/> or make arrangements with the registrar.
- Players are only allowed to participate on one team per year, except for female players who can register for a female only team and an integrated team (in accordance with LMHA's Integrated Hockey Policy). Should a female player decide to play on two teams, they will be required to pay full registration fees for one team and \$100 the second team.
- Proof of residency within the registered boundaries of the Association will be requested. Residency is determined as the primary home of the primary parent(s). Falsification of registration documents could result in expulsion from the Association.
- Registration numbers (along with ice availability and coach availability) dictate team configuration.
- Team configurations will be determined by August 31st of any given year.
- Individuals registering after August 31st of any given year may be put on a wait list.
- The registration cutoff date is November 30th of any given year with the exception of U7 & U9. Player registrations may not be accepted after this date unless there are extenuating circumstances and will be at the Administrator of Hockey operations and the Divisional

- Directors discretion.
- Late registrations will be waitlisted.

Registration Fees

- Registration fees and Rep tryout fees are to be set each year by the Board of Directors.
- Yearly fees will be set out in the LMHA registration form which shall be posted on the LMHA website on or around May of each year.
- Rep and U11 Development players will be expected to pay an additional Rep fee once teams are selected. This fee will also be set each year by the Board of Directors and set out in the LMHA registration form. If there is a paid non-parent Coach, the cost will be divided evenly and Coach fee will be due with Rep fees.
- There will be an administration fee for all NSF cheques to be set yearly by the Board of Directors.
- Pro-rated refunds are available up to December 31st of any given year – less an administrative fee set by the Board of Directors on a yearly basis.
- Rep fees and BC Hockey / Hockey Canada Fees will not be reimbursed
- No refunds will be provided to suspended players.
- All registration fees must be paid by September 1st.(including tryout fees). Players with unpaid fees will not be allowed to tryout or participate in any minor hockey program including practices and games unless they can provide proof of registration in a youth sport funding program (i.e. KidSport) or have made arrangement with the Administrator.

7. PROGRAM OVERVIEWS

U7/U9 Program

This program is designed for beginners ranging in age from five to eight-years-old. Four-year-old players may be considered depending on their level of maturity, development and skill. This will be evaluated on a case by case basis. The emphasis is on **enjoyment and player development**. The objectives at this level are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop basic hockey skills
- To obtain a sense of achievement
- To introduce players to the concepts of cooperation, fair play, sportsmanship, and team work
- To encourage initiative and prepare players for further participation in *LMHA* programs

Hockey Canada views the U7 program as the foundation of its entire hockey structure. The Hockey Canada manual will serve as the primary program of instruction by which all coaches will ensure that basic skill development is taught and organized in a consistent manner.

U7 and U9 are intended to be non-competitive divisions in which emphasis is placed upon learning basic skills and having fun. **As per BC Hockey policy, tournaments shall be permitted in the U7 and U9 divisions but such tournaments shall be conducted on a non-competitive basis. The use of a knockout draw format, championship rounds or identification of winners is strictly prohibited. All teams in the tournament shall play an equal number of games and no standings of any kind are to be kept.**

Posting or sharing any type of player statistics in the U7 and U9 Divisions would not be in keeping with the philosophies of LMHA, BC Hockey or Hockey Canada and is forbidden.

To promote female hockey, it is LMHA's desire that female players be grouped together when forming teams in both U7 and U9.

In our U7 and U9 programs, LMHA will follow BC Hockey's guidelines as it pertains to Cross-Ice and Half-Ice Hockey. There are no league standings and no scores shall be posted on the score clock or recorded on the game sheet or tablet.

U7 teams will play a maximum of 16 games per season, not starting until after Dec 1st . There should be a balance of at least two practices for every game played. (Excluding tournaments)

U9 teams will play a maximum of 20 games per season unless given permission by the Divisional Director. There should be a balance of at least two practices for every game played. (Excluding tournaments)

Recreation (Rec) Program (U11 to U18)

Rec hockey is played by the majority of amateur players. It is fun hockey with an emphasis on participation, fitness, enjoyment and fellowship. The objectives are:

- To have fun
- To stimulate an interest in hockey and a desire to continue to participate
- To develop hockey skills
- To obtain a sense of achievement
- To promote physical fitness
- To introduce players to the concepts of cooperation, discipline, sportsmanship, and leadership
- To emphasize team work
- To promote a game that fits the needs of all participants
- To create a positive social environment
- To allow an individual to participate in other sports and activities
- Promote fair and equal ice time when at all possible

The Hockey Canada manual will serve as the primary program of instruction for all Recreation programs.

The Recreation Program is divided into:

- U11
- U13
- U15
- U18

Overage players will be accepted if approved by OMAHA in accordance with OMAHA/BC Hockey policy.

U11 Development

U11 Development is an advanced level of U11 hockey which emphasizes player development and prepares players who may wish to play Rep Hockey in the future. There may be a higher level of player commitment required and travel is to be expected. There will be additional fees to cover

extra ice times, uniforms etc. There is a tryout process in U11 Development and players must indicate on their registration form if they wish to try out.

Representative (Rep) Program

The Rep Hockey Program is designed for players who have the desire and ability to play at a more competitive level. Participants must be willing to make a significant on and off ice commitment. There is also increased commitment for travel and cost. The objectives are to:

- To develop players to play competitive hockey at the highest level possible
- To strive to achieve excellence
- To develop skills and provide opportunity for advancement
- To stimulate development both from an individual and team point of view
- To develop concepts of cooperation, discipline, sportsmanship and leadership
- To create an environment that while competitive, is also fun

The Rep Program is divided into:

- U13
- U15
- U18

Female Program

LMHA will do its best to develop and accommodate a female hockey program based on numbers and ice availability. Should numbers become limited, the Board of Directors will be responsible for deciding on Female Hockey team formations. This is to be done on a yearly basis. **Decisions regarding team formation should be based on the long term development and sustainability of female hockey and the development of as many players as possible.**

Integrated Hockey

All LMHA teams are open to participation by female players. LMHA has adopted the BC Hockey Integrated Hockey Policy which allows female players to dual-card to both a female only team and to an integrated team, if so desired. Players doing so will be required to pay the full registration fees and any additional carding fees for their registration on each team.

Players that are dual-carded must declare their "primary team" to LMHA and their respective coaches. In the case of any conflict (practices, games or team functions), the previously declared "primary team" will take priority over a player's "secondary team".

8. COACH/BENCH STAFF SELECTION

Being a Head Coach comes with a great deal of responsibility and accountability. You are the person most directly responsible for ensuring that the hockey experience for players is a positive one.

Prior to the start of the season each Head Coach is required to become familiar with the policies and procedures of the Association. Additionally, they are required to sign off on and abide by a Coach's Code of Conduct.

Rep Hockey / U11 Development Head Coach

- Those wishing to be the Head Coach of an U11 Development or Rep team must submit an application to the Administrator of Hockey Operations.
- Applications for the Rep / U11 Development Head Coach come available in May of each year and can be found on the LMHA website.
- A competitive process will be held to determine the best candidate for a coaching position.
- A Coach Selection Committee will be formed to review coach applicants, conduct interviews (if deemed necessary) and to select Rep / U11 Development coaches.
- The Coach Selection Committee will consist of the Coach Coordinator, and a minimum of three Board members .
- All applicants for Rep / U11 Development Head Coach positions must complete their Respect in Sport prior to applying, unless they have a current Respect in Sport certificate.
- All applicants for Rep / U11 Development Head Coach must complete an online Criminal Record Check prior to their applying, unless they have done one for LMHA within the previous 3 years.
- All Rep / U11 Development Head Coaches must have the required Coach Certification or acquire the required certification within the time frame set by BC Hockey including concussion training (CATT).
- If any Rep / U11 Development Head Coach steps down from their position, the Coach Selection Committee will decide if a new competitive process is necessary to hire a replacement or whether the position will be filled by appointment.
- Should an appropriate candidate not be selected after a competitive process, the Coach Selection Committee reserves the right to re-post the position or appoint an appropriate candidate.

Rec Hockey Head Coach

- The Division Manager, in conjunction with the Coach Coordinator and Director of Hockey Operations (DHO), is responsible for recruiting and assessing suitability for coaching staff within the Recreation Divisions.
- If there are multiple candidates for a Rec Head Coach position, a competitive process may occur.
- All Rec Head Coach positions need to be approved by the Executive Committee prior to appointment.
- All Rec Head Coaches must complete their Respect in Sport within one week of being appointed, and prior to participation on the ice unless they have a current Respect in Sport certificate.
- All Rec Coaches must complete a Criminal Record Check within one week of being appointed and prior to participation on the ice, unless they have done one for LMHA within the previous 3 years.
- All Rec Coaches must have the required Coach Certification or acquire the required certification within the time frame set by BC Hockey including concussion training (CATT).
- LMHA reserves the right to distribute the coaching expertise equally throughout the divisions to ensure quality of coaching for all teams.

Appointing Bench Staff / Team Officials

It is the responsibility of the Head Coach to choose their bench staff. As per BC Hockey and LMHA policy, each team within the Association will be required to roster the following team staff members:

- Head Coach
- Assistant Coaches
- Safety Person (HCSP)

➤ Manager

It is the responsibility of the Head Coach to get the names of potential bench staff to the Division Director for necessary approval.

All bench staff also must have the necessary credentials / clearance to be on the Hockey Canada roster and participate on the ice as outlined below. Further information including training links can be found on the LMHA website.

Assistant Coach(s)

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate.
- Criminal Record Check within one week of being appointed, unless they have done one for LMHA within the previous 3 years
- Required Coach Certification or acquire the required certification within the time frame set by BC Hockey
- Concussion training (CATT certification)

Managers:

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for LMHA within the previous 3 years.
- Concussion training (CATT certification)

Safety Person

- Respect in Sport within one week of being appointed, unless they have a current Respect in Sport certificate
- Criminal Record Check within one week of being appointed, unless they have done one for LMHA within the previous 3 years.
- Required Hockey Canada Safety Person training. This must be acquired prior to being on the bench.
- Concussion training (CATT certification)

Other Head Coach Responsibilities include:

- To have a strategy with regards to communication with parents and players. Effective and clear communication with your players and parents is essential to a successful season and can make the difference between a positive year and a challenging year.
- Appoint a bench staff that compliments your strengths and balances your weaknesses who can be relied on to assist with organization, planning and the operations of the team.
- Appoint parent volunteers to delegate coordination of jobs such as fundraising, score and time keeping, jersey collection, etc.
- Come to the arena prepared, whether it is a game or a practice. Have practice plans, line-ups, etc. organized and prepared ahead of time.
- Players are under your care and control when they are in the room. Supervise them and assist them accordingly - ensuring ongoing supervision (remembering the two deep rule).
- Adhere to game and practice times as scheduled
- Ensure jerseys are collected after each game (or have a delegate responsible for this)

- Teach the meaning of 'Good Sportsmanship' by word and by example
- Give equal attention and opportunity to each player
- If your own son or daughter is on the team, be aware of perceptions around favoritism and act accordingly
- Report any player, official or coaching problems of a serious nature to your Division Manager.
- Be familiar with rules and regulations governing the game: LMHA, OMAHA, BC HOCKEY, & HOCKEY CANADA.
- Remember you and your team are ambassadors of LMHA
- Work with the Coach Mentor as appropriate

9. REP AND U11 DEVELOPMENT TEAM FORMATIONS

The principles of a Rep Program are the same as the U11 Development Program with the main focus being the development of players and coaches.

Criteria for Rep Team formation will be as follows:

The following are guidelines for team formation. Team formation may be dependent on overall tryout numbers and / or overall registration numbers. The Board of Directors will have the final say on team formation in any given year.

- U11 Development, U13 Tier 4, U15 Tier 4, and U18 Tier 4 - 15 skaters and 2 goalies

10. REP AND U11 DEVELOPMENT PLAYER SELECTION POLICY

General Information

The rep player selection process, by its nature, dictates that not all players will be selected. This may be a stressful time, not only for the players and their parents, but also for the coaches and other volunteers. The goal of this policy is to promote fairness and consistency and to educate all participants on the process.

Players wanting to attend the rep tryouts must indicate this on their registration form. Before participating in the rep tryout sessions, players must be fully registered with the LMHA, have paid all required fees and have met all requirements of OMAHA, BC Hockey, and Hockey Canada.

A schedule for Rep tryout sessions will be prepared by September of each year and will be posted on the LMHA website.

All registration and tryout fees must be paid prior to participation.

Player selection

There will be a minimum of 3 tryout sessions per Rep Team. All players choosing to play Rep Hockey must attend the tryouts. Qualified and Independent Evaluators (appointed by LMHA Board) will evaluate all players and will:

- Provide the selected Rep Team Coach with a maximum short list of 20 skaters and 3 goalies.

In the case of ties (players with the same overall score) the short list number of 23 may be increased.

- This selection process must be completed within the time frame specified by the Board of Directors and in accordance with the schedule provided by the Administrator of Hockey Operations.
- All players not selected for the Rep Team will be assigned to the Rec Division.

Evaluation Criteria

The goal of the Rep Selection Policy is to fairly and consistently evaluate players for the purpose of team selection. Players shall be assessed based on their performance in the rep tryout sessions, based on, but not limited to (in no particular order):

- Skating
- Passing / Receiving
- Puck Control
- Positional Play
- Shooting
- Checking
- Teamwork
- Competitiveness
- Hockey Sense
- Attitude
- Desire and Work Ethic
- Coachability
- Conduct on/off the ice
- Sportsmanship
- Fitness

Tryout Attendance

It is expected that all players wanting to play Rep or U11 Development Hockey attend tryout sessions.

Under the following circumstances, a Rep Coach or U11 Development Coach may hold a position on a team for a player who has shown from his/her past history, they would highly likely make that team:

- Injury or Illness (player must provide a Doctor's note which indicates that the player will likely return to play within a reasonable timeframe)
- Exceptional personal circumstances (player must request this in writing from the President prior to the tryouts)
- OMAHA Zone / Major Midget / Junior Team tryouts

Prior to making the decision, the Coach Coordinator must be consulted.

Assignments

Assigning players to the most appropriate team is a difficult and sometimes stressful task for all involved. The process must be handled with tact and sensitivity. When choosing the best assignment strategy, the age and development of the player must be considered. Coaches must be sure to use language the player can understand and they must be clear in their message so there are no misunderstandings. It is of the utmost importance that coaches do not make promises

to players during assignments (this includes promises about becoming an affiliated player). These types of decisions are best left to a later date.

- The top 20 players selected by evaluators will be notified of their assignment via a phone call or in person. Given the Coach has no input in the selection of these players, they cannot be expected to provide meaningful and constructive feedback during this initial part of the process. Those players wishing feedback can request this in writing to the Administrator of Hockey Operations. A meeting will be arranged to go over the feedback from the independent evaluators. **This meeting must be requested within 24 hours of the top 20 being posted.**
- After the top 20 have been evaluated, further assignments are the responsibility of the Head Coach.
- At the U11 Development level, parents/players will be given the choice to have their assignment done by telephone or in person. This will allow parents (who know their children best) to determine the most developmentally appropriate and comfortable method for notification. Parents should be given the option of being present during the assignment process if it is being done in person. If parents choose to be present, they must understand ahead of time that they are there in a supportive role only and that any questions would need to be addressed at a later time.
- In U13, U15 and U18 Divisions assignments should be completed in person in conjunction with the Two-Deep rule. There may be times the Coach would like the player's parent to be a part of the assignment and this can be requested on a case by case basis (i.e. situation where an issue needs to be addressed etc.).

Feedback Requests Regarding U11 Development and Rep Team Selections

- The purpose of a feedback meeting is to provide the player with information which may assist them in their future development as a player. Specifically, this entails feedback on how the player did during their tryout and what the selection committee and/or Head Coach considered during the process. **This is not the venue to discuss historical issues, other player's performance, coaching issues, fairness of the process, perceived biases or any other issues.**
- All requests for feedback should be put in writing to the Administrator of Hockey Operations.
- LMHA representation at feedback sessions may include the Coach Coordinator, Head Coach, Coach Mentor, Independent Evaluator, Division Manager or any other Board member deemed appropriate.
- The feedback meeting should occur in a timely manner.
- Players are welcome to have their parent's join them in this feedback meeting, although the feedback and discussion will be directly with the player.

Appeal Procedure

- Appeals regarding player selection must be put in writing to the LMHA President within 24 hours
- Appeals must clearly outline the reason and rationale for appeal
- Appeals will **only** be granted under the following circumstances:
 - The decision was influenced by bias
 - Irregularities in the process leading up to the original decision are such that an

unjust result may have occurred

- The decision was patently unreasonable
- The Chair of the Board will decide if an appeal meets the criteria above. If criteria are not met, there will be no further action on the matter.
- If there are grounds for an appeal, the Chair of Board will appoint three people to constitute a Conflict Resolution Committee (Panel). Persons appointed to the Panel should have no significant relationship with the appellant, should not have been involved in the decision being reviewed and should be free from conflict and bias.
- The three-member Panel will consist of a minimum of two Board members but can include a community member.
- The Panel will, through thorough investigation, determine if grounds for appeal have been satisfactorily met. If grounds for appeal have been met, and 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 as well as the Coach Coordinator. The Coach Coordinator will make recommendation to the Panel.
- The Panel's decision will be final.

11. RECREATION TEAM SELECTION

The purpose of the recreational team selection process is to ensure that all teams within a division are balanced and that all players regardless of ability have the opportunity to play on a team that is competitive.

LMHA has mandated that recreational teams within a division must be balanced. A fair selection process is an important step in achieving this goal.

Recreation player evaluations will begin immediately after rep tryouts have been completed. This ensures players released from the rep tryout process can participate in the Rec evaluation skates.

Players are only allowed to participate on one team, with the exception of female players (see the Integrated Hockey Policy).

Rec Team Selection Process

This policy applies to any integrated recreation level team formation and includes the following processes:

- It is the responsibility of the Division Director to organize the Rec Team selection process.
- There will be a minimum of two evaluation ice times.
- Each player will participate in the evaluation.
- The Division Director will oversee the balancing process
- Players will be assigned to teams based on keeping the teams even throughout the process
- Balancing games may occur to ensure all teams within the Association are close in skill level
- Players, parents and coaches should be aware that should teams not be balanced, further player movement may occur to ensure evenly skilled teams.
- For the purpose of female development, accommodations may be made to place female players all on one team.

12. PLAYER MOVEMENT

Player movement is to be in compliance with OMAHA and BC Hockey regulations. Any approved player movement is valid only for the current season and must be applied for and approved each subsequent season.

Player movement may occur:

- To allow for optimal team formations and sizes depending on registration numbers
- To allow a Rec player the opportunity to play down a division if that is deemed in the best interest of the player and the division.
- To allow flexibility in goaltender movement in order to maximize goaltender development and meet the Association's needs regarding team configurations

Rec Hockey Player Movement

- It is expected that all Rec Players will play in their age appropriate division.
- There may be occasions when it is necessary for a player to move up a division or down a division due to LMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.
- Parents and players would be consulted prior to any movement occurring.
- LMHA also acknowledges that there may be times a Rec player is better suited playing in a lower division (due to size, maturity, skill, special need or other factors). Requests for a player to move down a division are approved by OMAHA. Process is as follows:
 - Put request in writing to the Administrator of Hockey Operations.
 - The request will be assessed by the Division Director and/or any other appointed person or persons. This assessment may include information and assessments from the previous year.
 - Player size, skill, maturity, development and any other special needs will be considered when assessing the request.
 - Upon receiving approval from OMAHA, the Division Director will have the final say on Rec player movement to a lower division.
 - Any player approved to move down a Division must be listed on Recreation team game sheets as an Overage Player 'OA' Player.
 - **All players must remain in their age appropriate division until the request has been approved.**

Player Movement from U9 to U11 Development

Player movement from U9 to U11 has some inherent differences from player movement in other divisions. In U11, U13, and U15, there are Development or Rep teams for skilled players to play on. Those elite players who do not fit the criteria to move up a division still have a place to play competitive hockey in their own divisions.

In U9 there are no Development or Rep teams, so when elite players do not fit the criteria to move up to U11 Development, they have no options in their own division for a more competitive environment that better suits their needs.

Keeping in mind the developmental needs of elite players as well as the needs of the U9 division, the

following process will be applied to requests for player movement from U9 to U11 Development:

- At the end of each season, U9 coaches and the U9 Division Manager will be asked to put forth the names of the top 10% of the U9 players for the year. This top 10% list will be used to determine if movement requests for the following year will be approved or not for an under-aged player.
- Should players new to the community request to move up, they will be assessed on a case by case basis. This assessment may include discussions with their former Association and/or an on-ice assessment.
- A request to move from U9 to U11 Development will only be considered if the player is in the top 10% of the U9 Division in the season prior to application. The player's level of maturity, size and other factors may also be taken into consideration before this decision is approved. Once approved by the Executive Committee, LMHA will make a recommendation for approval to OMAHA. OMAHA's decision on the suitability will be final.
- Once permission is granted to tryout, the U9 player will compete in tryouts as if they are an U11 player. Unlike the Rep Player Movement Policy, the U9 player does not need to make a top 5 ranking out of the top 25. If the U9 player makes the top 25, they will be evaluated as an U11 player and will have the same chance of making the team as all the other players.
- Those U9 players that do not make the team they will be re-assigned to U9.
- Player movement will be by one division only.
- It is the Division Managers' responsibility to ensure the Registrar is aware of the player movement from one team to another.
- Any disagreement regarding player movement can be appealed (see **REP AND U11 DEVELOPMENT TEAM FORMATIONS** section of this policy under the heading **Appeals**).
- Failure to follow these guidelines may result in sanctions or disciplinary action.

Movement of Goalies

It is expected that all goalies will play in their age appropriate Division.

There may be occasions when it is necessary for a goalie to move up a division or down a division due to LMHA registration numbers and team configurations. Player size, skill, maturity and development will be considered in this process.

There may also be times that a goalie requests to move up a division to play Rep hockey. Permission to try out for a higher division Rep team may be considered if the goalie fits the 'elite or exceptional' player profile. These goalies will be assessed by the DHO and/or any other appointed person or persons prior to the tryout process. Overall goalie registration numbers in each division may be a factor in whether permission to tryout is granted or not.

The Executive Committee will have the final say on goalie movement.

Affiliate Players

Affiliating players allows opportunity for recreational players to experience hockey at a higher level. It also allows higher category teams to complement their rosters when there are absences due to injury, health or other reasons.

A higher category team may affiliate up to nineteen (19) players, 2 of which must be goalies, from lower category teams. A player is only permitted to participate as an affiliate player with one team of

a higher category during a playing season with the exception of female players who may AP to both a higher female team and a higher integrated team.

Affiliation requests for Rep players to move to a higher Rep division, (example: Pee Wee Rep to Bantam Rep) and will require approval from the Divisional Director. Affiliation within Recreation teams will be limited to allow for a fair distribution of affiliate players.

An initial affiliation list must be filed with the Registrar by December 15 of each season. Players can be added (up to the 19 maximum) until January 15 of each season.

As per BC Hockey policy, affiliate players are limited to a maximum of 10 games over the course of a season. The purpose of this limitation is to prevent the use of "permanent affiliates". Affiliate players may not play an eleventh game until their carded team has completed their season. Any affiliate player who does participate in more than 10 games will be deemed to be an ineligible player. If a player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. There are exceptions to this BC Hockey policy for goaltenders.

AP Process

Prior to participation as an affiliate player, the players name must appear on the team's Official HC Team Roster as an affiliate. The following steps must be taken by the Coach of the higher category team:

- Before speaking with the player or the parent, the higher category coach must request and receive approval from the lower category coach to affiliate the player(s) in question.
- Any request to affiliate a player from U9 to U11 must also receive approval from OMAHA. Applying for OMAHA approval is the responsibility of the DHO.
- Once the appropriate approval(s) have been received, parental consent must be obtained before affiliating a player.
- AP forms must be completed in FULL, including approval from the appropriate Division Director before they are handed in to the Administrator. Once paperwork has been completed, the Administrator will roster the AP player and confirm with the Coach and Manager by email that the player has been rostered and is allowed to play.
- Affiliate players shall be designated on the Official Game Report by the use of "AP" after their name on the team's roster.
- Appearance of an affiliate players 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 will be considered as taking part in the game, and such participation will be specially noted on the official game report.
- The coach from the higher division team must notify the coach from the lower division team prior to using the affiliate player for each occasion of practices or games. There should be consensus among the two coaches as to whether the player can play up or not. This decision should take into consideration:
 - The development of the player
 - The needs and circumstances of the lower division team
 - The needs and circumstances of the higher division team
- **Under no circumstances should the coach from the higher division team speak with the prospective AP or their parents prior to receiving approval from the lower division coach.**
- Where consensus cannot be reached, the Division Director should be advised, and their decision shall stand.

- Failure to adhere to the AP policy may result in sanctions and/or disciplinary action.

13. RISK MANAGEMENT

Criminal Record Check

LMHA is a registered society that operates with the needs of children and youth at the forefront. Given this, it is essential all reasonable steps are taken to ensure the safety of the children and youth involved in our Association.

All volunteers ages 18 and older must have a Criminal Record Check completed for LMHA prior to volunteering with the children/youth involved in our Association. This is essential to protect the players and to ensure the Association is free of liability. These volunteers include but are not limited to:

- Coaches / Assistant Coaches
- Managers
- Safety People
- Board Members
- Employees
- On ice parent volunteers
- Any other volunteer positions as decided by the Board of Director.

The Criminal Record Check (CRC) process has been streamlined and is now available online through the Criminal Records Review Program (CRRP). Volunteers can access the CRRP at the following website www.bchockey.net under the Clinics tab.

Once appointed to a volunteer position, that person has **one week** in which to apply for their Criminal Record Check and must have it submitted prior to participation.

The Association reserves the right to restrict or limit volunteers during the CRC waiting period.

Authority for review of the results of a criminal records search rests with the Risk Manager and the Chair of the Board. LMHA reserves the right to decline volunteers who may not be deemed suitable for contact or work with children and youth.

Respect in Sport

As per BC Hockey Policy, all volunteers working directly with children/youth must take the online Respect in Sport Course. This includes:

- Coaches / Assistant Coaches
- Managers
- Safety People
- Board Members
- Employees
- On ice parent volunteers
- Dressing room parent volunteers
- Any other volunteer positions as decided by the Board of Directors

Once appointed to a volunteer position, the volunteer will have **one week** to complete Respect in Course and will have to provide proof of completion to the Administrator of Hockey Operations.

Concussion Awareness Training (CATT)

As per BC Hockey Policy, the following must take the online CATT course:

- Coaches / Assistant Coaches
- Managers
- Safety People
- On ice parent volunteers

Once appointed to a volunteer position, the volunteer will have **one week** to complete the CATT course and will have to provide proof of completion to the Administrator of Hockey Operations.

Injury Reporting

Coaches, Managers or HCSP reps must complete a *BC Hockey Injury Report* form for any accident occurring during the course of a practice or game (forms available on the BC Hockey and LMHA websites). Injury claim forms must be submitted to the Registrar within 90 days from date of injury.

Emergency Situations and First Aid Kits

Coaches, Managers and HCSP should be aware of the first aid facilities available in the arena and where to find them.

Each team will be provided with a HCSP Bag which includes a first aid kit. These bags are to be returned to LMHA at the end of the season. Teams that do not return their HCSP Bag may have funds from their contra accounts held to cover the cost of replacing the bag.

Should you need to replenish items from your first aid kit throughout the season, please speak with the Equipment Manager and/or Risk Manager.

Should you need additional ice packs during the season, please speak with the Risk Manager and/or Equipment Manager.

Player Driving Policy

Per BC Hockey policy, U18 aged players that are of driving age and are licensed to drive are not permitted to drive themselves to out of town games, even if that game is in close proximity to their home.

BC Hockey Protocol – Incidents of Non-Compliance to Zero Tolerance

BC Hockey realizes that the severity of incidents of non-compliance to Zero Tolerance will encompass an entire spectrum and may have far-reaching affects over and above the participants in the actual

event. It is the duty of member associations to report to the BC Hockey risk manager if:

- The incident involves international, inter-Branch or inter-District play
- The incident is such that it may affect the well-being of other members of BC Hockey
- The incident is precedent setting in some fashion
- The incident may require action by the BC Hockey or higher authority
- The situation may bring embarrassment or public attention to BC Hockey and/or its members

Included in Zero Tolerance are: Alcohol/Drugs/Tobacco; Adult Alcohol Guidelines; Social Media; and Hazing. This list is not inclusive. Zero Tolerance issues will be dealt with through either the Complaints Policy or the Harassment and Abuse Policy (whatever one is most appropriate).

a) Alcohol/Drugs/Tobacco

LMHA expects athletes to strictly adhere to all laws governing the use of alcohol, drugs & tobacco (including chewing tobacco and vaping). Should an athlete break the law and participate in the use of any alcohol, illegal or performance enhancing drug, or tobacco product during a LMHA event (i.e. practice, league game, exhibition game, tournament game or another other team function) he or she is subject to BC Hockey's non-compliance/zero tolerance policy regarding these items. Coach's/Parents are to be advised of the following protocols:

- The Coach has the authority to remove a player from team activities including on and off ice activities
- The Coach informs the parent of the incident and if the parent is not present, arranges for the parent or a delegate named by the parent to resume care and conduct of the player
- The Coach arranges for supervision of the player until the parent or the parent's delegate resumes care and conduct of the player

b) Adult Alcohol Guidelines

LMHA has adopted the Zero Tolerance guidelines as laid out by BC Hockey. LMHA realizes there are certain situations when the responsible use of alcohol by adults is acceptable and believes adults have the right to make those decisions using reasonable judgement and discretion. When involved in a LMHA event (game, tournament weekend, practice, team party, etc.) alcohol is not considered appropriate:

- In dressing rooms or in public, non-licensed areas
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend "hospitality" type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when traveling to and from an event
- By adults of a minor team when parents are not present
- Consumed by anyone at minor team parties hosted by other players, parents or team officials
- If forced on another person
- If used for drinking contests / games or as a form of hazing for rookies

c) Social Media

LMHA is cognizant of the many social media outlets that are used by players/parents/coaches. Any use of social media which is derogatory or negative in nature to another player, an opponent, a coach, an official, another Association or your own Association will not be tolerated. Offenders can expect to be disciplined accordingly, including possible expulsion from all Hockey Canada programs.

d) Hazing

Hockey Canada policy currently defines hazing as ***"a practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)"***. Pursuant to Hockey Canada regulations, those involved in or complicit in any incidents of hazing will face discipline, including possible expulsion from all Hockey Canada programs.

14. HARASSMENT AND ABUSE

LMHA is committed to providing an environment in which players and other participants are free of harassment and abuse. This policy applies to all persons participating in activities of LMHA including:

- Players
- Parents
- Volunteers
- Coaches and other team officials
- Referees
- Employees
- Board of Directors
- Other volunteers of LMHA

Legal Context for Harassment and Abuse

- The most serious forms of abuse (physical abuse, sexual abuse and severe physical neglect) are subject to criminal sanction under the *Criminal Code of Canada*. Normally offences under this Act are reported to and investigated by the Police.
- In British Columbia, minors (that is, persons under the age of 19 years) who are "in need of protection" from abuse or neglect by their care provider are subject to the provisions of the *Child, Family and Community Service Act*. Normally an incident involving abuse or neglect of a minor falls under the jurisdiction of the Ministry for Children and Family Development. At times the Ministry for Children and Family Development will work jointly with the police to investigate situations of child abuse or neglect.
- Some forms of discriminatory behavior may be the subject of an investigation under the *Human Rights Code* of British Columbia and some forms of harm, such as injury resulting from negligence, may be dealt with under the civil law.
- For the purpose of LMHA, situations of harassment and abuse that fall under other legal jurisdictions will be reported to the appropriate authorities. For all other incidents, LMHA will deal with the harassment or abuse within the framework of this Harassment and Abuse Policy.
- Any doubt with where jurisdiction for an incident of abuse or harassment lies will be referred to the Risk Manager and/or the President.

Types of Abuse

Child abuse is any form of verbal, physical, emotional and/or sexual mistreatment or lack of care which causes physical or emotional harm to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of 19 years of age.

Child abuse can include:

- Emotional Abuse, Physical abuse, Sexual Abuse, Exposure to Family Violence, Neglect

Duty to Report Abuse or Neglect

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently, it is the policy of LMHA that any LMHA member, director, volunteer, team official, on ice official, parent, etc. must immediately report any information regarding the abuse or neglect or the suspected abuse or neglect of a child to the local Ministry for Children and Family Development office . 1-800-663-9122 (24-hour line)

If you believe a child/youth to be in immediate danger, call 911 and ask the Police to respond (i.e. intoxicated parent driving away from the arena with children in the vehicle).

Failure to report suspected child abuse is an offence under the Child, Family and Community Service Act.

LMHA shall take no further action until such time as the authority has completed it's investigation, unless at the request of and in consultation with such authority. The matter shall then, if necessary, be dealt with as a disciplinary matter pursuant to this policy.

Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, age, disability, sexual orientation and religion. Harassment may occur between peers (i.e. player to player, coach to coach, parent to parent, etc.) or between someone in a position of power or authority and person in a subordinate position (i.e. coach to player).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
- Condescending, patronizing, threatening or punishing actions which undermine self esteem
- Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety
- Any form of hazing
- Unwanted or unnecessary physical contact including touching, patting, pinching
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on opportunity for training or advancement
- Sexual assault or physical assault

It is the policy of LMHA that harassment in all its forms will not be tolerated during the course of any LMHA activity or program.

LMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviors and the response to harassment must be equally broad in range, appropriate to the behavior in question.

Most incidents of harassment, (i.e. inappropriate jokes) should be corrected promptly and informally (i.e. by the Coach), taking a constructive approach with the aim of bringing about a change in negative attitudes and behavior. More serious incidents (i.e. a course of repeated taunting or hazing) may require a more formal approach involving those outside of the team staff.

Complaints should be handled in a timely, sensitive, responsible and confidential manner.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

Process for dealing with Abuse or Harassment

- A person who has experienced harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is contrary to this policy.
- For more minor forms of harassment, team officials shall attempt to investigate and resolve the matter informally through team meetings, discussions with parents and players, etc. The Division Director should be made aware of the situation and may be involved at this stage if deemed helpful.
- Should the matter not be resolved at this informal stage, the Coach/Division Director may decide to bring in a Board member - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If an informal response is not feasible or if the harassment is more serious, the matter should be reported to the President to determine if a formal investigation is required.
- Reports to the Chair of Board must be in writing.
- After receiving the report, the Chair of Board has the option to:
 - Make a ruling to solve the matter immediately, wherein his/her decision will stand
 - To investigate the matter further himself/herself or
 - To appoint a Board member or another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary a three-person Code of Conduct (Panel) will be formed to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, the Panel will decide if disciplinary action is necessary and will recommend disciplinary sanctions and/or restorative actions.
- If the President is of the opinion that the alleged harassment or abuse is sufficiently serious, he/she may immediately suspend the respondent from LMHA while the complaint is being reviewed.

Disciplinary and / or Restorative Action

In the event that harassment or abuse is found to have occurred, the appropriate disciplinary action should take into consideration aggravating or mitigating circumstances. These include:

- The nature and severity of the harassment or abuse
- Whether the harassment or abuse involved any physical contact and/or was sexual in nature

- Whether the harassment or abuse was an isolated incident or part of an ongoing pattern of behavior
- The nature of the relationship between the complainant and respondent and if there was a marked difference in power and authority between them
- The age of the complainant and where relevant, the difference in age between the complainant and respondent
- Whether the respondent had been involved in previous harassment incidents
- Whether the respondent admitted responsibility and expressed a willingness to change
- Whether the respondent retaliated against the complainant

In recommending disciplinary action, The Panel may consider any of the following options, (but are not limited to the options listed here):

- Verbal apology
- Written apology
- Letter of reprimand from LMHA
- Probationary period
- Suspension or removal of privileges
- Suspension or removal from office or position
- Expulsion from membership
- Recommendation for counseling
- Such other actions as the Panel deems appropriate.

In recommending a disciplinary action, the Panel should endeavour to select a sanction commensurate with previous sanctions for similar circumstances. Additionally, the Panel should ensure sanctions are appropriate in severity to the severity of the infraction and where possible, have some sort of restorative component.

Appeal of Panel's Decision

Both the complainant and the respondent have the right to appeal the decision of the Panel. Permissible grounds of appeal are as follows:

- The Panel did not follow the procedures set out in this policy
- Members of the Panel were biased or were influenced by irrelevant considerations, or
- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable.

Appeals must be in writing and must be received by the Chair of Board within 7 days of the initial ruling. The appeal will be reviewed by Board members appointed by the Chair of Board (which may include the President). This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

The decision of the Appeals Committee shall be final and binding.

15. PROCESS FOR DISPUTE RESOLUTION AND COMPLAINTS

LMHA recognizes that issues and differences can arise within the hockey environment. Communication (or lack of) is often a primary issue in these differences. It is the goal of LMHA to

limit problem situations through the promotion of clear and respectful communication.

It is expected that most problems or complaints will be resolved on an informal basis at the team/division level.

The following steps will be followed in the resolution of problems or complaints:

Informal Process

- Discuss the issue with the person or persons with whom the issue regards. For instance, if you have an issue with another parent, it is your responsibility to speak with this person to try to resolve the difference.
- If this does not result in resolution of the issue, you should then go to a team official – such as the Manager or the Coach.
- If this does not result in resolution of the issue, you should then bring it to the attention of your Division Director in writing. The Division Director may decide to bring in a Board member - to act as a neutral party and further explore if the matter can be resolved on an informal basis.
- If the matter is still not resolved, you will then need to move on to a more formal process

Formal Process

- All formal complaints must be put in writing to the Chair of the Board.
- The complainant must show that they have attempted to solve the problem through the informal process before the Chair of the Board will hear the complaint. If they have not followed the informal process or have not provided an acceptable rationale for bypassing the informal process, the complaint will not progress and the complainant will be required to go back to the informal process.
- After accepting the complaint, the Chair of the Board has the option to:
 - Make a ruling to solve the matter immediately, wherein his/her decision will stand
 - To investigate the matter further himself/herself
 - To appoint a Board member or another individual to investigate the matter further.
- If upon further investigation, it is felt that a formal response is necessary a three-person Conflict Resolution Committee (referred to as the Panel) will be appointed by the Chair of the Board to oversee a formal hearing. All sides will be given opportunity to have their opinions and perspectives heard.
- At the end of the hearing, the Panel will decide regarding the complaint and recommend solutions, sanctions or discipline as necessary.

Appeal of Panel's Decision

Both the complainant and the respondent have the right to appeal the decision of the Panel. Permissible grounds of appeal are as follows:

- The Panel did not follow the procedures set out in this policy
- Members of the Panel were biased or were influenced by irrelevant considerations, or
- The Panel reached a decision which could not be supported by the evidence or which was otherwise unreasonable.

Appeals must be in writing and must be received by the President within 7 days of the initial ruling. The appeal will be reviewed by three Board members appointed by the Chair of Board (which may include the Chair of Board). This committee will not include any of the former Panel members and is referred to as the Appeals Committee. The Appeals Committee shall have the authority to uphold or reverse the decision of the Panel and/or to modify any of the Panel's recommendations.

The decision of the Appeal's Committee shall be final and binding.

16. LMHA APPAREL POLICY

It is important that players, teams and team officials appropriately represent LMHA whenever they are engaged in a hockey related activity. It is the Association's expectation that teams look respectful, tidy and uniform. In order to accomplish this, with so many players and team staff, the follow standards must be followed:

Team Uniform

- All team members are expected to attend games with their uniform and socks in clean condition.

Team Jackets/Tracksuits

- Team jackets throughout the association should be uniform. While the brand of jacket may be different, all jackets must be black. The only accent colors permissible on the jacket are green, yellow and white. All accent colors must be used for accent only and cannot be the base color of the jacket.
- Names and numbers are permissible
- Use of the official Lumby Stars logo must be approved by the Administrator.

Other Team Merchandise

- It is acknowledged that teams may want to personalize other team apparel or merchandise. (i.e. dry-land shirts/hoodies/shorts/water bottles, etc.)
- All other team apparel must be in keeping with LMHA colors and meet LMHA guidelines.
- ***It is the responsibility of the coach and/or manager of each team to ensure they are familiar with the Association's expectations regarding team apparel. Failure to follow this policy could result in sanction or suspension.***

17. LMHA EQUIPMENT AND JERSEY POLICY

Equipment

Each LMHA team will be provided the following items:

- Pucks
- Puck Bag
- Medical Kit
- Jersey bag(s)

All items must be returned to the appropriate LMHA locker at the end of the season.

U7, U9 and U11 teams will also be supplied with goaltender equipment for use during the season. This equipment also needs to be returned to the appropriate LMHA locker at the end of the season. The Head Coach and Manager are responsible for these items to be returned.

Goalies in U13, U15 and U18 are expected to provide their own equipment. To offset this extra cost, LMHA may provide a subsidy on the registration fee of Goalies in these Divisions (subsidy amount to be set yearly by the Board of Directors). This subsidy is only available to those players who play goal for the entire season. This subsidy is also subject to change at the discretion of the Board of Directors.

Jerseys

All LMHA U7 and U9 teams will be provided with one set of LMHA game jerseys which are required back at the end of the season. All Recreation teams will be provided with two set of jerseys (one home and one away) which are to be returned to the Equipment Manager at the end of the season. The Head Coach and Manager are responsible for these items to be returned.

Jerseys are a significant investment for the Association and it is imperative that they are properly cared for. To ensure the maintenance and care of jerseys the following rules must be followed:

- Under no circumstances are players permitted to carry their own jersey. Teams are expected to keep all LMHA jerseys in the Jersey Bag's provided.
- Teams are to appoint a Jersey Manager to launder and maintain the jerseys.
- Jerseys are to be washed in cold water and hung to dry.
- Name bars are permitted and are to be sewn not glued to the jersey.
- Letters for Captains and Assistants are to be sewn not glued to the jersey.
- LMHA Jerseys are not to be worn for practice.
- Teams and/or individual players will be responsible for arranging/purchasing their own practice jerseys.
- LMHA jerseys are only to be worn for sanctioned LMHA events (i.e. games, fundraising, public appearances, etc.).

At the close of each season **ALL** jerseys are to be returned to the appropriate locker in the bag provided, on hangars and freshly washed.

Teams that do not return LMHA equipment and/or jerseys may have funds from their accounts held to cover the cost of replacing the item(s).

18. LMHA DRESSING ROOM POLICY

LMHA has adopted all dressing room and 'two deep' supervision policies directly from BC Hockey and Hockey Canada as follows:

- **Dressing Room**

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the LMHA / BC Hockey Co-ed Dressing Room Policy below.

- **Injury Treatment** The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

- **Female Teams**

It is recommended that when using the "Two-Deep Method" with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the LMHA/BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

- **Road Trips**

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

- **Physical Contact**

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

- **Isolated Spaces**

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

- **Sport and Training Facilities**

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

- **Parents in Locker Rooms**

Except for players at the younger age groups (U7 and U9) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

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

- **Co-Ed Dressing Room Policy**

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:

- Male players will not undress to less than a minimum of shorts while females are present.
- Female players will not undress to less than a minimum of shorts and a tee-shirt

while males are present.

- 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). Appropriate female supervision must be provided to players in the female dressing room.
- When separate facilities do not exist for both male and female participants, players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
- Dressing room arrangements for players identifying as a different gender (i.e. females who identify as male or males who identify as females) will be dealt with on a case by case basis, following the lead of any policies or procedures of BC Hockey and/or Hockey Canada.
- The Winfield Arena has a designated dressing room for female players on integrated teams (usually Dressing Room #3). This dressing room is to be reserved solely for female players on integrated teams and for female referees.
- It is the responsibility of LMHA team officials or the team's Tournament Coordinator to ensure that any visiting teams who have females on integrated teams are made aware of this policy.
- There will be a key for the designated female dressing room located in each of the regular dressing rooms. It will be the responsibility of *LMHA* team officials to communicate the key procedure to all visiting teams with integrated female players. When a female player is finished dressing and either joining their team or leaving the arena, they must lock the room and return the key to the change room it came from. There may be multiple female players using the Integrated Female Dressing Room at any given time. It is essential that the door is locked after each player leaves the room and that players are not leaving valuables in the room.
- It is the responsibility of the team to ensure that these guidelines are followed.

All Female Referee Officials in LMHA have the option of using the Integrated Female Dressing Room if the Referee room is occupied.

- **Smart Phones and Other Mobile Recording Devices**

- Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

19. SPONSORSHIP

It is only with the valued support of our sponsors that LMHA is able to effectively operate and provide the best hockey program possible. We greatly appreciate the generosity of our official sponsors and the varied contributions they make (i.e. corporate sponsorship, team sponsorship, program sponsorship, sponsorship of families in need, etc.).

The Board of Directors will determine the cost of being an official sponsor on a yearly basis. The payment of sponsorships is to be made to LMHA and not individual teams.

Teams will be assigned an official sponsor banner and the sponsor's name should be referred to as their team name. (example _____U18 Lumby Stars) All write up references to the team should have the sponsors name listed.

20. SPECIAL EVENT SANCTIONING AND FINANCE POLICY

Fundraising

It is acknowledged by LMHA that team fundraising can be helpful in assisting with the costs incurred during the hockey season. It is important that fundraising is reasonable in scope and does not exceed the financial need of the team.

All fundraising must be in accordance with BC Hockey's Special Event Sanctioning Guidelines (found on the BC Hockey website) and approval must be granted by the Admin prior to the event. This requires the completion of an online Special Events Sanction Form which can be found on the BC Hockey website.

As per BC Hockey policy, the purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming. Special Event Sanctions are used for events such as dry land training, exhibition games (outside of OMAHA), fundraising and tournaments. Requests must be sent into BC Hockey **at least 7-10 business days by the Administrator** prior to the start of the planned event.

Fundraising Guidelines for LMHA

1. All fundraising activities need to be approved by the administration or executive of LMHA.
2. End use/purpose of fundraising must be preapproved by admin or executive of LMHA.
3. Gaming license for 50/50 are provided through LMHA.
4. Special gaming licences must be applied through the gaming coordinator.
5. Teams are permitted to host 50/50 draws at all home games during the season. Each team is expected to comply with the rules for this activity. Strict compliance is mandatory!
6. When fundraising directly involves player's, approval must include Special Event Sanctioning. Managers must submit all details to the admin at least a week prior to receive Special Event Sanctioning, teams are NOT to apply for this on their own.
7. All team fundraising must be conducted in a responsible manner and project a positive image of the team and LMHA in the community.
8. Any team that attempts fundraising outside of these guidelines and without prior approval of LMHA may lose their rights to all future fundraising in the current hockey season.

LMHA Fundraising Approval Process

- Fundraising events must be approved by LMHA prior to the Sanctioning Form being completed. This is to ensure the appropriateness of the request and that it is in keeping with the team's financial plan for the year. This initial approval is also in place to ensure coordination and organization of all fundraising plans throughout the year (i.e. ensuring fundraising of similar types does not fall on the same day).
- Requests can be submitted to the Treasurer and the Administrator.
- Once LMHA has approved the fundraising plan, the Administrator of Hockey Operations will submit a Special Events Sanction Request to BC Hockey.

See the Special Events Sanctioning Guidelines on the BC Hockey website for additional information regarding possible coverage eligibility of specific events.

Any questions regarding gaming and/or gaming licenses directed to the LMHA Treasurer.

Financial Reporting

Financial accountability for LMHA is of the utmost importance. All levels of the Association must be able to provide a clear accounting of any and all financial dealings.

Team Finances

- Each team is expected to host a tournament to cover fees incurred by the team during the season (away tournament fees). All team parents are expected to volunteer for their home tournament.
- Each team Manager is responsible to provide a report to the treasurer the first of each month reporting bank deposits and payments made. No teams are permitted to have bank accounts outside of LMHA.
- All money received from either sponsors or fundraising must be deposited into team bank accounts and reported to the treasurer.
- All team purchases must be approved and payment requested before purchasing.
- Teams may fundraise on top of the tournament to pay for other team activities such as: coaching costs, team tournament fees, team dryland fees, team apparel, team bonding functions, team bussing costs for away games or tournaments.
- All team fundraising must have approval with a submitted end use for the funds raised.
- No funds raised will be returned to parents or players if an excess is found at year end. Teams can choose to purchase equipment for LMHA or donate to other causes approved by LMHA. Extra will be returned to LMHA general account and used for general activities of the association.
- Residual funds at the end of the year should be used first and foremost to repay parents for any prior contributions. Parents can only be paid up to the amount they initially provided (i.e. if parents were asked to provide \$100 towards the yearly expenses, they cannot be reimbursed any amount exceeding the initial \$100 they provided).
- Compensation to coaches is permissible with the approval of the Board of Directors.

Failure to follow this Financial Reporting Policy may result in sanctions or discipline.

21. TOURNAMENTS

Away Tournaments

LMHA Rec and Rep teams are permitted to participate in a maximum of 4 tournaments per year, one being their home tournament/jamboree.

Teams may request an additional tournament if the following criteria have been met:

- a. The tournament does not interfere with their league play
- b. The majority of parents support the tournament being applied for
- c. The specifics of the tournament are considered to be reasonable and appropriate to the age and development of the players

Home Tournaments

All LMHA home tournaments must follow the guidelines outlined in the Tournament Handbook which can be found on the LMHA website. The LMHA Tournament Coordinator is available for guidance and support in running a home tournament. Any questions or concerns can be directed to the Tournament Coordinator.

All tournament registration fees are set by LMHA. Visiting teams are to make their cheques payable to **Lumby Minor Hockey**.

It is the responsibility of the Team to cover all tournament costs. Additionally, tournaments must be run following a standard set of rules found in the booklet.

Early Season Tournament Bookings

LMHA will endeavor to book one tournament for each team prior to the season starting. Any additional tournaments must be booked by the Manager and approved by the Administrator.

22. PROVINCIALS

It is the expectation of LMHA that teams who qualify for Provincial Tournaments attend the tournament regardless of the location.

23. OUTSIDE ICE RENTALS

Under no circumstances are individual teams permitted to access ice rentals or ice time outside of the LMHA allocation without LMHA approval. It is the intention of LMHA to control costs for parents and ensure hockey programming is developmentally appropriate (as per evidence based research). Any coach accessing outside ice times must report these ice times to the Administrator of Hockey Operations who will track ice times and report to the Coach Coordinator and Coach Mentor.

24. SPRING HOCKEY

LMHA does not participate in any Spring Hockey Programs. It is the belief of LMHA that Spring Hockey should only commence after the LMHA season is over. It is the expectation of LMHA that players, coaches and other team officials prioritize their LMHA schedules and commitments over any Spring Hockey schedules or commitments.

25. CODES OF CONDUCT

Conduct by all individuals involved with LMHA is expected to be respectful and uphold the principles of good sportsmanship. To ensure this standard is met, all Team Officials (coaches, HCSP, managers) parents and players will be required to sign off on a code of conduct.

Parent and Player codes of conduct will be collected at the time of registration. These must be completed before a player will be permitted to attend tryouts or attend their first ice time. It is the responsibility of the Division Director and team Manager to ensure codes of conduct are completed by parents and players in their Division. Once all forms are collected the team Manager will provide these to the Administrator of Hockey Operations.

Coach and other team officials will complete Codes of Conduct when they are appointed their respective positions. It is the responsibility of the team Manager to collect all completed Team Official Codes of Conduct and pass them on to the Administrator of Hockey Operations.

In the event that there is an On Ice issue, the Executive will appoint a Discipline Committee, all Off Ice issues will be dealt with by the Code Of Conduct Committee.

The following Codes of Conduct can be found on the LMHA Website:

- Coach / Team Official Code of Conduct
- Parent Code of Conduct
- Player Code of Conduct

Discipline Committee

The Disciplinary Committee (D.C.) shall consist of the Chair of Board, 2 Divisional Directors and three parent representatives appointed by the Executive Committee (EC) of the Lumby & District Minor Hockey Association (LMHA). One of the three parent representatives shall be elected chairperson of the committee by the members of the committee.

The D.C. shall deal with "on-ice" issues as required by the Executive of the LMHA. The D.C. will deal with disciplinary matters related to players, coaches and managers.

Other disciplinary related matters shall be dealt with by the Executive directly. The Chairperson of the D.C. shall be responsible for communications to D.C. members and to the Executive Committee via the president.

Code of Conduct Committee

- The Chair of Board (or EC member acting in his/her absence) may suspend summarily any individual until the EC, through the Code of Conduct Committee, has investigated and approved final disciplinary action. The EC may also refer matters, when appropriate, to the

RCMP.

- The EC will immediately strike a Code of Conduct Committee to deal with an official complaint in writing of transgression of the Code of Conduct regarding coaches, parents, officials, spectators and players in off-ice situations.
- It is expected that the Committee membership will rotate on each occasion but will always include three members: two EC members and a third from outside the EC (can include a member of the Disciplinary Committee, an Association member at large, or a non-member with relevant experience.) Members of this Committee will be appointed with three considerations: that they can make the immediate time commitment to hear and address the complaint; their expertise, if applicable; and that they are not in conflict with the issue at hand.
- The Committee must offer a personal audience to the individual charged with Code of Conduct violation, and is obligated to prepare a recommendation for the EC within 14 days of the incident or within 7 days of conclusion of an RCMP investigation.
- The EC will review the documentation and must rule on the Committee's recommendation at the earliest possible opportunity. The EC will have final authority on disciplinary action.

26. ARENA CODE OF CONDUCT

LMHA is obliged to follow a specific code of conduct when using the Lumby Arena. Players/Parents & Coaches are reminded of the following expectations:

- Dressing rooms are to be left clean with all garbage placed in the containers provided.
- Use of balls, sticks, pucks etc. is strictly prohibited in hallways, dressing rooms, and common areas.
- Any damages incurred inside Lumby Arena by a player/team are the responsibility of said individual(s)
- When LMHA teams are in other Associations facilities they are reminded that they are representing not only themselves and their team but they are also representing LMHA and the Village of Lumby. They should conduct themselves accordingly.
- LMHA expects all players/parents/coaches to respect their opponent and their opponent's fans at all times. This is a child's game and any abuse of fans, officials, players or coaches is strictly prohibited. LMHA reserves the right to suspend any participant who engages in abusive conduct (see Abuse and Harassment Policy).