

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 & District Minor Hockey 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 can only be made at an Annual General Meeting.

MINOR HOCKEY IN GENERAL

Hockey is governed nationally by the Canadian Amateur Hockey Association, Provincially by British Columbia Amateur Hockey Association, Regionally by Okanagan Mainline Amateur Hockey Association, and finally by Lumby & District Minor Hockey Association.

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 web site, 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 managing director of the division affected by the change or the division in which the member's child plays. The managing director is obliged to present the revisions to the Executive by way of a notice of motion. The managing 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 and Season Planning Session in May. 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.

GENERAL OBJECTIVE AND PHILOSOPHY OF LMHA

1. The purposes of the Lumby & District Minor Hockey Association as outlined in the Constitution and By-Laws registered pursuant to the Society act are:
2. To foster, improve and perpetuate the playing of the game of hockey, and to foster sportsmanship and good citizenship.
3. To ensure that minor hockey is played in accordance with the playing and registration rules as laid down by the Lumby & District Minor Hockey Association, B.C. Amateur Hockey Association and Hockey Canada as and where applicable.
4. LMHA recognizes supports and provides an avenue for players to participate in the four streams of hockey as outlined by Canadian Hockey.

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.

5. 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.
6. 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.
7. 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).
8. 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.
9. Coaches will have the right to determine if a new player that has registered after November 01 will be able to participate in league games before January 01st. Factors to be considered are safety for all players, level of skill and confidence. At January 01st 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. Lumby Minor Hockey Association 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 O.M.A.H.A.
3. Completion and submission of these forms may require forty-eight (48) hours.
4. Lumby Minor Hockey will grant approval to those players Pee Wee and above who make application through the Waiver of Residency procedure to try out for teams in Vernon should Lumby not declare a Carded team in a specific division. Also, any female player Atom and above who would like to try out for an all female team in the next closest association may make application through the Waiver of Residency procedure to try out for

those teams. No player Atom or below will be approved for transfer on a Waiver of Residency procedure as per OMAHA regulations. Waiver of Residency forms are available through the Registrar.

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 Lumby Minor Hockey Association, 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,
 - 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 1st 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.

6. Registration Package.
7. A registration form for all current members of the Association shall be available on the LMHA website. The form shall contain: Player registration form.

REGISTRATION DEADLINE

1. The registration deadline shall be July 31.
2. Registrations received after July 31, but before Sept 1 shall be subject to a \$60.00 late registration fee. New players registering will not face the late fee.
3. Registration received after July 31 may be placed on a waiting list, and may not be guaranteed membership with the Lumby & District Minor Hockey Association.

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:
 - a) 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 1st and decline or fail to attend their assigned registration date will be removed from the waiting list.
6. If there are sufficient goaltenders, presently registered in a division, to allow two (2) per team 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 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 15th 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 15th at the discretion of the Division Manager.
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
13. February 5. As well as teams willing to take another player and if in compliance with O.M.A.H.A., BC Hockey and Hockey Canada rules.

CANCELLATION OF REGISTRATION

1. 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:
 - a) If the player fails to attend practices or games over a fourteen day period the parents are to be contacted by the Coach. If the Coach is unable to contact the parents or the player, the

name of the player will be given to the Division Manager. The Division Manager will then make all reasonable efforts to contact the player or parents. If he/she is unsuccessful then a registered letter shall be sent by the Secretary, to the player, to contact the Division Manager. If no reply is received within ten (10) days, the player's registration shall 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.

2. Players or their parents choosing to cancel the registration shall be reimbursed their fees in accordance with the Association refund policy.

3. No release will be granted from Lumby Minor Hockey Association to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or his family is returned.

INJURED PLAYERS

1. A player may be injured during the course of the season and unable to return for the balance of that season. In this case the parents may request a refund of their fees in accordance with the Association refund policy.
2. The injured player will not have his/her registration affected for the following season and shall receive her/his registration package as if he/she completed the season.

PICK UP PROCEDURE

Should a House League team need to add a player to their roster for a game or tournament the following procedures must be followed:

1. The Coach or Manager shall make his request for extra players to the Head Coach of the team immediately below themselves:
 - a) There must be a need for extra players to be added to their roster.
 - b) It is understood that a players **responsibility is to his/her own team first** and his/her
 - c) Coach will decide if it is reasonable for any player to play for another team on each occasion that arises.
 - d) Coaches will be responsible to keep records of all player transfers from their team to ensure all players get equal opportunity at extra ice times.
 - e) Rep Coaches are responsible to know and follow all rules and regulations for the affiliation of players and must notify the registrar the player's names so they can be affiliated in the HCR program.
2. Coaches who need or wish to have extra players for practice times shall make the same request as above to the coach of the team immediately below themselves or from other house teams in their division.
 - a) If these rules are followed, all players get equal opportunities for extra ice time and increase their development.
3. Players that play in two different divisions on a rotation basis must be affiliated before October 31st. All players participating in the affiliation program must be cleared in writing by both team Coaches and by both team Managers and Division Directors.

All players must be updated in the HCR program as affiliate players in order to play on another team.

4. Unless the Executive gives approval, LMHA does not lend equipment to private individuals or groups.

5. Carded players can only play on a carded team.

PLAYER MOVEMENT

LMHA Steering Committee 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 up to a different level, numbers, skill and previous experience will be factored into a player's placement. At no time will "lobbying to move up" be accepted. 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. In regards to player movement, numbers will take precedent over player's request. 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.**

FOUR STREAMS OF HOCKEY

There are four streams of hockey: Initiation, Recreational, Competitive and Program of Excellence.

INITIATION

This program is designed for beginners ranging in age from 4 to 10 years of age. They progress at different rates. The emphasis is on **enjoyment and skill acquisition.** The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative and prepare players for further participation. In LMHA, this hockey is known as Initiation A, B, C, D and Atom and is consistent with the Canadian Hockey Association Initiation Program.

RECREATION

This program is the type of hockey played by the majority of amateur players. It is fun hockey with the emphasis on **fitness, relaxation and fellowship.** The objectives are to

provide a game to fit the needs of the participants, be open to all ages, allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation for the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities and give alternative types of hockey. In LMHA, this hockey is known as House and begins at the Pee Wee level.

COMPETITIVE

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest **a reasonable amount of time to on and off ice training**. This type of hockey begins at the Pee Wee level. The objectives are to achieve a degree of excellence, according to the player's interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a high level of competition (Program of Excellence), stimulate development both from an individual and overall sport point of view. In LMHA the introduction to competitive hockey begins at Senior Atom/Atom Development while more intensive competitive hockey begins at Pee Wee. This hockey is known as Rep Hockey. Senior Atom/Atom Development is an **introduction to Rep hockey**, but is not considered rep hockey so there will be equal ice time.

In rep hockey every player shall be played fairly, but fair doesn't mean equal ice time.

PROGRAM OF EXCELLENCE

This program is designed for players who have special talents. The objective is to produce the best players possible in order to compete successfully in International Hockey. Locally, this type of hockey is known as the Under 16, 17 and 18 and is provided and controlled by B.C. Hockey.

ORGANIZATIONAL STRUCTURE OF DIVISIONS

INITIATION A

Objective: Emphasis on fun and skill development
Age: Generally 4 – 5 years of age
Coaches: Coach Level, Speak Out, HCSP, follow the Initiation Program.
League: Scoreboard used to a 5 point system and there are no league standings
Tournament Guideline as set out in LMH Policy Manual.

INITIATION B

Objective: Emphasis on fun and skill development
League: Scoreboard used to a 5 point system and there are no league standings
Age: Age 6- 7
Coaches: Initiation Instructors utilizing integrated station approach. All coaches must obtain Initiation Level, Speak Out/Respect in Sport and HSCP.
Travel: Minimal travel after Christmas within OMAHA, teams may attend one out of town tournament.

Misc: Dressed goalies on a rotational basis. Coaches act as referees for the season. Fun day at the end of season.

INITIATION C

Objective: Emphasis on fun and skill development. Introduce team concept.
League: Scoreboard is used but there are no league standings (referees to be used in games after Christmas)
Teams: Minimum of four balanced teams with a minimum of 12 players each, (depending on registration)
Age: Age 7 -8
Coaches: Initiation Instructors utilizing integrated station approach and full ice drills. All coaches have to obtained Initiation Level, Speak Out/Respect in Sport and HSCP.
Travel: Equal opportunity for teams to attend at the discretion of the Directors:
(a) One out of town tournament, and
(b) Limited exhibition games.
LMHA Tournament for division.
Misc: Introduction of referees. Dressed goalies on a rotational basis. LMHA Executive must approve any travel outside of OMAHA. No competitive or select teams.

INITIATION D/ATOM HOUSE

Objective: Emphasis is on fun and skill development. Continue team concepts.
League: Scoreboard is used but there are no league standings.
Teams: Minimum of four balanced teams with a minimum of 12 players each, (depending on registration)
Age: Age 8 -10
Coaches: Initiation Instructors utilizing intergraded station approach and full ice drills. All coaches to have obtained Minimum Initiation Level, Speak Out/Respect in Sport and HSCP. It is strongly recommended to attain "Coaches Level"
Travel: Equal opportunity for all teams to attend at the Director's discretion:
(a) One out of town tournament, teams may attend a second tournament only after all teams have had the opportunity to attend one.
(b) Limited exhibition games.
LMHA Tournament for division
LMHA executive must approve any travel outside of OMAHA.
No competitive or select teams.
Misc: Dressed goalies on a rotation basis focusing on players that are serious about the position after Christmas
Referees for games
LMHA executive must approve any travel outside of OMAHA.
No competitive or select teams.

SENIOR ATOMS/ATOM DEVELOPMENT

Objective: Emphasis on fun and skill development, continue team concepts, Introduce competitive hockey

Age: Generally 9 – 10 years of age
League: League competition in OMAHA
Coaches: Coaches Level, Speak Out, HCSP

RECREATIONAL – PEE WEE, BANTAM, MIDGET

Objective: Emphasis on recreation, equal ice times for all players
Age: Generally; *Pee Wee* 11-13 yrs of age, *Bantam* 13-15 years of Age, *Midget* 15-18 yrs of age
League: League competition in Super League
Coaches: Coaches Level, Speak Out, HCSP

COMPETITIVE – PEE WEE, BANTAM, MIDGET

Objective: Emphasis on competition and development
Age: Generally; *Pee Wee* 11-12 yrs of age, *Bantam* 13-14 yrs of age, *Midget* 15-17 yrs of age
League: League competition in OMAHA
Coaches: Intermediate/Development 1, Speak Out, HCSP

REP HOCKEY

1. All persons interested in coaching a Rep team shall apply in writing outline qualifications, experience, personal hockey philosophy and references.
2. Assistant Coaches for all Rep teams shall have a minimum of Development 1/Intermediate. Coaching qualifications and minimum Intermediate Level/Development 1 for subsequent years. Dev 1 is a pre-requisite to upgrade to Dev. 2. Each Rep team is to ensure that they have 1 qualified coach and 1 HCSP person by Dec. 01st.
3. Each Rep team will appoint a team Manager who is responsible to the Division Director. It is the team Manager's responsibility to handle off-ice activities and to act as a liaison between parents and coaches.
4. Players are to be selected by the Evaluation Committee in the following manner:
 - a) The Head Coach shall prepare selection guidelines for all parents and players to outline what kind of team the coach is attempting to assemble, the coaching philosophy, how the players will be evaluated, who the evaluating assistants will be and what drills and/or games will be used during the evaluations.
 - b) The Head Coach Coordinator should have at least three assisting evaluators to observe each practice session.
 - c) The Division Director shall approve the selection guidelines before they are given to the players and parents.
 - d) The first three ice sessions are evaluation practices and no cuts will normally be made during these sessions.
 - e) The number of players will be reduced before the first league game.
 - f) The players on the bubble shall be considered Affiliate Players at the time of tryouts. (Refer to Operational Policies page 2-#9).

- g) The Head Coach or team Coach shall explain in person to each player why he/she is being cut and offer suggestions in which he/she can improve his/her areas of weakness and ultimately improve his/her overall skills.
5. All players must be carded through the Registrar and there shall be a minimum of twelve players carded one week prior to the first OMAHA League game. One of the carded players must be a goaltender. Goaltenders are carded as goaltenders in the Bantam and Midget division only.
 6. Any changes to carded teams after the players have been carded require the approval of the Division Director and the Executive.
 7. Changes to carded teams shall not occur after December 01 except for changes for reasons of discipline and/or transfer to or from LMHA. Such changes require the approval of the Executive.
 8. If a player quits a Rep team or parent/guardian removes a player from a Rep team after December 01st without permission of the Executive, he will be assigned to the relevant Division at the discretion of the Division Director and the Executive for the balance of the season.
 9. If a coach wished to remove a player from the team for disciplinary reasons for more than one game, the Division Director shall review the situation. Any discrepancies will be handled between the Division Director and the Coach. If the problem is not resolved and all avenues have been exhausted, the matter will be handled by the Executive.
 10. Any CHA carded player can transfer to our Association and if added to any of our Rep teams will not replace an already carded player.
 11. All carded players are to dress and are to be played fairly; however, fair play does not mean equal play. It is also recognized that there will be occasions where the power play and penalty killing units are necessary.
 12. Rep practices are to be used wisely and not wasted on excessive explanations of drills. Coaches should require players to be dressed early for drill instruction in the dressing room.
 13. Rep teams play in the OMAHA League and are committed to play a set schedule. The team is responsible for any fines levied by OMAHA due to game commitments not being fulfilled.
 14. All match penalties must be reported to the President and Division Director and the Referee in Chief immediately. The President and/or the Executive may take disciplinary action for match penalties received by players, coaches or team officials.
 15. Game sheets for all home games, whether exhibition, league or tournament, or playoffs shall be sent to the OMAHA league director within 48 hours of the game being played. The team is responsible for any fines levied by OMAHA due to a game sheet/referee evaluation form not being sent in.
 16. Uniforms shall be given out and collected at each game and shall be washed on a regular basis by a designated person.
 17. The Coaches shall not themselves, nor shall they permit swearing, smoking, drinking, alcohol or drug use in the dressing room or on the bench. Coaches themselves, nor shall they permit abuse of officials or intimidation or abuse of opposing players, coaches, parents, etc.
 18. The coach shall have the authority to suspend a player for one game only. If the

Coach feels further discipline is necessary, such discipline shall be determined by the Discipline Committee and the President. In addition, the Division Director shall also be informed as to any discipline taken with respect to any player. The team coach should also meet with the player's parents and explain the reason for the disciplinary action.

19. The Executive is authorized to police parent's actions, regarding abusive or otherwise unacceptable behavior directed towards coaches, officials or opposing players. This type of behavior will not be tolerated by LMHA.
20. At all time there must be at least one member of the coaching staff or manager present in the dressing room to ensure team discipline is followed.
21. All players that have drivers licenses will not drive to league, tournament, exhibition or playoff games unless accompanied by their parent. They will be allowed to drive to their home arena for league, tournament, exhibition or playoff games.

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, O.M.A.H.A., B.C.A.H.A 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

1. The Executive of LMHA governs the Association and all activities within it. Any matter not covered in this manual remains subject to the approval of the Executive.
2. The Executive consists of the President, First Vice President, Second Vice President, Secretary, Treasurer, Directors and all appointed personnel.
3. The term of office for all executive positions is one year and all members of the Association are eligible for election.
4. All members of the Executive must submit to a "Criminal History Report" through the RCMP. The President is authorized to impose restrictions deemed necessary if the RCMP questions the suitability of an Executive member, coach or other official involved with the Association. (See Coaches 5.13).
5. Duties and responsibilities of the Executive and Officials are outlined in the LMHA Constitution.
6. **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:

EXECUTIVE MEETINGS

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. 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. Closed sessions will be for executive business only.

BC AMATEUR HOCKEY ASSOCIATION ANNUAL GENERAL MEETING

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.

O.M.A.H.A. ANNUAL GENERAL MEETING

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.

OKANAGAN NORTH SUPER LEAGUE

Representatives of each Division may attend these meetings as required upon notification by the Division Manager.

LUMBY MINOR HOCKEY ASSOCIATION ANNUAL GENERAL MEETING

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.

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.

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 opponents.

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

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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.

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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.

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.

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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.
I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.
I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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 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.
I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.
I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

COACHES

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 Manager 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. All coaches in Initiation and Atom Divisions shall use the Initiation Program.
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 Team Officials must complete the Speak Out Program.
16. All coaches require Coach Level to coach at the recreation level.
17. All coaches require Dev 1 or Intermediate to coach at the Rep level.
18. 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 maybe 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 faxed mailed 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 2nd Vice - Fundraising 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 fund raising 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 Lumby Minor Hockey Association.
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. Teams must notify and have the approval of the 2nd Vice events such as candy sales, hot dog days or carwashes; they are solely responsible for the purchase, sales and payment for these items. The Association accepts no responsibility whatsoever for any lack of payment which is the sole responsibility of the team. 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.

1. Your Executive encourages all teams to participate in tournaments. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the League Coordinator for approval.
2. **All tournament arrangements must be in accordance with all CHA, BCAHA, OMAHA and LMHA rules and regulations.**
3. Tournament entry fees are paid through team budgeting and funding.
4. Teams may enter only officially sanctioned and reputable tournaments in
5. Which LMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
6. 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.
7. Well in advance of departure the following must be arranged.
8. Through the Director and Ice Ambassador, rescheduling of games during the away period.
9. Through the LMHA Executive travel permission **Must** be obtained before going into the USA.

10. Obtain approval from the BCAHA District Director prior to attending Interbranch or
11. International Tournaments or for exhibition games with out of branch or out of country teams.
12. If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
13. 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
14. Model while educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse.
15. Facilitating communication with players, coaches, physicians, therapists,
16. Paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and player's health status.

INJURIES - PLAYERS

1. The Hockey Canada Injury Report form must be filled out by injured participants. It is to be submitted to Risk Management who will then immediately forward the form to BC Hockey.
2. Should a player leave the ice surface during a game or practice under medical direction, the Hockey Canada Return to Play form must be completed by the players doctor and handed in to the coach. The coach upon receiving the form must notify Risk Management.
3. Should a player become injured during a game or practice and medical attention is not sought, it will be the agreement between the Trainer, Parent and Coach if the player is allowed to return to the ice without a doctors approval.

***RETURN TO PLAY:** Any player who leaves a game or practice with any type of head injury and upon their return will have an on-ice evaluation by the Coach and Risk Management.

INJURIES - OFFICIALS

Should an Official who is also registered as a LMHA player become injured while officiating a game the official must follow the same guidelines as outlined in this manual for Players.

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.

FUNDRAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.

1. AT ALL TIMES, THE PUBLIC IMAGE OF THE LDMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.
2. A fundraising committee will be under the direction of the Second Vice President who will report back to the Executive with the fundraising events planned for the season.
3. Parents and players will be expected to make direct contributions to meet Association expenses through fundraising efforts. (Team Fundraising Page 20-4)
4. All team fundraising is restricted to 50/50 draws throughout the season and Raffle tables at Home tournaments (unless otherwise requested).
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.
6. **Teams are not to approach these sponsors for additional funding.**
7. All fundraising programs must be well supervised and controlled unless approved by the Executive, i.e. unless it is your place of work.
8. Each team will be allowed one team fundraising event per season. A letter must be submitted to the Fundraising Committee outlining the event.
9. The Fundraising Committee will review and approve each request.

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:

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 Pre-Novice, 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.

ANTI THEFT SAFETY TIPS

Leave valuables at home.

Do not bring large amounts of money or jewelry to the hockey rink.

Do not leave valuables visible in your vehicle.

Lock hockey gear, brief cases or money out of sight in your vehicle trunk.

Never leave money no matter how small the denomination visible in your vehicle. Your small change is another person's treasure.

Always lock your vehicle and use an anti-theft device on the steering wheel.

Always lock your personal locker or team locker room when unattended.

Do not leave valuables in your locker room.

If valuables (wallets, watches, money etc) are brought to the facility they should be marked and placed in a bag that is kept under the player's bench or with the team manager or parent.

Immediately report any suspicious activity or persons in the arena or parking lot to the facility staff and the police. Safety must be your prime concern.

CHILD ABUSE

1. Lumby & District Minor Hockey Association 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 Lumby & District Minor Hockey Association 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 ("HC") and the British Columbia Amateur Hockey Association ("BC HOCKEY") and as such these, our parent organizations, lay out penalties for rule infractions in a game. Additionally, LMHA is a member of the Okanagan Mainline Amateur Hockey Association ("OMAHA"). We participate within this Association under the umbrella of the HC / BC HOCKEY rule structure. 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 un-sportsman like 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 Lumby Minor Hockey Association teams. 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 un-sportsmanlike 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, British Columbia Amateur Hockey Association or Canadian Hockey Association.
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 the BCAHA Formal Complaints

Discipline

1. When traveling to out of town games, teams must remember that they are not only representing the Lumby & District Minor Hockey Association, 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 Lumby & District Minor Hockey Association.
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**.
 - a) Use or sale of drugs

- b) Vandalism
 - c) Assault of a verbal, physical or sexual nature
 - d) Theft
 - e) Intimidation, extortion
 - f) Excessive violence
 - g) Illegal acts
 - h) 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*) 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) firstly, the Manager; then
 - b) the Coach; then
 - c) the Director

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.

- 2) For issues arising concerning non-team issues, the process to address those issues shall be as follows:
 - a) firstly, the President; then
 - b) the Discipline Committee; and finally
 - c) the 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.**

DISCIPLINE COMMITTEE

The Executive will establish, at the start of the season, a Discipline Committee comprised of the First 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. The purpose of this committee is to:

1. Review any discipline issues at the request of the President, Head Coach, 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 LMAHA 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.

LUMBY MINOR HOCKEY HARASSMENT AND ABUSE POLICY:

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.