



**Lac La Biche Minor Hockey  
Policy, Rules & Regulations**

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## 1. Program Expectations for Minor Hockey

### General Expectations

- That all LLBMH Association players will have fun and enjoyable experience
- Skill development for all LLBMHA athletes is a priority over games and competitions
- That all participants will learn team work and how to play as a team
- That all will learn and demonstrate respect towards coaches, parents, and other players during and after games
- That all LLBMHA coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play & Respect
- That all learn to work hard to do their best at all levels while developing life and social skills including respect for others
- To create positive and lasting good memories

## 2. Vision

- To provide an opportunity for every child in the community and surrounding areas of Lac La Biche to play organized minor sports regardless of social standing, race, color, creed or religious affiliation.

## 3. Mission Statement

- The mission of the Lac La Biche Minor Hockey Association shall be to provide a hockey program which encompasses fun, development, competitiveness and challenge for all participants.

## 4. Board of Directors

- The Board of Directors shall consist of the following positions:
  - President
  - Vice – President
  - Secretary
  - Treasurer
  - Registrar
  - Ice Scheduler
  - Referee in Chief
  - Intro to Hockey Director
  - Atom/Peewee Director
  - Bantam/ Midget Director
  - AA/Female Hockey Director
  - Communications Director
  - Player/Coach Development
  - Coach Coordinator
  - Equipment Manager
  - Past President (Non-Voting)

- Volunteer/Fundraising Coordinator

#### 4.1 Duties of the Committee Members

- The duties of the President, Vice – President, Secretary, Treasurer, Registrar, Ice Scheduler and Referee in Chief are defined in the Lac La Biche Minor Hockey Bylaws. The remaining positions are defined the following:

##### **Division Director**

- Inform the Equipment Manger regarding equipment requirements to operate the division. (Goalie gear, pucks, game sheets)
- Call division meetings and submit minutes to the Association in a divisional report.
- Have the authority to enforce the Rules and Regulations of the Lac La Biche Minor Hockey Association
- Consult the Discipline Committee to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official or member of the Association.
- Ensure that all team managers receive manager manuals, Policy, Rules and Regulations and other relevant material deemed necessary by the association.
- Work with the Coaching Development Coordinator and Player Development Coordinator to make recommendations regarding the coaching staff for their respective teams.
- Assist with co-ordination of the player affiliation process applicable to the division teams.
- Assist with the team manager to ensure that all Coaches, Assistant Coaches and Trainers within the division obtain proper certification.
- Assist with the player evaluation process as set out by the Lac La Biche Minor Hockey Association; ensure that is followed in conjunction with the Player Development Coordinator.
- Assist and oversee the final team selection process for the division.
- Provide oversight of administering and collection of evaluations sheets and tabulation of results in their respective divisions. They have the authority to stop the process to correct or question any perceived oversights. In the event that a director cannot be available, a proxy may be chosen from the executive to fill in.
- Ensure the affiliation procedure is communicated to the coaches in their respective division and that the rules regarding player affiliation are followed.
- Represent the Lac La Biche Minor Hockey Association at any league tiering meetings.
- Hold a Division Managers meeting prior to the start of league games.

- Attend two league games per team during the season, to observe the operations of the teams in their respective division.
- Sit in on a Discipline Committee other than what they are responsible for.

### **Communications Director**

- Responsible for the LacLaBicheMinorHockey.com website, Facebook Page as well as the online registration site.
- Maintain and monitor all social media content associated to the Lac La Biche Minor Hockey website and Facebook Page.
- Forward any questions relating to minor hockey to the appropriate director/coordinator.

### **Player/Coach Development**

- Shall be responsible for player evaluations, starting with Into to Hockey to Midget aged players in the LLBMHA.
- Shall ensure the method of evaluation is fair, equitable to all participating in LLBMHA player evaluations.
- Shall organize and oversee the evaluation process with a committee consisting of 3 to 4 members of the board.
- Shall recommend and set up player development camps, clinics or seminars to further the development of LLBMHA players.
- Shall provide a report on the status of such development programs to the Board of Directors for their approval.
- Shall assist local coaches with team selections based on player evaluations.
- Shall work with coaches and the board to recruit certified coaches, offer ongoing assistance throughout the season.
- Shall sit on a Discipline Committee when it involves a coach, unless they are directly in conflict with the situation.
- Work with each age division as requested to help develop an overall team system and furthering player development through effective practices.

### **Coach Coordinator**

- Shall recommend and set up coaching certifications to ensure a sufficient number of qualified persons are recruited to act as coaches for LLBMHA.
- Shall sit on the team selections to ensure adequate coaching qualifications are being met in each division level.
- Shall sit in on a Discipline Committee when it involves a coach unless they are directly in conflict with the situation.
- Will be responsible for receiving coaching applications and determining coach eligibility as bench staff and placing coaches on teams and rosters.

- Collaborating with other LLBMHA directors, will host coach meeting before the hockey season begins.
- Will be responsible for notifying coaches of minimum coaching requirements and coaches will follow the coach development coordinators instructions on who is certified to be on the roster.
- Will add coaches to the HCR team rosters as certified coaches are approved as bench staff.
- Will follow Hockey Alberta legislations on minimum certification for bench staff.
- Will view criminal record checks before coaches are added to team rosters.
- Create and distribute year end coach evaluations and present a summary on this information to the Board, as requested.
- Carry out other duties as assigned the Board of Director's.

#### **Equipment Manager**

- Responsible for purchasing, maintenance, storage and disposal of all Lac La Biche Minor Hockey equipment, jerseys and uniforms.
- Responsible for the distribution and recovery of all jerseys and equipment to and from Lac La Biche Minor Hockey teams.
- Report to the Board of Directors any issues pertaining to the abuse of equipment by association members.
- Represent the Lac La Biche Minor Hockey Association at any league tiering meetings.
- Carry out other duties as assigned by the Board of Directors.

#### **Past President (Non – Voting)**

- In the absence of the President and Vice – President, a Past President may chair a Special Meeting at the current President request.
- Provide advice and mentor the President and Board of Directors on matters relating to the LLBMHA business.

#### **Volunteer/Fundraising Coordinator**

- Organize and/or coordinate all volunteer/fundraising activities pertaining to LLBMHA including Bingos, tournaments and casinos.
- Ensure that all volunteering/fundraising activities are within LLBMHA guidelines and do not conflict with team sponsors or Bold Center facility businesses.
- Update Board of Directors of all volunteering activity by way of a report at Special Meetings.
- Carry out other duties as assigned by the Board of Directors.

## AA Director

- Attend meetings relating to the operations of the AA Hockey Model to which LLBMHA is zoned.
- Represent the interest of LLBMHA and its members at the AA Hockey Category at these meetings.
- To act as a liaison between LLBMHA and Lakeland Panthers AA Committee
- To participate with Lakeland Panthers in preparation of AA conditioning and try-out camps.
- To provide recruiting information to Lakeland Panthers such as player identification and contact information of said players.
- To provide AA information/announcements to LLBMHA Communication Director.
- To be resource for AA information for LLMHA parents/players.
- To be a liaison between LLBMHA parents/players and the Lakeland Panthers AA Committee
- Report to the Board of Directors any information received at these meetings.
- Carry out the duties as assigned by the Board of Directors.

## 5. Player Registrations

Lac La Biche Minor Hockey shall provide programs for players who reside within the boundaries of Lac La Biche County and its associated service area. Violation of residence regulations could result in player suspension of 1-3 years or as defined by Hockey Alberta.

**Resident Player:** is defined as a player who has permanent residency within the territorial boundaries of Lac La Biche Minor Hockey Association.

**Import Player:** is defined as any player who doesn't meet the residential requirements.

**Status of Imports:** is defined by Hockey Alberta.

### 5.1 Registration On-Line

- All players will register preceding the upcoming hockey season at [laclabicheminorhockey.com](http://laclabicheminorhockey.com)



## 5.2 Fees & Deadline

				June 1 – June 30	July 1, 2019	August 1, 2019	September 1, 2019
	June 1-June 30 Regular Fee	Late Fee After June 30	Full	Pmt #1	Pmt #2	Pmt #3	Pmt #4
Intro to Hockey ( Formerly Initiation/Novice)	\$325.00		\$325.00	\$81.25	\$81.25	\$81.25	\$81.25
		\$575.00	\$575.00		\$192.00	\$192.00	\$191.00
<b>Atom</b>	<b>\$575.00</b>		<b>\$575.00</b>	<b>\$143.75</b>	<b>\$143.75</b>	<b>\$143.75</b>	<b>\$143.75</b>
		<b>\$825.00</b>	<b>\$825.00</b>		<b>\$275.00</b>	<b>\$275.00</b>	<b>\$275.00</b>
<b>Peewee</b>	<b>\$625.00</b>		<b>\$625.00</b>	<b>\$156.25</b>	<b>\$156.25</b>	<b>\$156.25</b>	<b>\$156.25</b>
		<b>\$875.00</b>	<b>\$875.00</b>		<b>\$292.00</b>	<b>\$292.00</b>	<b>\$291.00</b>
<b>Bantam</b>	<b>\$675.00</b>		<b>\$675.00</b>	<b>\$168.75</b>	<b>\$168.75</b>	<b>\$168.75</b>	<b>\$168.75</b>
		<b>\$925.00</b>	<b>\$925.00</b>		<b>\$309.00</b>	<b>\$308.00</b>	<b>\$308.00</b>
<b>Midget</b>	<b>\$725.00</b>		<b>\$725.00</b>	<b>\$181.25</b>	<b>\$181.25</b>	<b>\$181.25</b>	<b>\$181.25</b>
		<b>\$975.00</b>	<b>\$975.00</b>		<b>\$325.00</b>	<b>\$325.00</b>	<b>\$325.00</b>

## 5.3 Refund Policy

If a player for any reason decides not to play, moves away, or for any other circumstance leaves the LLB Minor Hockey Program after fees are paid in full, a refund will be considered for issuance by the board in the following manners:

1. Voluntary Withdrawal, for any reason
  2. Withdrawal as a result of season ending injury or health issues that prohibit participation, or moving away
  3. Involuntary Withdrawal due to suspension or expulsion for disciplinary action
- For the purpose of these clauses, the operation year shall be defined as the period of October 1 through February 28.  
- A minimum Administration Charge of \$20.00 will be deducted from all approved refunds.
  - Hockey Alberta/Hockey Canada insurance premiums for the season will be deducted from all approved refunds.
  - Refunds for players withdrawing from the program will only be considered or paid, upon written application prior to January 10.

Voluntary Withdrawal, for any reason:

- Any refund request for withdrawal prior to or during the conditioning/evaluation period will be subject to a \$20.00 administration fee, plus the current Hockey Alberta/Hockey Canada insurance premiums.
- Any Refund requests for withdrawal after team rosters are finalized by the Evaluation Committee, and up to December 15 of that season, will be subject to a minimum 50% voluntary withdrawal fee, plus the \$20.00 administration fee, and plus the current Hockey Alberta/Hockey Canada insurance premiums.
  - Refund requests for withdrawal after December 15 and up to January 10, will be calculated on a pro-rated amount based on the October 1 - February 28 operation year defined above, and subject to the minimum 50% voluntary withdrawal fee.
- Refunds for players withdrawing from the program will only be considered or paid, upon written application received no later than January 10 of that season.
- No withdrawal requests will be accepted or refunds issued for withdrawal after January 10, at which time fees will be considered fully earned.

Withdrawal as a result of season ending injury or health issues that prohibit participation, or moving away:

- Refunds due to injury, medical issues, or moving away will be assessed by the Board of Directors for eligibility.
- Any approved refunds for injury, medical issues or moving away will be calculated on a pro-rated amount based on the October 1 - February 28 operation year defined above, plus the \$20.00 administration fee, and the current Hockey Alberta/Hockey Canada insurance premiums will be also deducted.
- Refunds for players withdrawing from the program will only be considered or paid, upon written application received no later than January 10 of that season.
- Any player who applies in writing for withdrawal due to injury or health issues, but returns to practice/play (exhibition, league, playoff, tournament, or provincial play) will void their refund request and forfeit their refund eligibility for that season, unless a second injury occurs and a second written application for refund is received prior to January 10. In such cases, the date of the 2nd injury will be the date used for any pro-rata refund calculations.
- No withdrawal requests will be accepted or refunds issued for withdrawal after January 10, at which time fees will be considered fully earned.

The Executive Committee is charged with the responsibility of using reasonable discretion with respect to portioned months (e.g., refund request received January 10 for a player injured December 1st and now known to be unable to return before the season end. It would seem reasonable to conclude that a refund should be based upon participation for the months of October and November only).

Involuntary Withdrawal due to suspension or expulsion for disciplinary action:

- Players suspended or expelled for any disciplinary reasons shall be ineligible for any refund of fees.

#### 5.4 NSF Cheques

The NSF fee for a returned cheque shall be equal to the bank charges incurred by the LLBMHA. If an NSF cheque is received the Treasurer has the option to:

- Attempt to collect the funds, with the assistance of the Division Directors, through any reasonable means;
- Revoke the players registration

#### 5.5 Division Age Eligibility

The player's age is determined for the current playing season by the player's age at Dec 31<sup>st</sup> of the current season

- **Midget Male and Female:** Open to players Seventeen (17) years of age and younger in the current playing season.
- **Bantam Male and Female:** Open to players Fourteen (14) years of age and younger in the current playing season.
- **Pee Wee Male and Female:** Open to players Twelve (12) years of age and younger in the current playing season.
- **Atom Male and Female:** Open to players Ten (10) years of age and younger in the current playing season.
- **Novice Male and Female:** Open to players Eight (8) years of age and younger in the current playing season.
- **Initiation Male and Female:** Open to players Six (6) years of age and younger in the current playing season.

#### 5.6 Volunteer

- Every registered minor hockey family in all Divisions will provide the Team Managers with an undated cheque in the amount of \$250.00 for Volunteer Commitment.
- The Volunteer Commitment will be returned or destroyed upon notifications from the Volunteer/Fundraising Coordinator of the completion of Volunteer Commitment.
- Team Managers will provide the Volunteer cheques to the Treasurer once players have been allocated to a team.
- Team off ice officials (score keeper, penalty box duties, etc.) do not count towards the Volunteer Commitment.
- Each team will have 5 volunteer positions allocated for each team which will qualify for volunteer time (e.g. coach, assistant coaches, manager, jersey washer)

#### 5.7 Permission to Tryout and Player Release

LLBMHA supports the development and growth of its players which includes a player's ability to play hockey at a higher competitive level than what is offered in the LLBMHA program.

The zones that apply to players registered to LLBMHA players are as follows:

- **AA Male** – Lakeland Panthers, Bonnyville, AB (Pee Wee, Bantam & Midget )
- **AAA Male** - Fort Sask Rangers, Fort Saskatchewan, AB (Pee Wee, Bantam & Midget)
- **Elite Female** – St. Albert, AB (Pee Wee, Bantam & Midget)
- **AAA Female** – St. Albert, AB (Pee Wee, Bantam & Midget)

All Permissions to try out and Player Release forms MUST be signed by the President of the LLBMHA.

All players must register with LLBMHA before a permission to tryout or a please release can be signed.

### 5.8 Team Accounts Guideline

All team funds must flow thru the Treasurer. Any team holding tournaments or provincials must fill out proper financials forms provided by the Treasurer.

## 6. LLBMHA Logo

The Lac La Biche Minor Hockey Association recognizes that a set of colors may provide for recognition of teams when participating provincial competition or league play; cost benefit for equipment purchase; and a unifying influence for players, team officials and followers.

### 6.1 Logo

The association logo shall be that of a Clipper Ship supplemented with the word “Clippers” underneath, graphically depicted, in a circular diagram as shown below. Use of the logo is restricted to official materials authorized and approved by the Board of Directors only. This is to provide season to season continuity and reduce costs in purchasing equipment.



### 6.2 Association Colors

LLBMHA colors are Red, White & Blue, with the following exceptions:

- When the LLBMHA logo is used in formal team apparel it may be used in a variety of shades of grey and/or black.

### 6.3 Use of the LLBMHA Logo

- Teams will seek permission of the LLBMHA for use of the LLBMHA logo for board approved team apparel.
- All supplementary clothing is purchased by parents as a matter of choice. No stipulation requiring the purchase of apparel will be made by any team in LLBMHA.
- A list of available apparel types is available through request to the Board of Directors.
- Any team official who contravenes section 6 of LLBMHA Rules and Regulations is subject to a disciplinary committee.

## 7. Equipment

Lac La Biche Minor Hockey Association shall provide a variety of types of equipment to facilitate the learning and playing of the game of hockey

- Parents shall be responsible to ensure their child has all the necessary and properly fitted equipment in accordance with Hockey Canada requirements.
- Full safety equipment including approved helmet with face shield and neck guards are to be worn properly during evaluations, practices, scrimmages and games.
- Every team in each division shall be provided with two sets of jerseys bearing the LLBMHA logo. The team will assign a parent(s) volunteer to be responsible for collection and washing jerseys after each game as well as bringing the jersey's to team games.
- Name bars are NOT permitted on any jersey supplied by LLBMHA
- Team Equipment Managers shall ensure the return of the jerseys to the Equipment Manager.
- LLBMHA shall supply goaltenders with full equipment for the Intro to Hockey division.
- Goaltenders, with the exception of Intro to Hockey, will be reimbursed \$350.00 if they supply their own goaltenders equipment for the season. A Goaltenders reimbursement form is to be filled out and turned in at the end of the season.
- All teams have access to equipment to conduct practices as well as games.
- Should further equipment be required, a request must be made to the Equipment Manager.

## 8. Team Operations

The Head Coach shall have the ultimate responsibility for all team operations. All Team Officials will be required to complete a Volunteer Security Clearance and Criminal Record Check prior to assuming any responsibilities for the team.

### 8.1 Duties of:

#### Head Coach

- Provide a safe and positive environment for the players
- Be responsive to the directives of the Board of Directors and operate them within established policy, guidelines and regulations.

- Serve as the official spokesperson on behalf of the team.
- Coordinate the delegation of responsibilities to the assistant coach and manager.
- Plan on and off ice activities (i.e. dryland training) in consultation with the assistant coach.
- Coordinate player evaluations and selection in conjunction with the LLBMHA Player Development Coordinator.
- Plan, implement and control pre-game preparation and communication with the team.
- Design the practice plans in consultation with the assistant coach.
- Coach the team in all games and conduct instruction on ice, during practices.
- Establish rules for the team and oversee the supervision of the players including dressing room conduct.
- Report the association through the Division Director or designate of any situation which may garner both positive and negative attention to the Association.
- Ensure they have required levels of coaching certifications for the division they are coaching,
- Attain all necessary coach training requirements.

#### **Assistant Coach**

- Provide a safe and positive environment for the players
- Be responsive to the directives of the Board of Directors and operate them within established policy, guidelines and regulations.
- Assist with the planning, organizing and conducting practices.
- Assist with pre-game preparation.
- Assist with the operation of the team during the games.
- Assist with scouting and evaluation of opponents.
- Assist with the supervision of the players off and on the ice.
- Assist with the formulation of the game plan.
- Report to the Head Coach.
- Ensure they have levels of coaching certification for the division they are coaching.
- Attain all necessary coach training requirements.

#### **Team Managers**

- Be responsive to the directives of the Board of Directors and operate them within established policy, guidelines and regulations.
- Notify the Ice Scheduler of any cancellations of ice times or game times to prevent the charging ice fees to LLBMHA.
- Assist the Head Coach in monitoring the off-ice conduct of team members and followers to ensure the team's role as a community and Association Ambassador is maintained.
- Establish and maintain communication with other managers in different associations.
- Will collect from each player/parent the required volunteer bond.

- Email or text all home game sheets to deputy league governor within 24 hours of the game. Game sheets may be required to be input on the league website as well. This will prevent the LLBMHA from being penalized for lack of performance.
- Email or text major and match penalties to the deputy league governor within 24 hours of the game in which it occurred.
- Be the contact for the team regarding the following:
  - Canadian Hockey Association reporting
  - Hockey Alberta reporting (injuries, suspension, etc.)
  - Obtaining travel permits
  - Arrange for transportation, accommodations and subsistence of the team.
  - Arrange for additional ice time
  - Delegate other teams officials (i.e. equipment managers, off ice officials)
  - Organizing team parent meetings

#### **Team Equipment Manager**

- Is responsible for collecting and washing jerseys after each game as well as bringing the jersey's to the team games.
- Will liaise with the Team Manager to ensure there is sufficient equipment to conduct practices (pucks, dividers, clip boards)
- Report directly to the Team Manager

## **9. Player Evaluation**

LLBMHA will conduct evaluations of players in the divisions of Atom to Midget for the purpose of icing the most competitive teams for hockey in its prospective league. The objectives of LLBMHA mirror those of Hockey Canada and are as follows:

- To provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year.
- To provide coaches with the opportunity and flexibility to build a team based in part of their own coaching philosophy and knowledge of player skills and attitude.
- To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the Association's programs.
- To form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season.

## 9.1 Players

- All players participating in the evaluation process must be registered with and in good standing with LLBMHA.
- All players will try out during evaluations.
- All Midget and Bantam players will declare their preferred position (forward, defence, goalie) and will be evaluated related to that position.
- Players will wear full gear/safety equipment during the evaluations.
- Player/Parent must cite any stipulations prior to evaluations that would exclude that player from playing on an assigned team.

## 9.2 Evaluators

- LLBMHA may choose to hire an outside agency to conduct player evaluations. This will be decided on a yearly basis by the Board of Directors.
- Volunteer evaluators may be experienced hockey volunteers that have no vested interest in the division they are evaluating.
- Volunteer evaluators will be chosen by and will answer to the Player Development Coordinator.
- Parents, Players and the public will not have any access to the evaluators at any time during this process.

## 9.3 On – Ice Activities

The on – ice activities during the evaluation process shall consist of evaluation of the players' skills relating but not limited to; Skating, Passing, Puck Control, Shooting as well as Positional play, Physical Play and Hockey IQ concept (Bantam and Midget only).

- LLBMHA will advertise in advance the commencement of the evaluation process.
- The players will have two conditioning on – ice sessions the week prior to the start of the evaluation.
- The evaluation period will consist of one at least two on – ice sessions.
- The guidelines relating to Player Evaluation may be addressed, modified and changed on a yearly basis by the Board of Directors. This is to align the process with the concepts and procedures of Hockey Canada.

## 9.4 Team Selections

- Players will receive a score based on the evaluators' finding. These scores added together will form a ranking within the division they were evaluated.
- These rankings are not to be released to the players or the public.
- The volunteer Head Coaches shall choose their teams based on these rankings.
- The minimum amount of players on one team is 12 (11 skaters and 1 goalie).
- The maximum amount of players on one team is 19 (17 skaters and 2 goalies).
- The Player Development Coordinator will assist with the selection of these teams.



- If a player is injured or unable to attend the player evaluation, the Head Coach and Player Development Coordinator may place that player at the appropriate competition level.
- If a player attends a AA, AAA, Elite Female or AAA Female tryout but is returning to the LLBMHA and has been evaluated during the LLBMHA evaluation period, the Head Coach and Player Development Coordinator may place that player at the appropriate competition level for the players continued development.
- The Head Coach may reserve the right to hold spots for players who may be returning to LLBMHA from AA, AAA, Elite Female or AAA Female tryout.
- Any player returning to LLBMHA without having evaluated at LLBMHA evaluations shall be placed at the choice of the Player Development Coordinator.

### 9.5 Player Affiliation

- Your Primary Team is priority: therefore if your primary team has a game at the same time as your secondary team, your primary has priority, and the affiliated player must play for their primary team.
- Player movement is only permitted between affiliated teams.
- Players are added to Teams in the Registry and identified as “Affiliates”
- The affiliation has to be endorsed by the President of the LLBMHA.
- All affiliations shall terminate at the end of the current playing season.
- A hockey team may have affiliated with it one or the other of:
  - One (1) Hockey Team from a lower division or category within the LLBMHA.
  - Up to Nineteen (19) specially affiliated players from a lower division or category within their LLBMHA.
- A Head Coach will seek permission from the affiliated player’s Head Coach prior to a player participating in a league game or tournament.
- All affiliations in LLBMHA will be registered before November 15<sup>th</sup> of the current hockey season.

### 9.6 Player Acceleration

For an underage player to qualify for acceleration to play at the next division (advancing to the levels of Atom through Midget), the following evaluation criteria must be all met:

- The player must tryout and can only play for the “A” team at the next division.
- The player must be of 2<sup>nd</sup> year age (major) in his/her current division.
- The player must pay a non-refundable acceleration tryout fee of \$100. If he/she makes the team, this fee will go towards the additional cost to play in the next division, with the remaining balance due prior to the first practice. If the registration numbers at the players current division do not support player acceleration of the division the player is applying to play for, LLBMHA reserves the right to deny tryout and/or acceleration opportunities in such cases.

- Only One (1) underage player for every 20 players registered within his/her division can advance to the next level. If multiple underage players are trying out for acceleration, only the highest ranked player(s) seeking acceleration after evaluations will qualify, subject to meeting the below criteria.
- The player must evaluate in the top 50% of the “A” team roster ( i.e. must tier in top 6 of 12, top 7 of 14, top 8 of 16, etc.) to qualify for acceleration.
- The player must tryout on a position specific basis at the Midget and Bantam division. This means that the player must tier in the top half at his/her specific position as declared at registration. A player cannot declare multiple positions (i.e. Forward/Defence).

### 9.7 Overage Players

- Hockey Alberta prerequisites and application process regarding Overage Player Movement will be adhered to. See [www.hockeyalberta.ca](http://www.hockeyalberta.ca), Service tab, Click on Forms, Click on Minor, See Overage Criteria and Form.
- All requests must be made at time of registration and can be reconsidered at the Evaluation process.

## 10. Coach Selections

Volunteers willing to coach hockey teams in LLBMHA will be agreed upon by the Board of the Directors. The following criteria are required:

- Coaches will complete the online coaching application.
- Any person who volunteers for a coaching position must complete at Volunteer Security Clearance and Request (Criminal Record Check) through the local Royal Canadian Mounted Police detachment.
- Coaching selection will include the parent evaluation and player evaluations from previous years.

## 11. Travel Permits

Hockey Alberta requires a travel permit be in place for all travel situations. A travel permit must be completed and approved whenever a team travels outside their Zone to play an exhibition game or tournament.

- Travel permits are not required to play league games.
- Team managers will apply for a travel permit through the Ice Scheduler for all non-league games or tournaments.
- LLBMHA Board of Directors cannot give out emergency travel permits.
- Game Sheets must be forwarded immediately to appropriate Zone Manager.
- If there are any suspensions or possibilities of suspensions being handed down from the league there, it is the responsibility of the Team Manager to get the game sheet and any write up emailed to the appropriate Zone Director or Zone Manager.

- Failure to comply with Hockey Alberta regulations relating to Travel Permits can result in the suspension of all Travel Permits for the LLBMHA.

## 12. Travel Policy

Like all activities, travel is a requirement, but does not post inherent risks and a shared responsibility for ensuring a safe environment for all.

The following are LLBMHA policies, guidelines and recommendations with respect to participant travel to mitigate off – ice safety hazards:

### **Traveling to and from ALL Activities**

- Only reliable, responsible, and adequately licensed adults (no GDL Drivers) may transport participants to and from conditioning, evaluations, practices, games, tournaments, or any other team or association sanctioned activities or events.
- LLBMHA registered players must not transport themselves or any other players or officials to and from conditioning, evaluations, practices, games, tournaments, or any other team or association sanctioned activities or events.
- Those involved with transporting players, teams, team staff, organizers, officials and other participants must never consume drugs or alcohol before operating a motor vehicle, nor ever have drugs or alcohol in their possession while traveling in a motor vehicle, or in their possession at any LLBMHA activity or event.
- Consumption of drugs and alcoholic beverages are strictly prohibited during meal stops or travel breaks on out-of-town trips for both passengers and drivers.
- It is strongly recommended to monitor weather and road conditions during all events; do not take any chances with unsafe road conditions.
- It is strongly recommended to review the route and check the weather reports before leaving; if traveling individually, agree on a route and account for each other.
- It is strongly recommended, wherever possible, to stick to main highways, which are better maintained during inclement weather, even if it means slightly greater mileage.

### **Vehicle Insurance Requirements**

- Any vehicle associated with a team outing, game, practice or tournament must have valid Third Part Liability insurance limits of at least \$2,000,000. If a rental vehicle, such as a van or bus, is involved, make sure that the vehicle is covered for the number of people who will be making the trip. Buses should have insurance coverage for all passengers.

Parents and/or volunteers who use their private vehicles to transport players to functions and who have their mileage reimbursed must notify their auto insurers to make certain they have proper endorsements coverage.

### **13. Sponsors**

Lac La Biche Minor Hockey shall seek the support of local businesses and individuals to sponsor teams and other activities

- LLBMHA encourages members, players and parents to support these businesses and individuals who support LLBMHA.
- Team Managers shall provide the sponsor with a team schedule.
- Team officials are prohibited from soliciting additional financial support from the team sponsor.

### **14. Fundraising**

Fundraising activities shall be a team activity and responsibility. The Association recognized the need to defray the cost of tournaments, travel and team apparel. Teams and individuals who undertake such activities are representing LLBMHA (intentionally or not) and are subject to the Association guidelines.

- All fundraising activity is to be documented, collected, disbursed and recorded as outlined by the Treasurer.
- Any refunds to the player or parents will not exceed the amount contributed to the team by the individual parent or player (no fundraising for individual gain)
- Certain activities such as raffles, 50/50's require approval and licensing from the Alberta Gaming Commission. It is the responsibility of the individuals obtaining such approval to ensure they meet all reporting requirements by the AGLC to avoid LLBMHA being penalized.
- Use of the name, logo or other properties of LLBMHA for fundraising requires permission from the Board of Directors.
- Any excess funds are to be turned over to LLBMHA at the end of the playing season. These funds will be designated for a specific purpose such as equipment purchase, skills camps, clinics or ice rental.

### **15. Cell Phone Policy**

For the purpose of protecting the rights and privacy of all players registered in LLBMHA the use of cell phone or other electronic recording devices is prohibited in players' dressing rooms. Failure to abide by this policy can result in immediate suspension subject a Discipline Committee.

## 16. Zero Tolerance Statement

The LLBMHA will not tolerate any forms of abuse or harassment of officials, coaches, other players, parents, team followers and volunteers including the Board of Directors. A Discipline Committee will deal with any behaviour deemed inappropriate and abusive.

### Harassment

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical conduct including touching, patting or pinching.
- Any form of hazing. Refer to Hockey Alberta Bulletin #182 Regarding Hazing.
- Any form of physical assault or abuse.
- Any sexual offence.
- Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.

## 17. Parent, Spectator Responsibilities

- Each parent who has a child/player registered in LLBMHA must have completed the "Respect in Sport – Parent".
- Conduct of team followers, parents or hockey fans who contravene section 16 of this handbook will be dealt with in the following manner:
  - The incident shall be reported to the President in writing, who will call a Discipline Committee to decide if further action is necessary.
- Continued breached of section 16 of this handbook may result in indefinite suspension or expulsion of the Parent, Spectator or Play from LLBMHA.

## 18. Officiating Incident Reporting

A team may report of incidents/behaviours or games where officiating is perceived to less than satisfactory or less than standards set for the category of the game being played. The referees are the responsibility of the Referee Association.

- Parents, Coaches or Spectators are not allowed in the Referees rooms unless invited.
- Complaints will be made in writing through the Division Director.
- There reports will be provided to the Referee in Chief of LLBMHA.
- The Referee in Chief will review, investigate and respond to all written reports and complaints about officiating personnel.

## 19. Discipline Procedure & Dispute Resolution Process

The LLBMHA expects all team officials and platers to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials and spectators.

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

- A verbal reprimand
- A written reprimand
- A suspension
- A expulsion
- A combination of the above

The Board of Directors through its elected or appointed officials have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three Stages of Discipline are possible, namely;

### **Stage 1 – The Informal Process**

### **Stage 2 – The Formal Process**

### **Stage 3 – The Appeal Process**

Some incidents that may warrant but are not limited to disciplinary action are as follows:

- Profanity by players, team officials or club representatives.
- A player who received a game misconduct, gross or match penalty.

- A team assessed two or more bench minors in one game.
- A coach or assistant who is ejected from a game.
- A team, who is in the opinion of the President, is being assessed too many penalties of a serious nature.
- A team member or team follower who repeatedly brings discredit to the team, and the LLBMHA, through violent, abusive or gross behaviour, on or off the ice.
- Use of alcohol or other illegal substances while representing LLBMHA through participation in any team activities.
- A parent or guardian who exhibits conduct unbecoming of the integrity of LLBMHA.
- Any team who fails to utilize ice time without prior notification.
- Any team official who contravenes any of the LLBMHA Rules and Regulations.

## 19.1 Stage 1 – The Informal Process

### Standard Suspensions

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

### Non- Standard Suspension

- When incidents occur which may warrant disciplinary action, the coach shall report the incident as quickly as possible, and at least prior to the next game, for action.
- The Division Director and the coach shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they may deem necessary to gain relevant facts of the incident.
- The Division Director will notify the President of all transgression that reflects poorly upon LLBMHA.
- The Coach implements the sanctions with the players. A file must be created and established with the Division Director until the end of season when the file will remain with the Secretary of LLBMHA. The Division Director must inform the President of the sanction of discipline as soon as possible.

### Appeal of Discipline

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

- For incidents of a very serious nature, the Division Director may elect to suspend the player indefinitely and proceed directly to Stage 2.
- Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the President of the LLBMHA.

## **19.2 Stage 2 – The Formal Process**

- The President on receiving a written appeal or request shall convene a Discipline Committee Meeting.
- The Discipline Committee shall consist of a Division Director but not the Division Director involved in the Stage 1 decision, and another executive member approved by the President and shall be no less than 3 people.
- The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.
- The Discipline Committee shall with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the onset but shall be confirmed in writing with copies logged with the Secretary of LLBMHA.
- The President shall report the outcome to the Board of Directors.

### **Appeal of Discipline**

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

## **19.3 Stage 3 – The Appeal Process**

- The LLBMHA Secretary on receiving the written request for an appeal shall place the item on the agenda for the next regular meeting of the Board of Directors, and inform the President and respective Directors of its receipt.
- The LLBMHA Board of Directors may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given the Board of Directors will discuss the case in private.
- The LLBMHA Board of Directors shall render its decision by motion and a simple majority of those members in attendance shall suffice.
- Notwithstanding the above, should a player, coach or parent feel that Stage 3 has not satisfactorily resolved the issue, it may be appealed in writing to the Secretary of LLBMHA, requesting an Appeal of the decision. This appeal must occur within 72 hours of the decision being communicated.



- The LLBMHA Secretary on receiving the written request for an appeal shall place the item on the agenda for a special meeting of the Board of Directors. The Secretary must inform the President, Vice – President and the Division Director of its receipt.
- The Board of Directors may provide up to thirty minutes of meeting time for the appeal to make their case.
- The Board of Directors shall render its decision by motion, and a simple majority of those members in attendance shall suffice.
- The decision of the Board of Directors shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Hockey Canada.

**Without restricting the foregoing the following general guidelines apply:**

- First infractions by players will be satisfactorily concluded at Stage 1.
- Second infractions by players proceed directly to Stage 2 under extreme circumstances.

Infractions that involve coaches, team followers or parents normally proceed directly to Stage 2.

**Suspensions when applied to players shall specify**

- The number of games which the suspension applies, both league and exhibition, or
- The time period for which the suspension applies

**Player suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench areas and possible spectator areas of arenas.**

## **20. Development Programs of LLBMHA**

The LLBMHA recognizes the need for improving player development within the association. This can be achieved by developing our players through specialized training.

Each year LLBMHA may provide specialized clinics and camps relating to player skills such as the following:

- Goaltending Clinics
- Power Skating Clinics
- Defensive Tactics
- Offensive Tactics
- Shooting/Puck Control

Focus on which specialized skills will be determined by the Board of Directors on a yearly basis.

## **21. Program Evaluations**

LLBMHA recognized that development of our hockey players is contingent in the quality of instruction and programs available to the hockey player, this is the reason that program evaluations are conducted for LLBMHA

At the end of every season the Coach Development Coordinator will provide each team with an evaluation form that covers the following:

- Questions relating to coaches
- Team official – manager, assistant coaches, safety personnel
- Division Directors
- Overall programming of the LLBMHA

These will be handed into the team manager for return to the Coach Developments Coordinator. These evaluations will be used to assess the quality of all aspects of the LLBMHA Hockey program.

## **22. Employment and Security Screening Process**

Hockey Canada understands that screening employees and volunteers is a vital part of providing a safe sporting environment. Hockey Canada is responsible, by law to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals involved with the Organization's activities who may pose a risk to the Organization and its participants.

The screening process includes assessing risk, writing positions descriptions, discerning suitability of an individual for a given task, providing training and when necessary, modifying the setting and arrangement of task.

The following are the requirements of Hockey Canada in terms of screening. Lac La Biche Minor Hockey Association will adopt and abide by these requirements.

### **Screening Process**

- All volunteers and in selected cases employees with LLBMHA who are awaiting checks to be completed **MUST** complete a "Disclosure of Criminal Records Form" and submit it at the discretion of the LLBMHA.
- All employees and volunteers with LLBMHA **MUST** complete an initial Vulnerable Sector Verification (VSV) which includes a Canadian Criminal Records Check/Local Police Check through the local police or a third party provider.
- A Police Service may decline to perform a search because it concludes that an employee or volunteer does not meet the criteria of actively in positions of trust or authority under the auspices of the Criminal Records Act. If the Police Service refuses to do the Vulnerable Sector Verification we will follow the advice of the local Police.
- During the player evaluations period of every season of LLBMHA, following the initial check, all employees and volunteers must complete a ***Criminal Records Check/Local Police Check*** and can do so at their local police service.
- This is mandatory and an on-going condition of employment or volunteering.
- Any employee or volunteer away from the organization for the more than one year is required to complete a Criminal Records Check/Local Police Check through a third party provider or their local police service. The VSV may be requested at the LLBMHA's discretion.

- Employees or volunteers living outside of Canada must have a criminal records check in the jurisdiction in which they reside, as well as a Canadian Criminal Records Check and local police agency check if they have lived in Canada for a period of time. This can be provided from the local police agency or a third party provider.
- Review of the vulnerable sector verification, the criminal records check and the local police check will be completed by the LLBMHA President, Vice – President and appropriate director.
- The President and Coach Development Coordinator will determine whether the information obtained through the screening process precludes the applicant from being an appropriate candidate for the particular employee or volunteer position.
- If an employee or volunteer provides falsified or misleading information, the person will immediately be removed from their position and may be subject to further discipline in accordance with the Hockey Canada policies.
- If an employee or volunteer is charged with, subsequently received a conviction for, or is found guilty of, an offense, they will report this circumstance immediately to the appropriate Director of LLBMHA. Failure to do so could result in suspension or termination.
- Vulnerable sector verification checks, local police checks and criminal records checks completed for another employer/organization will be accepted if they are no more than twelve months old and an original copy is available.
- Failure to participate in the screening process as outlined in this policy will result in consequences ranging from a warning to potential ineligibility for the position sought.

### **Review Criteria**

A satisfactory Criminal Record Check is:

- Confirmation from the police or third party provide that no criminal records and/or charges exist; or
- That any existing convictions and/or charges are not relevant to the position, as determined by LLBMHA.

In determining whether any convictions and/or charges are relevant to the position, LLBMHA may gather information by means which include, without limitation, a telephone or personal interview with the individual and/or other persons or agencies.

Lac La Biche Minor Hockey Association, in making the final decision, will consider the following:

- Relation to the offence(s) to the nature of the position;
- Number and number of the charges and/or convictions;
- When the offence(s) occurred; and
- What the individual has done since the date of the offence.

If after review the LLBMHA determines that the individual poses a risk and is not an appropriate candidate for the position, LLBMHA will immediately notify the individual in writing as to their status with the organization.

LLBMHA will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of Hockey Canada, considering the duties of the position the person is seeking to occupy.

### **Relevant Offenses**

The following is a list of non-exhaustive examples that are considered to be relevant offenses:

- Any offense involving the possession, distribution, or sale of any child-related pornography.
- Any sexual abuse.
- Any offense involving theft or fraud.
- Any offense for trafficking and/or possession of drugs and/or narcotics.
- Any offense involving conduct against public morals.
- Any crime of violence including but not limited to, all forms of assault.
- Any offense involving a minor or minors.
- Any offense involving the use a motor vehicle, including but not limited to impaired driving.

### **Criminal Convictions**

A conviction for any of the following Criminal Code offenses (non-exhaustive list) could result in removed from designated positions, competitions, programs, activities and events.

- Any offense of physical or psychological violence.
- Any crime of violence including but not limited to, all forms of assault.
- Any offense involving trafficking of illegal drugs.
- Any offense involving the possession, distribution, or sale of any child-related pornography.
- Any sexual offense.
- Any offense involving theft or fraud.

### **Delay Management**

Hockey Canada realized that in some cases there may be delays in received the results of the requested Criminal Records Check/Local Police Check and VSV and in these cases will take the following steps:

- Applicants must immediately complete a criminal records disclosure.
- The prevention guidelines outlined within the Respect in Sport curriculum must be made standard practice and all employees and volunteers should be made aware of these guidelines.
- Ensure clear position descriptions, responsibilities, roles and as well as do's and don'ts can be clearly identified in these descriptions.

- Conduct interviews with any new employee and volunteers. This gives you the opportunity to get to know the applicant better and to realize any red flags that may exist with this person.
- Ask for, and follow up on references which will help to determine a person's character. This can be done for all employees and volunteers being recruited.
- Employees and volunteers awaiting their results should be under close supervision.
- Follow up with program participants. Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm.
- Employees and volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions, especially any awaiting the results of their VSV and/or Criminal Records Check/Local Police Check.

### **23. Disclaimer**

LLBMHA is a member of Hockey Alberta (herein referred to as HA) in affiliation with the Canadian Hockey Association (herein referred to as CHA).

Any Rules, Regulations or policies not mention in this handbook can be added, modified or omitted by way of majority vote of the Board of Directors of the LLBMHA. Should any Rule, Regulation or policy not mentioned in this handbook be required the LLBMHA will refer to the Hockey Alberta Rules Regulations and Policies for guidance.