



**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 teamwork 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 every 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 U7/U9 Director
  - U11/U13 Director
  - U15/U18 Director
  - AA Director
  - 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. If 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 U18 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 enough 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.
- Shall be responsible to order and update LLBMHA game sheets as needed.
- Shall ensure first aid supplies are available and replaced as needed.
- 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 does not 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 llbmha.com



## 5.2 Fees & Deadline

Will be posted on the LLBMHA website and Facebook page each year.

## 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 because 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 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 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 because 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

- **U18 Male and Female:** - Open to players Seventeen (17) years of age and younger in the current playing season.
- **U15 Male and Female:** - Open to players Fourteen (14) years of age and younger in the current playing season.
- **U13 Male and Female:** - Open to players Twelve (12) years of age and younger in the current playing season.
- **U11 Male and Female:** - Open to players Ten (10) years of age and younger in the current playing season.
- **U9 Male and Female:** - Open to players Eight (8) years of age and younger in the current playing season.

- **U7 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 Mangers 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 program than what is offered in the LLBMHA program. Lac La Biche Minor Hockey does not support the release of players to a “higher” category than what is offered at Lac La Biche Minor Hockey.

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

- **AA Male** – Bonnyville, AB (U11, U13, U15, U18)
- **AAA Male** - Fort Saskatchewan, AB (U13, U15, U18)
- **Elite Female** – St. Albert, AB (U15, U18)
- **AAA Female** – St. Albert, AB (U15, U18)

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 player release can be signed.

## 5.8 Team Accounts Guideline

All team funds must flow through the LLBMHA 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 Personnel

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 as well as a Lac La Biche Minor Hockey Code of Conduct.

### 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 jerseys 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 U11 to U18 for the purpose of icking 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, should a player not participate they shall be placed at the discretion of Lac La Biche Minor Hockey with the following considerations;
  - Player skill in areas evaluated by the previous years' evaluation
  - Coaching needs – If a parent intends to coach
- All U18 and U15 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 (U15 and U18 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 number of players on one team is 12 (11 skaters and 1 goalie).
- The maximum number 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 your priority: therefore, if an affiliation game or practice opportunity arises and it conflicts with your primary team’s schedule, your primary team will have priority in all cases, and the player must only participate with 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 must 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.

<b>U18</b>	<b>U15</b>		
Tier 1	Tier 1	<b>U13</b>	<b>U11</b>
Tier 2		Tier 1	HADP
Tier 3			
Tier 4	Tier 2		
Tier 5	Tier 3		
Tier 6	Tier 4	Tier 2	
	Tier 5	Tier 3	Tier 1
	Tier 6	Tier 4	Tier 2
		Tier 5	Tier 3
		Tier 6	Tier 4
			Tier 5

## 9.6 Player Acceleration

For an underage player to qualify for acceleration to play at the next division (advancing to the levels of U11 through U18), 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 have the maturity to fit into the division level they are wanting to accelerate to.
- 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 U18 and U15 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

To 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. Dressing Room Supervision

Team Personnel are responsible for the safety and welfare of their players at all times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities. When any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar:

- two team or club/ association officials, properly screened; or
- one such official and an adult person, properly screened, associated with the team.

\* this provides protection for not only the players but the Team Officials as well.

No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian before, during and after games or practices. Team officials are permitted to leave the dressing room but must remain directly outside of the entrance and with the door open so they can still hear conversations from the dressing room. It is recommended that team staff occasionally announce and enter the room so that their presence is known. A Team Official, or delegate, must supervise the team until the last member of the team has left the building after any practice or game

## 17. Zero Tolerance Statement

The LLBMHA will not tolerate any forms or 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.

## **18. 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 assign an investigator 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.

Lac La Biche Minor Hockey association reserves the right to immediately suspend any member of LLMHA including parents, Team Personnel, players, team followers when threats or use of violence are used in any manner.

## **19. Social Media**

Respectful conduct on all social media channels, accounts and platforms is expected by Hockey Alberta & Lac La Biche Minor Hockey Association

This includes:

- the LLBMHA board, volunteers, coaches, trainers, players, parents including extended family and any other individuals connected to the organization; and

- social media created and utilized by the LLBMHA, or personal accounts created and utilized by any individual who is part of the organization.

Inappropriate behaviour on social media may constitute unacceptable conduct, abuse and/or harassment that is subject to Section 21. of the LLBMHA policies and procedures manual.

The following are examples of inappropriate behaviour on social media that may constitute unacceptable conduct, abuse and/or harassment.

- Bullying, harassment, intimidation or threats of any type.
- Making negative or derogatory comments about, or statements deemed detrimental to the welfare of, any individual, group or Team Personnel.
- Divulging confidential information or any other matter of a sensitive nature.
- Posting photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, and sexual harassment.
- Undertaking activity that contradicts the current policies of Hockey Alberta or any of LLBMHA Policies and Procedures Manual
- Undertaking activity that is meant to alarm other individuals or to misrepresent fact or truth.

## **20. 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.

## **21. Discipline Procedure & Dispute Resolution Process**

The LLBMHA expects all team officials and players 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:

### **Acknowledgement:**

After a concern/complaint is received through the appropriate channels Lac La Biche Minor Hockey association will bring this to the Lac La Biche Minor hockey Executive. The LLBMHA Executive will decide if an investigation needs to be started. A letter will be sent to the person acknowledging receipt of the concern. This is to be completed with 7 days of receiving the concern/complaint.

### **Investigation:**

Lac La Biche Minor Hockey Association will investigate the complaint with the following conditions;

- The investigator must not be the person who received the complaint or the President of LLBMHA.
- Must be reasonably removed in relation to the individual(s)/ team(s) involved in the complaint so as to not have a perception of bias.
- Must be reasonably removed in relation to the individual(s) submitting the complaint so as to not have a perception of bias

The investigator must conduct a thorough investigation and assemble documentation related to the situation.

In carrying out an investigation, the investigator is expected to:

- a) Interview the complainant and document all conversations.
- b) Interview the subject of the complaint and document all conversations.
- c) Compile a list of potential witnesses, including those provided by the complainant and the subject of the complaint, interview as many witnesses as possible, and document all conversations.
- d) Compile all statements and any other evidence.
- e) Present all information to the LLBMHA Executive to determine if a hearing is warranted.



- f) Once the investigation is complete, the investigator organizes and compiles all information and submits to the LLBMHA Executive. The Executive determines if there is enough information to move ahead with the complaint.

**\*\*When making this determination, the decision must be consistent with the LLBMHA's policies. If the Executive determines no further action will be taken on the complaint, the reasons for this decision must be provided in writing, with documentation stored as per the LLBMHA's document retention policy\*\***

## **Due Process – Right to Notice, Right to Defend**

When the Board determines that the action(s) outlined in the complaint appear(s) to have violated a code of conduct, bylaw, policy, rule or guideline, the subject of the complaint is entitled to due process. The subject of the complaint is entitled to the following:

### **The right to notice**

The subject of the complaint must be informed of what s/he is alleged to have done. This must be done in a timely manner, based on the following caveats:

- Notification does not have to be immediate, as long as any delay is due to the LLBMHA exercising due diligence in reviewing the complaint.
- The subject of the complaint is not privy to the entire complaint, only what s/he is alleged to have done.
- LLBMHA will not divulge who has submitted the complaint.

The right to notice doesn't have to be in writing it can include a telephone call. The right to notice can be superseded if done in the public interest of safety of our players/team personnel or parents.

### **The Decision Committee**

The Decision Committee shall be comprised of 3-5 panelists (to prevent a tie vote), each of whom must be independent from the incident being reviewed.

The Decision Committee will be responsible for setting a hearing date, and notifying the complainant and the subject of the complaint. In preparation for the hearing, panelists must review the complaint and the investigation to ensure a clear understanding of the details of the situation.

Once all evidence has been presented in the hearing, the panelists will:

- Deliberate and render a decision based on the facts presented.
- Present a written decision, with reasons, to the Board, the complainant, and the subject of the complaint.

### **The Hearing**

The Decision Committee shall utilize a hearing process with a formal structure that is outlined to all parties in advance.

The following is an outline that can be utilized to organize the hearing process:

- Presentation of information/details pertinent to the complaint.
- Information/details may be received/presented orally or in writing. If information/details are submitted in writing, sufficient copies should be available for each panelist and the subject of the complaint.
- Complainant presents first or is read, followed by the subject of the complaint.
- Complainant has rebuttal opportunity, followed by the subject of the complaint.
- All presentations are done during an uninterrupted time period.
- Decision Committee panelists may ask questions/seek clarification at any point during the presentation of information/details.

### **Review of information/details by the Decision Committee.**

Once the submission of information/details is complete, the Decision Committee considers the evidence.

- The Committee moves to a private setting to review the information/details presented.
- The Committee may only consider actions relevant to the incident; past incidents/actions are not to be considered at this point in the process.
- Onus of proof is on the complainant, and s/he must provide clear information/details that the subject of the complaint has committed the action(s) outlined in the complaint.

Decision rendered by Decision Committee panelists. The decision must:

- Be based on reasonable probability that a code of conduct, bylaw, policy, guideline or rule has been violated.
- Decision must be supported by the majority of panelists. If necessary, the Decision Committee chair, shall vote.

Decision Committee Hearing outcome delivered to the Board.

- The decision must be documented in writing, including the rationale for the decision and all supporting documentation.

## **Sanctions**

Lac La Biche Minor Hockey is committed to maintaining a safe and healthy environment for all participants and stakeholders, and to manage any risks to that safe and healthy environment. Any discipline or sanction levied must be done with the goal of seeking to remedy the issue, thereby helping ensure a safe and healthy environment exists for hockey.

Discipline or sanctions are intended to:

### **Educate about the impact of an action.**

Often, the subject of the complaint is unaware of the impact of his/her actions because there was no intent to cause harm or risk. If a sanction is required for this type of reason it must be appropriate to the action, and within the confines of what can be controlled by the LMHA. As well, the subject of the complaint must be provided with the resources required for education, such as where to take a course

### **Correct an undesired behavior.**

Based on the decision, the Board must undertake proper risk management, including determining whether this is the type of member desired in the organization. If discipline or sanction is required, the LMHA should answer the following questions to help determine the type and severity of discipline or sanction that is appropriate.

- Is this person a safety risk? If so, what is the likelihood of an occurrence, and the impact of that occurrence?
- What was the severity of the risk the action could have had on the person and organization?
- What is acceptable to your organization?
- What is the history of the subject of the complaint? Is this a one-time event or is there a history?
- What was the impact of the action(s)?
- Is the sanction consistent with the organization's policies? If not, why not?
- Is the sanction reasonable for the action and the past history?
- What is the role of the subject of the complaint within the organization? Is s/he a new member of the organization?

NOTE: Different roles affect the risk and thus can result in different sanctions.

- What is the duration of the sanction? The sanction cannot be indefinite
- What is the goal of a sanction, and do you believe sanction will achieve this goal?

## **Due Process - The Right to Appeal**

Once the Decision Committee Hearing has been completed, and the LLBMHA's Board of Directors has levied discipline or sanction of a specified duration, the subject of the complaint has the right to request an appeal.

An appeal will only be considered if the subject of the complaint can provide evidence that indicates:

- LLBMHA's processes were not followed;
- There were facts that were not heard; and/or
- There was bias or conflict of interest by investigator or the panelists on the Decision Committee.

The appeal should be held by an Appeal Committee comprised of panelists who were not part of the original decision. The LLBMHA will ensure that this process is done in a timely manner, and that the entire process is documented.

### **The Appeal Committee**

The Appeal Committee shall be comprised of 3-5 panelists (to prevent a tie vote), each of whom must be independent from the incident being reviewed AND the Decision Committee process.

Once the Appeal Committee is formed, the panelists must determine whether the appeal request is eligible to be heard, based on the criteria listed above

- If the Appeal Committee determines the appeal IS NOT ELIGIBLE to be heard, based on the LMHA's policy outlining the allowable grounds for an appeal, the Committee informs the Board and the Appellant of the decision, and the rationale, in writing.
- If the Appeal Committee determines the appeal IS ELIGIBLE to be heard, the Committee starts the process to schedule an Appeal hearing.

If an appeal is eligible to be heard, the Appeal Committee is responsible to:

- Notify parties and schedule a date and time for the Appeal Hearing.
- Review all information/details pertaining to the complaint, the Decision Committee hearing, and the discipline and sanction decision by the Board of Directors in order to develop a clear understanding of the facts and the situation surrounding the appeal.
- If applicable, require participants to attend a pre-hearing conference, or hold a structured hearing.
- Deliberate and render a decision based on the facts presented.

### **The Appeal Hearing**

The Appeal Committee shall utilize a hearing process with a formal structure that is outlined in advance. It is not required that the Appeal Committee observe strict legal practice, and procedural defects should not invalidate the outcome of the hearing unless a substantial wrongdoing or miscarriage of justice occurs.

- Presentation of information/details pertinent to the complaint.
  - The Appeal Hearing will focus on the subject of the complaint presenting information/details that demonstrate how the Board of Directors or Decision Committee erred in rendering decisions on the original complaint or the levying of discipline or sanction.
  - Information/details may be received/presented orally or in writing. If information/details are submitted in writing, sufficient copies should be available for each panelist. This presentation may not include information/details already presented during to the Decision Committee.
  - The Appeal Committee may allow the introduction of new evidence that was not available or not introduced in the original proceeding.
  - The Appeal Committee can dismiss the appeal summarily if it is determined to be frivolous or vexatious.
- Review of information/details by the Appeal Committee.
  - Once the submission of information/details is complete, the Appeal Committee considers the evidence.
  - The Committee moves to a private setting to review the information/details presented.
- Decision rendered by Appeal Committee.
  - Decision must be supported by the majority of panelists. If necessary, the Committee chair shall vote. The Appeal Committee's decision will be one of the following:
    - Affirms the original decision, and rejects the appeal.
    - Rejects the original decision, and upholds the appeal. This decision occurs if there is a reasonable belief that in rendering the original decision by the

Decision Committee or Board of Directors, one or more of the following occurred:

- LLBMHA's processes were not followed;
  - There were facts that were not heard; and/or
  - There was bias or conflict of interest by investigator or Decision Committee panelists.
- Appeal Committee Hearing outcome is delivered to the Board of Directors and to the subject of the complaint by the Chair of the Committee. The decision must be documented in writing, including the rationale for the decision. Unless outlined in the bylaws and regulations of the LMHA, the decision of the Appeal Committee is final, and no other appeals are allowed.
- If the appeal is upheld:
    - The Appeal Committee can reverse, quash or modify the original decision, or order a new hearing.
    - The LMHA president provides the decision and rationale to the subject of the complaint.
  - If the appeal is upheld but no new hearing ordered:
    - The Board of Directors evaluates the findings and makes the appropriate changes to the original sanction.
    - The LLBMHA president provides the update and rationale for any changes to the subject of the complaint
  - If the appeal is upheld, and a new hearing is ordered:
    - the process must be restarted with the Decision Committee.
    - A new set of Decision Committee panelist must be selected, who are completely independent of those involved in the original Decision, Discipline and Appeal committees.
    - The LLBMHA president informs the subject of the complaint of the process and timelines expected for the new Decision Committee.

## Document Retention

Proper records and documentation must be kept. The ongoing duty of an LMHA in conduct-related issues is to maintain proper records, and to ensure all documentation is collected and stored according to the organization's Document Retention Policy. The Document Retention Policy outlines how long records are kept, who has access to them, who can destroy them, and how they are to be destroyed.

## 22. 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.

### **23. 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.

### **24. 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 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 reviewing 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 Lac La Biche Minor Hockey, 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 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 receiving 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.

## **25. 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 do 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.