

Lake Cowichan District Minor Hockey Association

Policy Manual

Updated June 2018

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1 Registration of players

The division of players is determined by the age of the player on the 31st day of December of the current year, as per Hockey Canada rules.

LEVEL

AGE (years)

Initiation

4 – 6

Novice

7 – 8

Atom

9 – 10

Peewee

11 – 12

Bantam

13 – 14

Midget

15, 16 and 17

Juvenile

18, 19 and 20

The Executive Committee on an annual basis sets registration fees. Lake Cowichan Minor Hockey Association (LCDMHA) will hold a registration in the spring for the following September season. Registration will be complete by May 1st. Registrations of returning LCDMHA players received after this date will be subjected to an additional charge of \$75 and possibly put on a wait list. Full Payment due by August 20. Registrants that have not paid in full by August 20, will be charged a \$75 late fee. All families with more than 1 registrant **may** be eligible for a discount on the second and 3rd registrant as directed by LCDMHA. All cheques are payable to LCDMHA. All NSF and stop payment cheques shall result in the following:

- Immediate suspension of ice privileges until payment is received.
- Member will not be in “good standing”.

Registration fees do not include the cost of tournaments, extra ice and other team-related expenses.

A post-dated cheque for jersey deposit is required from all players at the time of registration. Up to four

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post-dated cheques may be made out for the 20th of each month (June to August) of the current year as those will be the cheque cashing dates. If grant assistance is received (e.g. KidSport) it will be credited back to the Association. Should all fees have been paid prior to receiving assistance; a refund will be given to the applicant. All players and team officials must be registered with BC Hockey liability

insurance before going on either the ice or the players' bench. The Registrar will notify each Team Manager with lists of players who are covered prior to any ice usage. LCDMHA will pay Hockey Canada insurance premiums for team officials as follows: Six (6) team officials for Initiation –Juvenile. Refunds will be provided for the full registration amount, less the \$50 non refundable deposit. Requests for refunds after October 1 are to be made by notifying the LCDMHA Registrar in writing. All refund requests will be brought before LCDMHA executive for acceptance, if accepted it will be less the cost of insurance and fees. Refund cheques will be mailed. All players wishing to try out for non-LCDMHA available teams will pay the full registration amount for their division with LCDMHA, and then they must pay the non-LCDMHA try-out fee. If the player is accepted to the try-out team, they will be transfer by LCDMHA as well as their full registration amount to the new association. The player will be refunded or be obligated to pay any difference in registration or team fees. Registration for new players to the Association will be accepted any time.

The following are required for registration:

- Copy of player's birth certificate.
- Copy of player's Provincial Health Care card.
- Proof of residence (e.g. telephone, hydro, cable statement and parent's driver's license showing address where player moved to). Parents may be asked to provide additional proof of registry.

Registration fees, paid in full at the time of registration. Declaration of Residence and monies owed, if applicable.

NOTE: Registration will not be accepted until the Registrar is provided with all of the above.

2 FINANCES

Ensure LCDMHA's financial activities are properly planned, controlled and reported. Produce financial information in accordance with generally accepted accounting principles that are meaningful and useful in decision making to the Executive Committee and to the membership. Ensure the integrity of LCDMHA's accounting system. The Treasurer will prepare the annual budget for Executive Committee approval, prior to registrations. The approved budget should be presented to the membership at the Annual General Meeting. The Treasurer establishes a Chart of Accounts that is revised as needed.

The Treasurer ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger. The annual financial statements of LCDMHA are subject to an annual review engagement by an independent accountant as per the Society Act. The "reviewed" annual financial statements **may** be presented to the membership at the Annual General Meeting.

Any three (3) of the following four (4) positions shall have cheque signing authority for LCDMHA:

Treasurer.

President

1st Vice President

2nd Vice President

Before signing, these authorities should ensure the transaction is:

1. Properly approved by the LCDMHA executive as hockey expenses.
2. Consistent with the terms of the initiating purchase document.
3. Coded correctly.
4. Legally chargeable to LCDMHA.

LCDMHA bank accounts shall be reconciled monthly by the Treasurer. The Treasurer is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.

LCDMHA discourages the remittance of cash through the mail, preferring:

1. Cheque.
2. Money Order.

Cheques and money orders should be stamped immediately upon receipt: "For Deposit only to the Credit of LCDMHA". All monies received by LCDMHA must be promptly (a deposited, with the exception of postdated registration cheques. All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited. A receipt should be issued when payment has been made by cheque or money order. A receipt must be issued for a cash payment at the time of the exchange. Only the Treasurer, President, Vice President's may initiate the purchase of goods and services, provided it has been budgeted for. Other Executive Committee members may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods or services being received or performed. The following qualify as initiating documents: An email approval from the Treasurer or President. LCDMHA pays only current charges on invoices. Any interest or late charges should be removed. LCDMHA shall strive to pay all invoices within thirty (30) days of invoice date. All amounts due to LCDMHA must be entered promptly as an accounts receivable and maintained in the accounts until collected or forgiven. Amounts due (work performed, goods supplied and services rendered) must be recorded as revenue in the period they occur. Doubtful accounts must be pursued promptly and vigorously. Account receivables may be written off only with Treasurer approval. A capital budget shall be prepared annually by the Treasurer, and presented to the Executive Committee approval. The capital budget should support any purchase of capital assets, otherwise Executive Committee approval is required. The Treasurer, or relevant delegated budgetary authority, as applicable, must approve capital purchases in advance. Capital assets are recorded and controlled in the Association's financial system: By location and major category of asset.

Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset. Movable capital assets such as hockey equipment should be clearly identified as property of LCDMHA. Capital assets are amortized over their estimated useful lives at a rate established by the Treasurer, following generally accepted accounting principles. Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system. Executive members traveling on Society business must obtain prior approval from the Treasurer, unless the travel has been budgeted for. The President or Treasurer must verify and approve travel claims prior to reimbursement. Executive members may incur travel expenses when they are on Association business and traveling outside of the LCDMHA borders (e.g. Fuller Lake to Duncan). LCDMHA reimburses non-parent coach travel expenses.

TRAVEL EXPENSE TYPE

Mileage: 0.45 per kilometer from point of departure

Per Diem: \$10.00 breakfast*; \$10.00 lunch and \$15.00 dinner**

Accommodation: As per receipt

Other Transportation: As per receipt

(*) On travel status prior to 7:00 AM.

(**) On travel status after 6:00 PM.

All of the above must be pre-approved by the executive. Failure to do so, expenses will not be covered.

When Executive members combine personal travel with Association travel, expenses and per-diam allowances are not reimbursed beyond the costs incurred had personal travel not taken place. Any additional costs are the responsibility of the Executive member.

3. FUND RAISING AND GAMING

All teams wishing to fund raise must submit an annual budget proposal to the executive Committee for approval. All team fund raising must be approved by the executive Committee and coordinated through the executive. Note: The executive will put limits on all fund raising (ie: dates, amount and area) as to ensure that all teams have equal and non-overlapping of fund raising event by other teams. The executive also has control to ensure that the community is not overwhelmed by our teams fund raising efforts. All teams must keep an accurate account of fund raised money (e.g.: bottle drives, car washes, etc.) by members and this must be submitted to the Treasure with each deposit. All teams must keep an accurate account of gaming money; anything requiring a gaming license (e.g. 50/50 ticket sales, raffles, etc.) and this must be submitted to the Treasure with each deposit. All gaming events must be coordinated through the Treasure. The Executive Committee prior to the event must approve all year-end team functions. All teams may refund seed money to families. Seed money may be defined as money paid by families throughout the season, prior to any fund raising activities. Refunds may not exceed a family's original fees paid. Excess fund raised money cannot be refunded. All funds raised by teams can only be used for hockey-related functions as planned for in the Team's annual budget or as approved by the Treasurer Committee. LCDMHA can front money to Lake Cowichan teams for up to one away tournament. In order to do so, a formal letter must be submitted from the team to the executive treasurer. Fronting money to teams for away tournaments will be based on a year to year basis. Factors, such as receiving the gaming grant and that teams are hosting their own tournament will depend greatly on if the executive will front the money for up to one tournament.

4. EQUIPMENT AND APPAREL

The Association requires a uniform deposit and must receive a post-dated cheque for March 31st of the following year. Jerseys and socks must be returned no later than two (2) weeks after the final game of the season, otherwise the uniform deposit cheques will be cashed. Stop signs must be sewn on the back of the jerseys. All required goalie equipment shall be purchased by the Equipment Manager. All team apparel (e.g. jackets, vests or tracksuits) must be approved by the Executive Committee. No equipment alterations will be permitted unless approved by the Equipment Manager or Executive Committee. (Example: name bars, advertising, or any other attachments or additions to the equipment). Initiation and

Atom: LCDMHA shall provide all goal sticks and one set of goal gear/ team. Pee wee and Female: LCDMHA will provide one set of goalie gear per team per season. Bantam and older divisions shall be responsible for the purchase of their own goal sticks. All jerseys and socks shall be washed regularly, dried carefully and handled with care. The Team Manager is required to return all equipment including clean jersey's and socks by March 30th of the current year. Jersey's and socks must be handed in, in complete sets. Families wishing to use the Association's equipment during the off-season, for ice hockey purposes only will make arrangements with the Equipment Coordinator to re-issue the equipment upon payment of a FIVE HUNDRED (\$500.00) DOLLAR deposit. Each team will be assigned 20 pucks, which must be returned at the end of the season. Cost will be assessed annually.

5 STATISTICS

VIAHA score sheets shall be provided to all divisions at the start of the season. Team statistics shall be kept at the discretion of the team officials. Each Team's head coach or Manager will ensure that score sheets are completed and turned in to the appropriate person(s) after both home and away games.

6 PUBLICITY AND PROMOTION

It is essential that LCDMHA maintains a high profile and supports a healthy environment for the players, locally, provincially and nationally. All information released to the media shall be positive in nature. Every news item must include sponsor names. The sponsor for the visiting team should be included where possible. The Association name needs to be included in all advertisements. Any derogatory or inflammatory information concerning LCDMHA that is released to the media by any member shall result in immediate action of the LCDMHA Discipline Committee towards the offending member. The Executive for LCDMHA is responsible for the Approval of all sponsorship.

7 TEAM COMPOSITION

The Association will pay for Six (6) properly certified team officials on Recreational teams, Novice to Juvenile, (Coaches, Manager, Safety) Note: Any team official who resigns from their position before the regular season may not hold any team position for the next complete season. All teams within the LCDMHA are named as follows:

Lake Cowichan team sponsor, team division, Lakers ie. BRI Bantam Lakers. Teams representing LCDMHA after the regular season and playoffs must obtain approval from the Executive Committee to do so. All players and team officials must have the BC Hockey insurance in place prior to going on the ice or player's bench. Any non-compliance will be referred to the Discipline Committee. The LCDMHA Executive committee must approve all team officials. Teams will carry a full roster in accordance with the Association's By-Laws. Maximums are set by BC Hockey. Special considerations will be made with Executive Committee approval.

8 TOURNAMENTS

All tournaments hosted by LCDMHA must be sanctioned by BC Hockey and VIAHA. They must also receive prior approval by the Executive Committee. LCDMHA teams wishing to attend tournaments outside British Columbia or host International or Inter-Provincial teams must receive approval through the Executive Committee and BC Hockey forty-five (45) days prior to the event. All teams hosting tournaments must receive their tournament fees from the Association or team attending. NO personal cheques will be accepted. Written requests for hosting tournaments must be submitted no later than the October executive meeting. Tournaments hosted by LCDMHA will be subject to a fee determined by the Executive. LCDMHA reserves the right collect up to and no more than \$50 per team registered in LCDMHA tournaments. All teams wishing to attend Tournaments outside of VIAHA District must first obtain permission from LCDMHA, and make the request to VIAHA for the appropriate travel forms. The tournament's proposed budget and the name of a tournament Coordinator appointed by the team must be submitted at this time. The tournament's final budget and list of team attendees must be submitted to the Treasurer thirty (30) days prior to the tournament date. The Association will cover initial payment for the basic tournament sanctioning with the expectation that the Association will be repaid. Upgrading costs must be covered by the tournament. To participate in tournaments hosted by the Association, eligible LCDMHA teams will be required to pay entry fees, except where they fulfill an allocation of volunteer hours. The Executive will approve volunteer schedules prior to permitting the foregoing of entry fees. LCDMHA teams attending tournaments must obtain Association cheques from the Treasurer. All team tournament monies must be on deposit with the Treasurer prior to an Association cheque being issued. All LCDMHA teams will only attend tournaments sanctioned by BC Hockey.

9 ICE ALLOCATION

LCDMHA ice contracts cover a twenty-two (22) week period, generally from late September to mid-March. Recreational Teams: target is 22 practices and 14 home games.

All ice bookings must be made through the Ice Coordinator. The Ice Coordinator is empowered to re-assign any previously allocated ice time for playoff or league obligations. Each team is responsible to use their allocated ice or notify the Ice Coordinator with a minimum of seven (7) days' notice, where possible. If ice slots are left unused, the team will be assessed a fine of ice costs, together with officials if necessary, by the Executive Committee. As ice becomes available, the Ice Coordinator will notify the Managers of said ice. Should a team wish to purchase ice, they must notify the Ice Coordinator directly for billing purposes to the relevant team(s). The Ice Coordinator must provide the Treasurer with a list of ice purchased by teams for the previous month by the third Tuesday of each month so that billing recovery can be accomplished.

10 PLAYER MOVEMENT

All players must register in a division based upon their age. Any player wishing to play in a higher division must apply, in writing, to the Executive Committee. The Executive Committee will approve or deny the request. Similarly, if a player requests to move down a division, a written application must be sent to the VIAHA for approval. The governing body of the League(s) affected by these moves must also approve all requests for player movement. All player movement from Team to Team, must be approved by the Executive, team managers and coaches, ensuring Hockey Canada carded affiliate rules are met. Coaches are not permitted to approach players from other teams or their parents directly regarding player movement unless authorized by the Executive, coach and/or their Team managers. Recreational team selections must offer all players equal ice sessions. The objective in non-competitive hockey is to have all teams being of approximately equal caliber in each division. After initial player evaluations, the

Association Coach Coordinator will make every effort to create balanced teams using the player evaluations. The teams in each division will then play each other in a round robin series to determine how even the teams are. The Coach Coordinator will then analyze the results, and if necessary, make further player moves to balance teams. Any non-resident players must receive permission from their home Association and LCDMHA prior to attending Competitive tryouts or Recreational player evaluations. The proper transfers must be completed and forwarded to the appropriate governing body. The LCDMHA will protect the interests of LCDMHA players before accepting non-resident players. For an annual transfer the protocol shall be set forth by Hockey Canada rules, via the Hockey Canada Registry. If the non-resident player's application is accepted by the Executive Committee, the non-resident player's Association is required to immediately provide the Registrar with the following: The annual membership fees for registration. Confirmation of any ice requirements as set forth by the Executive Committee.

The Executive Committee will consider granting permission for Transfer to outside Association on the following conditions:

- Player is too young for LCDMHA Initiation Program.
- There is no team specific for the player in LCDMHA.
- Player is required to assist outside Association in facilitating a Team in a specific division.

The Executive Committee will review and advise the applicant on the outcome of his application. All Transfers accepted by the Association are made on an annual basis as set out above. Any player wishing to attend tryouts for a Competitive Team must register for Competitive tryouts at annual registration.

11 AFFILIATE PLAYER MOVEMENT

The following must be followed prior to using affiliate players: The Coach must provide a list of affiliate players to the Association Coach Coordinator by December 10th. The Association Coach Coordinator must initially contact the player's parents. No member of the coaching staff will approach a player personally. Players and parents must agree. The coach must inform the player's coach prior to each game required to determine availability ie. game importance, coaches to agree on availability, etc. VIAHA (page 40 yellow rule book), BC Hockey (defer to Hockey Canada), and Hockey Canada (Rule E) rules will apply to all affiliates.

12 RULES OF PLAY

All LCDMHA members shall abide by the playing rules set out by: Hockey Canada, BC Hockey, Vancouver Island Amateur Hockey Association, Association rules adopted by the LCDMHA as per our Constitution and By-Laws and LCDMHA Hockey Operations Policy Manual. All coaches will do their best to ensure that all players are given equal ice time. Goaltenders will be alternated if required to give equal ice. Players taking excessive amounts of penalties, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating team and Association rules may find themselves benched during a game by their coach. Coaches must explain the reasons for the benching to the offending player.

A suspended player is not permitted to play games or act as a game official until the period of suspension has been served. A suspended player may attend practices. See BC Hockey Regulations. Any suspended player or team official must explain their actions, in writing, as required by the Executive Committee. This player or team official may face further suspensions by LCDMHA Executive. Teams will be provided all current and relevant information regarding Rules of Play prior to the start of the season. The 2nd Vice President will be able to answer any questions regarding Rules of Play for the current season.

13 RISK MANAGEMENT

Risk Management is everyone's responsibility, therefore, all members of the Team/Association shall "assist, identify, assess, control and minimize" the risk of bodily injury. Each Team will roster and certify a Safety Person under the Hockey Canada Safety Program (HCSP). The Safety Person must attend all games and practices. If the safety person cannot attend another certified safety person must be in attendance. This can include another team's safety person, with their prior approval. The Team's Safety Person will be responsible for informing parents to keep their ePACT profiles up to date. The Safety Person will be the liaison between the Team and the Association via the Risk Manager. In accordance with the Hockey Canada Safety Program, each Safety Person will implement and administer all policies and responsibilities. Should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any two (2) adults from the HCSP emergency response system, namely, a team assistant coach, Safety Person or designated parent. At no time is a player to be in a room without two (2) adults present.

Return to Play:

In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, it is recommended that a doctor's note be provided to the team manager. The safety of the player is the priority. It is imperative that communication between player, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention. The Team Safety Person will ensure the parent/guardian receives a Hockey Canada Injury Report and it is properly completed and forwarded to the appropriate bodies. The Team Safety Person will follow the LCDMHA Injury Report Protocol as follows: The Team Safety Person will be responsible for providing the Injury Report to the parent/guardian of the injured player. The Team Safety Person will be responsible for reporting and filing the completed Injury Report with the Risk Manager within the prescribed time limit. The Risk Manager will ensure Injury Report completion and forward to BC Hockey. The Risk Manager will be responsible for all administration regarding the Injury Report within the prescribed time limit.

14 REFEREES

Any person wishing to be an on-ice official for LCDMHA must register with BC Hockey.

The LCDMHA will provide notification of all BC Hockey certification clinics for on-ice officials. Referees (18+) must receive a clear criminal record check from the RCMP. Note: CRC's can take a long time so it is suggested that referee's start the process in early June. BC hockey will not allow referee's to ref if there CRC's have not been handed in by Dec 31st of that hockey season. LCDMHA on-ice officials will be reimbursed their certification fees annually at the discretion of the Referee-in-Chief, and on minimum of five (5) games by Dec 31st. If games are cancelled and the RIC or Referee Assignor is not notified (24-hour notice) in time to cancel the on-ice officials, they will be paid their fees and any required travel allowance, by the offending team. To book on-ice officials for a game, 72-hours notice is required.

Any on-ice official that does not show up is to be reported to the RIC and may be subject to discipline. Where the number of on-ice officials present is less than the number scheduled (1 or more on-ice officials do not attend game), the total fee assessed for the full complement shall be evenly split between those officials who attended the game. The RIC shall provide the President with a list of all tournament on-ice officials 7 (seven) days prior to the commencement of tournament play. All LCDMHA officials shall abide by the Dress Code and Code of Conduct, as outlined by the Referee in Chief. Any infractions are to be dealt with by the LCDMHA Disciplinary Committee of LCDMHA accordingly.

15 SPONSORSHIP

LCDMHA Team sponsorship fees will be set by the Executive Committee on an annual basis as set out in the Sponsorship package. Team members, officials and parents are strictly forbidden to solicit local businesses for donations without prior approval from the Executive Committee. LCDMHA will provide a list of current sponsors already supporting minor hockey Teams in our organization. *Managers to check with equipment manager each year to see if jersey's are to be returned with sponsors banner left on or taken off.*

16 EXECUTIVE OFFICERS

Executive members who resign before their elected term has completed shall be not allowed to hold any executive position for LCDMHA, for the next year. The Past President shall attend all meetings and advise as required to ensure a smooth transition for the new Executive Committee.

The President (elected) shall preside at all meetings of the Executive Committee, Annual General and Special General meetings. The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to. The President shall have the power to discipline any team, player, team official, or member. The President sits on all coach Approval Committees.

1st Vice President (elected) Mediator – Complaints/Investigations, Disciplinary chair. In the absence of the President the 1st Vice President shall have all the powers and duties of the President. As Complaints Investigator, the 1st Vice President shall Chair any Complaints Investigation Committee. A Complaints Investigation Committee shall be comprised of three (3) Executive Committee members including the 1st Vice President; they will attend to any complaint issues. The 1st Vice President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.

The 1st Vice President sits on all coach Approval Committees.

The 1st Vice President is responsible for verifying all Criminal Record Checks.

The 1st Vice President must choose two other Executive members to sit with them on the Disciplinary Committee.

The 1st Vice President amends and maintains policy and it's manual.

The Secretary (elected) is responsible for all Association records, processing of correspondence from the Executive Committee, maintenance of the Constitution and By-Laws and coordination of the Association website if no one else has been appointed. The Secretary shall record all the minutes of any Executive, General or Special meetings. He/She is responsible for creating the meeting agenda, recording all meeting minutes and distributing the Minutes to the Executive Committee. The Secretary shall supply any documents to the Executive committee requested.

2nd Vice President (elected) Development of players, coaches and referees.

In the absence of the President and 1st Vice President, the 2nd Vice President shall have all the powers and duties of the President. The 2nd Vice President shall serve as an Officer of the Executive Committee, attend Executive Committee meetings as required. The 2nd Vice President works with the association Coach Coordinator, and RIC to ensure that all qualifications are up-to-date and to ensure coaches and Referee's receive all pertinent information from BC Hockey and other governing bodies. The 2nd Vice President meets regularly with the Coordinators to discuss problems and solutions and coordinates meeting of coaches and players with the RIC or BC Hockey Referee Committee Member (RCM) for better understanding of the rules of the game. The 2nd Vice President will assist with the organization of tryouts/evaluations in all divisions, the resolving of all disputes during tryouts/evaluations with the assistance of the Association Coach Coordinator and if necessary, releases on-ice format, practices and final team selections if required. The 2nd Vice President will assist and provide direction to the coaches in evaluation and selecting players for the division of Teams. The 2nd Vice President establishes Team Play Guidelines in concert with the Associations policies, has a minimum coaching level 1 and shall be required to fulfill all of the above duties. The 2nd Vice President is responsible to bring a list of independent evaluators to the Executive Committee for approval. The 2nd Vice President shall sit on Approval Committees. The 2nd Vice President develops, coordinates and/or presents on-ice and dry land programs within the Association. The 2nd Vice President will establish, organize, develop and/or maintain an effective system that will promote the development of coaches and referees.

The Treasurer (elected) shall ensure that financial statements are presented to the Executive Committee at every monthly meeting. The Treasurer will establish a budget and ensure that teams are trained on proper accounting ways. The Treasurer will acquire gaming licenses for LCDMHA events to which they are needed and complete gaming reports for each license. The treasurer will apply for the BC Gaming Grant each year. The treasurer will retrieve mail and pass it along to the necessary bodies for processing.

The Equipment Coordinator (appointed) is responsible for inventory, distribution, maintenance, collection and purchase of all necessary equipment for the Association with Executive Committee approval of a budget. The Equipment Coordinator is also responsible to ensure pucks, pylons and any practice equipment required is ready for the start of the season. The Equipment Coordinator liaises with the Treasurer and the Registrar for collection of uniform deposits and their disbursement upon return of jersey.

Referee-in-Chief (RIC) (appointed) shall serve as an Officer of the Executive Committee, attend Executive Committee meetings and is responsible for setting up a schedule of referees for the Competitive Program and the supervision of a Recreational Program Referee Assignor for each arena. The RIC may appoint a Referee Assignor with no Executive Committee voting privileges for each arena. The RIC reports to the Executive Committee on the administration of all Association referees and provides the Executive Committee with information relating to BC Hockey rules, regulations and directives. The RIC works closely with the 2nd Vice President to set up a schedule of referees for each tournament. Works with each Tournament Coordinator during tournaments to ensure on-ice officiating runs smoothly.

The RIC must have the following qualifications:

- Knowledge of the rules, procedures, and interpretations
- Good communication and organizational skills
- Certification in the Hockey Canada Officiating Program is recommended

The Referee and Chief will promote and develop referee training and development programs.

Risk Manager (appointed) Chairs the Risk Management Committee, with an appointed Committee Chairperson from the Association, are responsible for implementing, administering and evaluating the Risk Management Program as per BC Hockey rules. The Risk Manager is responsible to ensure that each team has a certified Hockey Canada Safety Program Safety Person rostered. The Risk Manager is responsible to ensure that all policies and responsibilities of the Hockey Canada Safety Program are administered. The Risk Manager is responsible to ensure that each Team develops guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season. The Risk Manager is responsible to ensure that the Return to play policy is strictly adhered to.

Association Coach Coordinator (appointed) works with all association coaches to ensure that all qualifications are up-to-date and to ensure coaches receive all pertinent information from BC Hockey and other governing bodies. The Association Coach Coordinator liaises with BC Hockey District Coaching Coordinator regarding coaching clinics and recommends coaches to the Executive Committee for attendance at higher-level clinics. The Association Coach Coordinator will establish, organize, develop and/or maintain an effective system that will promote the development of coaches, through training programs, clinics, etc., within the Association. The Association Coach Coordinator must keep an up-to-date coach's profile and performs evaluations of coaches during games and practices. A general hockey knowledge is necessary and coaching experience is preferred. The Association Coach Coordinator administers the selection of candidates for the team divisions coaching positions and provides direction to the executive in fulfilling its mandate to select coaches for the various divisions and presents lists for selection of coaches to the Executive Committee for approval. The Association Head Coach will implement and manage player development programs and extra ice slots through the executive's mandate. The Association Coach Coordinator will evaluate and present a list of potential coaches for all divisions to the executive before each season. The Association Coach Coordinator will select and notify all coaches

Tournament Coordinator (appointed) will work with Ice coordinator to book the appropriate amount of ice for a given Tournament. The Tournament Coordinator will work with the fund raising Coordinator to ensure that teams are fund raising in accordance with LCDMHA's fund raising policy. The tournament Coordinator working with the team manager will create rules and a registration package. The Tournament coordinator will have and manage a template for tournament operation and lay out.

The Female Development Coordinator (appointed) will promote and maintain female development programs, inform players of female special camps, female information distribution to all female players. The Female Development Coordinator is to distribute all tournaments affecting their divisions. The Female Development Coordinator is to prepare reports and attend regular Executive Committee meetings and any other meetings called in maintaining the day to day hockey operations. The Female Development Coordinator is to oversee the distribution of ice and enforce fair ice time rules. The Female Development Coordinator is to inform the Executive of all team rosters and any player changes throughout the season and give final team Declarations to the President by mid-October of the current year. The Female Development Coordinator through the team managers is required to submit a full team roster not to exceed nineteen (19) players to the League Commissioners and the Registrar prior to the commencement of League play.

Registrar (appointed) The Registrar is responsible to maintain the register of members, players and team officials, ensuring all registration requirements are satisfied, as per pertinent hockey governing bodies.

Changes in the roster must be immediately communicated to the Association Registrar. The Registrar shall determine the registration dates and venues, ensure all registration forms are filled out completely and accurately, ensure the financial requirements of registration are complete and correct and members are in good standing prior to registering for a new season. The Registrar shall have access to the Hockey Canada Registry, coordinates all phases of player registration for the season and provides communication to the membership and potentially new members regarding the registration process. The Registrar manages the registration process, including late registrations and withdrawal. The Registrar will maintain the registration database including Affiliate Players. The Registrar will provide reports to the Board of Directors regarding representative assessments and recreational players and maintains a waitlist of the new registrants in all age categories, if necessary. The Registrar will ensure proper insurance requirements are in place in relation to hockey players, team officials and the Board of Directors. The Registrar will facilitate transfers in and out of the Association and respond to BC Hockey and VIAHA on any pertinent matters. The Registrar will report to the Treasurer any outstanding issues or concerns regarding registration fees and billings. The Registrar will continue to maintain membership throughout the season.

Ice Coordinator (appointed) will contract for ice time rental on behalf of the Association. The Ice Coordinator shall coordinate the scheduling, re-scheduling, exchange and cancellation of ice time with appropriate Committee members. The Ice Coordinator shall approve ice time for all games, exhibition game times through Coordinators and/or Team managers prior to scheduling of games. The Ice Coordinator works with the Association tournament coordinator to arrange ice time for tournaments. The Ice Coordinator will work within a budget and ensure that ice bills from all arenas are correct. The Ice Coordinator will provide ice schedules to the LCDMHA Webmaster. The Ice Coordinator must by the third Tuesday of each month provide the Association Treasurer with a list of ice purchased by Teams for the previous month so that billing recovery can be accomplished.

50/50 Coordinator (appointed) will train all teams on how to properly sell, record, and distribute all 50/50. The 50/50 coordinator will work with the Treasure to ensure all gaming licenses are in order before 50/50 events. The 50/50 coordinator will manage and request purchase of tickets, receipt books, raffle buckets and envelopes.

Fund raising Coordinator (appointed) shall be in charge of fund raising. The Fund raising coordinator shall maintain and track all fund raising solicitations, payments. The Fund raising Coordinator shall coordinate all fund raising and ensures the Association's compliance with Gaming Rules and Regulations. The fund raising Coordinator will work with all team fund raising and bring all team requests to the executive. The Fund raising coordinator will ensure that all team fund raising is done in the guidelines established by the executive.

Sponsorship Coordinator (appointed) will be in charge of managing sponsors for teams and Association. The sponsorship coordinator will ensure that all association sponsors are notified of special event (Jamboree), as well as the appropriate thank you and recognition of the sponsor. The sponsor coordinator will be responsible for soliciting and encouraging new sponsors.

Manager Coordinator (appointed) will be the liaison between teams and Executive. Assist other managers in day to day operations. Managers to be appointed by executive and to have been discussed with head coach of that team.

1st year Directors (elected) are expected to attend all executive meeting. 1st year Directors are expected to stay with the executive for 2 yrs as directors progressing to a 2nd yr director. 1st year Directors are expected to volunteer for special events, (jamboree) and support other members in there day to day tasks.

2nd year Directors (elected) same as 1st year directors.

17 TEAM OFFICIALS

Recreational Coaches Atom and above must have completed the required BC Hockey clinic Coach 2 – Coach Level by Dec 15th of the current season. All Recreational Coaches below Atom must have completed the Coach 1 – Intro to Coach Clinic by Dec 15th of the current season or have achieved previous trained status at the Coach 2 – Coach Level. All Recreational Coaches must complete the Respect in Sport for Activity Leaders online clinic (valid for 5 years) and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. All Coaches are required to have a criminal record check (valid for three years) current to the year they will be coaching. CRC's must be viewed by the 1st Vice President prior to volunteering in the new season. All coaches, both Recreational and Competitive, are to hold a mandatory team meeting on or before the 2nd practice of the current year. It is suggested that they hold regular team meetings throughout the season. Coaches must ensure the development of all players, yet be reasonable with their demands of the players. Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by LCDMHA. Coaches must not overplay the more talented players. Recreational hockey players shall receive an equal share of ice time, unless disciplinary action is necessary. In competitive hockey, coaches shall make every attempt to ensure that ice time is made up to players that are not on “special teams” (e.g. power play, penalty kill). The Association Coach Coordinator will monitor all coaches throughout the season. Should a coaching complaint arise, the team manager, Association Coach Coordinator, will notify the 1st Vice President to investigate the complaint. Coaches will ensure that all players are properly dressed for on-ice and off-ice activities. The coach shall have the authority to suspend any player on the Team, with just cause, for one (1) game and must notify the 1st Vice President immediately upon doing so. If the coach feels further action is necessary they must notify the 1st Vice President and in consultation with the President, will proceed as deemed appropriate. Coaches must attend any coach meetings required throughout the season. The Association Coach Coordinator must be informed of any coach suspensions within 24-hours of the notification of the suspension.

Team managers are required to complete the Respect in Sport for Activity Leader online clinic (valid for 5 years) and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. Managers are required to have a criminal record check (valid for three years) current to the year they will be managing the team. CRC's must be viewed by the 1st Vice President prior to volunteering in the new season. Managers are also to notify the appropriate division Commissionaire of any exhibition games to attain a game number. When dealing with complaints, the Manager is to enforce the use of the 24-hour rule. Those individuals with a complaint are to reassess their concern after a 24-hour period has elapsed. If they still feel strongly about their concern, they are to put same in writing and provide to the team manager. The team manager is to attempt to mediate any complaints; those that cannot be successfully mediated will be forwarded to the 1st Vice President for further mediation and consultation, finally, in written form to the 1st Vice President at which time it will be handled strictly as per the procedures in LCDMHA. All complaints are to be presented to the Executive Committee in letter form and be delivered either by hand or by Canada Post. The team manager is responsible for the collection of team uniforms and sponsorship banners; the delegation of team duties such as fund raising, media coverage, time keeping, etc. The Team Manager will ensure that all game sheets are forwarded to the League Commissioner via online report within 24 hours and all Match Penalties are reported to the

President and League Commissioner immediately. The Team Manager is to ensure the Head Coach is advised of any changes to the schedule. The team manager is the key to a successful year and will be available to parents that need to talk, a good listener and an effective liaison between parents and coaches.

Team Safety are required to complete the Hockey Canada Safety Persons online clinic by Dec 15th of the current season. The Team Safety Person is required to complete the Respect in Sport for Activity Leader online clinic (valid for 5 years) and the Concussion Awareness Training Tool (CATT) online clinic prior to volunteering in the new season. The team safety person will work directly with the Executive Risk Manager. The Team Safety will be responsible for informing parents about ePACT profile updates. The Safety must be present at all games and practices or team events, or have another registered safety (another team's safety that is recorded) at the event with access to the team ePACT account.

18 Parents, Players, Coaches and On Ice Officials

All players, parents, coaches, and on ice officials must read and understand the appropriate code of conduct form. These forms will be signed and dated every year and handed into the Team Manager. All parents must complete or hold certification for the one time online clinic Respect in Sport for Parents by Oct 1st of the current season. If not completed by said date, the child of that parent will not be allowed on the ice until it has been completed. Fans that are ejected from any minor hockey game will be required by LCDMHA to: Banned from 10 games and all LCDMHA events till the ten games are served, must write letters to the team, executive and officials, of why and how their actions were wrong and how they plan to be corrected. Team Officials, players, ice officials and fans must all remember that we are all representing LCDMHA no matter where we are and it is expected that everyone will act responsibly. LCDMHA reserves the right in the case of inappropriate actions, to review each case individually and take action that the executive feels is appropriate to stop that inappropriate action from happening again.

19 ABUSE

LCDMHA supports the efforts of BCAHA and Hockey Canada in recognizing and combating abuse and harassment in Minor Hockey through their Respect in Sport program. It is the policy of LCDMHA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. LCDMHA expects every parent, volunteer and board member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. It is the policy of LCDMHA that harassment, in all its forms, will not be tolerated during the course of any LCDMHA activity or program. Accordingly, all LCDMHA executive members, volunteers, team or on-ice officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment. LCDMHA urges all members, players and volunteers to familiarize themselves with the POLICIES ON RECOGNITION AND PREVENTION OF ABUSE AND HARASSMENT available on the CHA and BCAHA websites, (www.canadianhockey.ca) or (www.bcaha.org). Or, upon request, from the LCDMHA

20 APPEALS

Any individual wishing to appeal a suspension assessed and/or a decision made by a member Association, League or Team, must: a) First appeal to the member Association, League, or Team in question and exhaust all levels of appeal as specified in the By-Laws and Regulations of the member Association, League or Team in question. b) The individual, if dissatisfied with the final appeal decision of the member Association, League or Team in question, may then appeal the suspension and/or decision to the Society. c) Upon receipt of an appeal, the Executive Director of the Society shall immediately notify the Association, League or Team in question of the appeal in writing. 808 All Appeals to the Appeal Committee shall: a) be delivered to the Executive Director of the Society within twenty-one (21) days from the date of the notice advising of the suspension or decision. b) Be in writing, outlining all particulars pertaining to the case. The Appeal Committee will only review a decision or hear an appeal under one of the following conditions: a) new evidence not used in the original hearing can be presented which may have an effect on the decision. b) An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision. c) An appeal may be filed on the grounds that the decision of the original hearing was too severe. d) An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner. 810 The appeal shall be dealt with by the Appeal Committee within fourteen (14) days of its receipt electronically or written, unless a mutual agreement is reached by both parties to extend this time. If the appellant has requested a personal appearance, the appeal shall be dealt with within forty-five (45) days of receipt unless an extension to this deadline is granted by the 1st Vice President. Copies of any written documents which all parties wish to have the Society's Appeal Committee consider shall be provided to the Society's Executive Director at least seven (7) days in advance of the hearing provided that nothing in this paragraph shall prevent the submission of additional documents relevant to the appeal. Any Decision from a protest, is final and cannot be appealed.

20 CODE OF CONDUCT FORMS



BC Hockey 6671 Oldfield Road Saanichton BC V8M 2A1 info@bchockey.net
www.bchockey.net Ph: 250.652.2978 Fax: 250.652.4536

SAFETY AND RISK MANAGEMENT MANUAL

Appendix A

NAME OF ASSOCIATION _____

TEAM OFFICIALS' CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the _____ Association. All coaches must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

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

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

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

I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

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

I will remember that children need a coach they can respect. I will be generous with praise and set a good example.

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

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the _____ Association.

I also agree to abide by the rules, regulations and decisions as set by the _____ Association.

PRINT
NAME _____ DATE _____

SIGNATURE: _____

TEAM OFFICIAL _____ TEAM NO. _____



SAFETY AND RISK MANAGEMENT MANUAL

Appendix A

NAME OF ASSOCIATION

ON-ICE OFFICIALS CONTRACT

It is the intention of this CONTRACT to promote fair play and respect and respect all participants within the _____ Association. All on-ice officials must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

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

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

I will maintain a healthy atmosphere and environment for competition.

I will not permit the intimidation of any player either by word or action. I will not tolerate unacceptable conduct towards myself, other on-ice officials, players, coaches or spectators.

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

I will handle all conflicts firmly but with dignity.

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

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

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

I will obtain proper training to upgrade my officiating skills.

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

I agree to abide by the principles of the FAIR PLAY CODE as set forth by Hockey Canada and supported by the _____ Association.

I also agree to abide by the rules, regulations and decisions as set forth by the _____ Association.

PRINT
NAME _____ DATE _____

SIGNATURE:

ON-ICE OFFICIAL _____



SAFETY AND RISK MANAGEMENT MANUAL

Appendix A

NAME OF ASSOCIATION _____

SPORT ADMINISTRATOR CONTRACT

It is the intention of this CONTRACT to promote fair play and respect and respect all participants within the _____ Association. All sport administrators must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

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

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

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

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

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

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

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

I agree to abide by the principles of the FAIR PLAY CODE as set forth by Hockey Canada and supported by the _____ Association.

I also agree to abide by the rules, regulations and decisions as set forth by the _____ Association.

PRINT
NAME _____ DATE _____

SIGNATURE:

SPORT ADMINISTRATOR _____



SAFETY AND RISK MANAGEMENT MANUAL

Appendix A

NAME OF ASSOCIATION _____

PLAYER CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

FAIR PLAY CODE

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

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

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

I will respect my opponents.

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

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

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

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

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the _____ Association.

I also agree to abide by the rules, regulations and decisions as set by the _____ Association.

PRINT
NAME _____ DATE _____

SIGNATURE:

PLAYER _____ TEAM NO. _____
