

# **Lambton Shores & District Minor Hockey Association**

## **Rules of Operation**

Adopted by the Lambton Shores Minor Hockey Association  
Board of Directors  
At the Annual General Meeting  
April 3, 2005.

The purpose of these rules is to enable Lambton Shores & District Minor Hockey Association to operate its hockey program in a manner consistent with its mission, its bylaws, the regulations of governing bodies and accepted practices.

FIRST REVISION: June 21, 2004  
SECOND REVISION: August 16, 2004  
THIRD REVISION: December 13, 2004  
FOURTH REVISION: March 17, 2008  
FIFTH REVISION: February 18, 2009  
SIXTH REVISION: June 21, 2010  
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## **SECTION 1 GOVERNANCE and MISSION**

### 1.1 Governance

Lambton Shores & District Minor Hockey Association is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the governing bodies (currently OMHA, Ontario Minor Hockey Association and OWHA, Ontario Women’s Hockey Association).

For the purposes of this document, Lambton Shores and District Minor Hockey Association will be referred to as LSMHA.

### 1.2 Mission

Lambton Shores Minor Hockey Association aims to develop and promote positive hockey experience for all members of the hockey community (players, coaches, parents, referees, executives, volunteers and community members). Lambton Shores Minor Hockey Association puts the healthy personal development of the players and families at the forefront of the hockey experience.

#### **Coaching Philosophy:**

To provide hockey programs endorsed and developed by Hockey Canada, that aim to instruct all players of all playing ability. To enhance the confidence, self-worth, and the skill set of all players. To promote teamwork and the belief that it can achieve more than that which can be achieved by individuals. To develop players using the Sports Canada Long Term Athlete Model.

#### **Core Values:**

Respect, Dignity, Honesty, Integrity and Sportsmanship

## SECTION 2 ELIGIBILITY and REGISTRATION

### 2.1 Residency

- a) LSMHA players registering for the first time must reside within the area described by the current Residency Rule in place by the governing bodies to play rep hockey. These guidelines do not apply to the local league teams.
- b) The Board of Directors shall set the date by which the selection of players must be completed.
- c) If in the opinion of a majority of the Board of Directors, a minimum roster must be set for any rep team so as to not adversely affect the rest of the teams in that age grouping, they will do so and inform the affected coach via the Head Coach before team selection commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board of Directors.
- d) Players must sign a LSMHA/OMHA/OWHA registration card before participating in any game of the team's regular playing schedule. A player may be registered after December 15 only at the discretion of the Board of Directors.

### 2.2 Registration of Players

- a) Subject to registration numbers, the following series of player groupings will be operated by the LSMHA:

Series	Age as of December 31 <sup>st</sup>
IP (Instructional)	4 & 5
IP ( Instructional)	6
Minor Novice	7
Major Novice	8
Atom	9 & 10
PeeWee	11 & 12
Bantam	13 & 14
Midget	15, 16 & 17
Juvenile	18, 19 & 20

- b) Some additional flexibility will be required for the girls' teams to assure that all girls get the best opportunities to play.
- c) The registration fee for each player grouping shall be based upon the budget.
- d) Players must be registered in their proper age group. Transferring after registration from one program to another will be subject to Board of Directors approval. The request must be made in writing to the Board of Directors outlining the reason for the request.

### 2.25 Recruitment and Incentives

- a) Consider recruitment and incentives (i.e registration discounts, special events for younger players etc.) to promote new entries into LSMHA as well as maintaining interest among current players. Careful consideration would be given to OMHA guidelines governing areas of residency.

### 2.3 Birth Certificates

- a) Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fee paid in full before participating in any game, practice or try-out.

## 2.4 Registration Date

- a) The Board of Directors shall set registration dates and fees by January 31 for the following hockey season. Registration procedures will be organized and co-ordinate by the Registrar.

## 2.5 Late Registration Fee and Refunds

- a) Registrations received after a date predetermined by the Board of Directors, shall be subject to a \$100.00 (one hundred dollars) administration charge.
- b) The exception for (a) the late fee is only registrants that have not participated in LSMHA the previous season.
- c) If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g. player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- d) Late registration for any player qualifying under section 2.5 (c) according to the date the original application was received by LSMHA based on the following table:

During the month of	September	90 %
During the month of	October	75 %
During the month of	November	50 %
	December	50 %
	January	50 %

- e) Refunds for any player withdrawing from LSMHA will be granted according to the date the written application is received by LSMHA and the following table:

Up to	September 30	90%
During the month of	October	75 %
During the month of	November	50 %
During the month of	December	25 %
As of	January 1	0%

No late charges will be refunded.

- f) Registrants who have demonstrated an inability to pay may request financial accommodations in writing to the registrar. Due to confidentiality concerns, only the President and the Registrar shall make the decisions on these requests.

## 2.6 Releases

- a) Lambton Shores Minor Hockey Association will **not** allow releases to their players **unless in exceptional cases**.
- b) To initiate a request for a release, a letter must be sent in advance to the President, so that it can be presented to the next Board of Directors meeting for discussion
- c) Once a player is released they are eligible to return, at the discretion of the Board of Directors for such reasons as:
  1. They were released to other than a minor hockey system, (i.e. junior club) players should be able to return from Junior back to releasing centre of LSMHA if they so desire, subject to acceptance by the LSMHA Board of Directors.
  2. The minor hockey system they were released to cannot provide a team of suitable age group in a given year.

## **2.7 Insurance**

- a) LSMHA is responsible to ensure that the insurance program prescribed by the OMHA/OWHA Manual of Operations covers all players and officials of the LSMHA.

## **SECTION 3 - EQUIPMENT AND UNIFORM AND COLOURS**

### **3.1 Equipment**

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current governing bodies regulations. Directors, conveners, and coaches must advise players or parents/guardians of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice for either games or practices.
- b) Goalies will be supplied with chest protectors, gloves, blocker, and leg pads up until and including Bantam at a fee to be determined by the Board of Directors. Fee to be reviewed annually.

### **3.2 Uniform Colours**

- a) The official colours of the LSMHA shall be decided each season.
- b) Game uniforms and game socks shall be worn for games only.
- c) Game uniforms shall remain in the possession of the team officials.
- d) LSMHA encourages all players to wear hockey gloves, pants and helmet with the newly chosen basic colour of LSMHA.

### **3.3 Merchandise**

- a) LSMHA encourages all members of the association to utilize only official LSMHA colours for merchandise orders and if available utilize board designated suppliers and designs to create consistency within the association.



## SECTION 4 – PLAYER SELECTION & MOVEMENT

### 4.1 Selection Process

#### 1. Coaches Try-Out Package

- 1.1 This package will be provided by the LSMHA Board of Directors and coordinated by the LMSHA Head Coach and LMSHA Development Committee.

This package will include:

- 1.2 A list of all registered players at a specific age level
- 1.3 The names of players who choose specifically to play on the Local League team at their age level
- 1.4 Ice times provided for try-outs
- 1.5 Maximum number of players & goalies that may be rostered for each team. This will be influenced by the number of players registered at each level. The LSMHA Development Committee will make the recommendation relating to numbers, which will be voted on by the Board for approval. Extenuating circumstances may require that some changes to these maximum roster numbers be recommended by the LSMHA Development Committee and made by the Board during the try-outs.
- 1.6 A blank recommended roster list that must be sent to the Head Coach. This list must be signed by the Head Coach and President of LSMHA before the official roster is announced to any players, parents or other interested parties. This applies to all teams (Rep, AE and Local League).
- 1.7 A blank recommended roster list with addition(s) or deletion(s) that requires a signature from the Head Coach and President of LSMHA. This would apply in the situation where a player is being assigned to a team and has not completed the normal try-out process i.e. late arrival in the community, injured player, etc. It would also document the name(s) of any players that were transferred to another team as a result of the addition. This applies to all teams (Rep, AE and Local League).
- 1.8 LSMHA's Blank Player Skills Evaluation Form. This is meant to serve as a tool to help in the objective evaluation of players for all teams during the try-out process. It also will serve as a document to enhance communication between Coaches at different levels.
- 1.9 Phone numbers and e-mail addresses of the President and Head Coach in case anyone has any questions regarding the try-out process
- 1.10 Phone number and e-mail addresses of the ice scheduler and other specific contacts in regards to exhibition games, referees, gate keeper, etc.

- 1.11 Phone number and e-mail address of the equipment manager in case equipment (such as pucks, pylons, jerseys, etc.) is needed
- 1.12 Instructions on how to use the LSMHA web site for posting player assignments once approved by the Head Coach
- 1.13 All teams (Rep, AE and Local League) must submit their completed recommended roster list to the Head Coach. This list must be approved by the Head Coach and signed by the Head Coach and President of LSMHA. The approved lists will be sent directly to the webmaster and be posted on the LSMHA website within 24 hours to inform players, parents or other interested parties.

## 2. Rep Try-Out Process

### 2.1 Ice Time Allocation

For 29 or fewer skaters (goalies not included) engage one group with 1.5 hours of ice  
For 30 skaters or greater (goalies not included) engage two separate groups with 1 hour of ice each

### 2.2 First Rep Try-Out Session

Rep Coach will evaluate players, working closely with the AE Coach and utilize the LSMHA Player Skills Evaluation Form.

### 2.3 Second Rep Try-Out Session

The Rep Coach may wish to divide the ice into two parts and separate potential Rep and AE players from potential Local League players. After Session Two the Rep Coach & AE Coach (if applicable) may assign specific players to Local League eligibility. Those players are ineligible for further Rep or AE try-outs. After the second try-out players will be advised to check the LSMH website for the names of the players who have been assigned to Local League and when their next ice time is scheduled. The Board will provide an ice time for the Local League players within one week of making those assignments. The Board will assure that players who registered at that age level but chose not to attend Rep try-outs are also informed of that Local League practice time.

If the numbers are low in any year, Local League teams from two age levels may share ice until the Rep and AE try-out process is complete...i.e...Novice & Atom, Pee wee & Bantam, etc.

### 2.4 Third Rep Try-Out Session

The Rep Coach and AE Coach will continue to evaluate players. The coaches are encouraged to reassign players in groups so that players share a similar experience as their peers.

### 2.5 Fourth Rep Try-Out Session

The Rep Coach is encouraged to arrange an exhibition game against another centre. If the Coach is still deliberating about which players to select and is able to arrange a second exhibition game at another centre, then that game must be set up no later than three days after the scheduled date of the Fourth Try-Out Session. This helps assure that the timing of try-out sessions will be as concentrated as possible.

2.6 Immediately upon selecting his/her team, the Rep Coach will submit their recommended roster to the Head Coach for approval. Upon approval and signing by the Head Coach and President of LSMHA, the approved list will be sent directly to the webmaster and posted on the LSMHA website within 24 hours to inform players, parents or other interested parties.

### 3. Additional Entry (AE) Try-Out Process

3.1 Once the Rep team roster has been recommended to the Head Coach, all the remaining players at that age level will either be assigned to an AE try-out opportunity or Local League participation. All players for AE try-outs must originate from the Rep try-out sessions.

#### 3.2 Ice Time Allocation

For 29 or fewer skaters (goalies not included) engage one group at 1.5 hours of ice

For 30 skaters or greater (goalies not included) engage two separate groups at 1 hour of ice each

#### 3.3 AE First Try-Out Session

The AE Coach will now be working with a smaller group of players after carefully working through the Rep try-out process with the Rep Coach. The AE Coach will continue to evaluate players utilizing the LSMHA Player Skills Evaluation Form. In the spirit of optimum communication, the AE Coach is encouraged to work closely with Local League coaches.

#### 3.4 AE Second Try-Out Session

The AE Coach is encouraged to set up an exhibition game against another centre. After the second session, if the coach is still deliberating about which players to select and is able to arrange another exhibition game at another centre, then that game must be set up no later than three days after the scheduled date of the AE Second Try-Out Session. This helps assure that the timing of try-out sessions will be as concentrated as possible.

3.5 Immediately upon selecting his/her team, the AE Coach will submit their recommended roster to the Head Coach for approval. Upon approval and signing by the Head Coach and President of LSMHA, the list will be sent directly to the webmaster and posted on the LSMHA website within 24 hours to inform players, parents or other interested parties.

### 4) Local League Evaluation Process

4.1 In the event that there are sufficient players to have two or more local league teams, all players released from the AE try-out process (or Rep in the case where no AE team exists) and all players previously assigned to Local League participation will participate in the Local League evaluation process.

#### 4.2 Local League First Evaluation Session

After the AE Try-outs (or Rep in the case where no AE team exists) are complete, one hour ice time will be provided for the first Local League evaluation process. The Coaches will evaluate players utilizing the LSMHA Player Skills Evaluation Form. Local League players will have already experienced some ice time(s) that were arranged immediately after the second Rep try-out session was completed and specific players were allocated to Local League eligibility.

#### 4.3 Local League Second Evaluation Session

One additional hour ice time will be provided for the Local League evaluation process to continue.

#### 4.4 Exhibition Games

Two one-hour ice times will be provided for in-house exhibition games to allow coaches further opportunities to evaluate their players. This will allow adjustments to be made to assure similar talent levels on each team.

4.5 If any specific local league team did not have a coach selected during coaches interviews and there is still a vacancy for a coach or coaches, the board will post a vacancy on the LSMHA website for the membership to view. This posting will be for a brief period to assure vacancies are filled in a timely manner. Applicants will be interviewed and the best candidate will be selected by the Coaches Selection Committee and approved by the Board.

4.6 Individual player rankings for the Local League evaluation process will be developed based on the scoring system of 1 through 5 (1= most limited skills, 5= strongest skills). The Player Skills Evaluation Form supplied with the LSMHA Try-out package should be utilized. Consideration will be given to such areas as skating ability, puck handling ability, shooting ability and effort on the ice. All players will be evaluated by the following group of individuals:

- 1) AE Coach (if there is an AE team at that level) or alternatively the Rep coach
- 2) Local League Coaches
- 3) LSMHA Head Coach or designate from the LSMHA Development Committee and the LSMHA Development Committee Representative for that division if there is no conflict of interest present. If a Development Committee member has a son/daughter/grandchild in that division they MUST declare a conflict of interest and must NOT participate in the Local League Selection Process.

If a conflict of interest is present before the start of the Local League Selection Process then the LSMHA Head Coach will appoint a different Development Committee member to that division so that the Local League Selection Process can continue.

A review of the player rankings will be done by the following before the start of the Local League team selection can begin.

LSMHA Head Coach or designate from the Development Committee

Development Committee Representative - (that does not have a conflict of interest)

Local League Coaches

Local League coaches must "mutually" agree on the player rankings before the selection process can begin. If a mutual decision on a player ranking cannot be reached after all attempts have been exhausted then the LSMHA Head Coach or designate from the Development Committee will assign a player ranking to the player in question.

The LSMHA Head Coach will explain the importance of confidentiality of this information to all involved in the Local League Selection Process and once the Local League teams are selected and approved all player skill evaluation forms will be submitted to the Head Coach. The Head Coach will then have them destroyed.

4.7 If the coach of each team has a child playing at the Local League level, their child will

automatically become a member of their team.

In the event that there are an odd number of registered players, a coin flip will be done before any other additional players are selected. The winner of that coin flip then has the option to take the larger team, take a second goalie or pass that option to the other coach or coaches.....Which ever coach has the largest team will select first.....This decision must be made before the Local League player selection can begin. Every effort will be made during the Local League Selection Process to ensure that all Local League teams remain balanced with player skill and that the same number or close to the same number of registered players are on each team.

- 4.8 In the event that there is an even number of registered players, the team with the lowest player skill ranking of the Coach's child will then select an additional player first and the teams will alternate through each skill ranking until all eligible players have been selected. If the Coaches of the different teams have children with the same player skill ranking a coin flip will be used to decide first pick. One goalie for each team will be selected immediately after the coach's child has been allocated to their team.

Consideration will be given to a variety of factors during the team selection. The ultimate goal is to assure similar talent levels on each team. This equity would be reflected by a very similar total score for each team when the skill ranking scores of all players on each team are added up.

- 4.9 Immediately upon selecting his/her team, the AE Coach will submit their recommended roster to the Head Coach for approval. Upon approval and signing by the Head Coach and President of LSMHA, the list will be sent directly to the webmaster and will be posted on the LSMHA website within 24 hours to inform players, parents or other interested parties.

## 5. Affiliated Player Procedure

- 5.1 The LSMHA Affiliated Player Program is designed to help develop each young hockey player's skills and potentially allow them to move up to the next skill level. The value of affiliation is player development and the betterment of the entire association. LSMHA promotes the effective use of the Affiliated Player Program to assure that it is appropriate for the circumstances as well as fair and equitable for all involved.

5.1.1 The use of affiliated players is strictly at the coach's discretion. Every coach will bring potential AP player plan (even if they do not intend to AP) to the Coaching Development Head Coach for approval. Final approval will be given by the Board of Directors.

- 5.2 By attending a try-out at any specific level, a player and their parents commit to playing at that level if selected. The Board and LSMHA Development Committee encourage all players to play at the most appropriate level for which they are selected or their skill level warrants. In the event that a player and/or their parent indicate that they are not willing to play at that level, the following criteria will be followed:

- 5.2.1 That player will now become ineligible to be an "Affiliated Player" at any level within LSMHA unless a written request is submitted and approved by the board.

- 5.2.2 The parents of that child will now become ineligible to be rostered to a bench of their child's age group unless a written request is submitted and approved by the board.
- 5.2.3 The parents of that child will now become ineligible to be an on-ice helper of their child's age group unless a written request is submitted and approved by the board.
- 5.3 Any teams looking to affiliate players will follow the LSMHA and OMHA Affiliated Player Guidelines.

5.4 Examples of affiliated player protocols are listed below:

<b>Team Selecting</b>	<b>Selection Options(from)</b>
Novice Rep	Novice AE, Novice LL, Tyke
Novice AE	Novice LL,
Novice LL	Tyke
Atom Rep	Atom AE, Atom LL, Novice Rep
Atom AE	Atom LL, Novice AE
Atom LL	Novice LL
PeeWee Rep	PeeWee AE, PeeWee LL, Atom Rep
PeeWee AE	PeeWee LL, Atom AE
PeeWee LL	Atom LL
Bantam Rep	Bantam AE, Bantam LL, PeeWee Rep
Bantam AE	Bantam LL, PeeWee AE
Bantam LL	PeeWee LL
Midget Rep	Midget AE, Midget LL, Bantam Rep
Midget AE	Midget LL, Bantam AE
Midget LL	Bantam LL
Juvenile	Midget Rep, Midget AE, Midget LL

5.5 All affiliation of players must be approved by the Head Coach and the President of Lambton Shores Minor Hockey Association.

**Roster Approval Form**

After the team has been selected that team's Coach must send their recommended roster to the Association Head Coach and LSMHA President for signature and approval.

\*Please attach recommended team roster for final approval.

x.....LSMHA HEAD COACH

x.....LSMHA PRESIDENT

**Approval Form for Players Not Completing Normal Try-out Process**

\*Please attach in writing which player(s) to which the above statement applies

x.....LSMHA HEAD COACH

x.....LSMHA PRESIDENT



**Notification Form - Players unwilling to play at level for which they were selected**

\*Please attach names of any player(s) who are unwilling to play for the Rep or AE team for which they were selected.

x.....LSMHA HEAD COACH

x.....LSMHA PRESIDENT

**Target Allocation Numbers of Registered Players at Specific Age Level**

Age Level:

Target for number of players to be rostered per team:

<b>Team</b>	<b>Skaters</b>	<b>Goalies</b>
Rep		
AE		
LL #1		
LL #2		

x.....LSMHA HEAD COACH

x.....LSMHA PRESIDENT



**Contact Info:**

**LSMHA Registration Contact:**

**Email:**

**Cell:**

**Home Phone:**

**LSMHA Head Coach:**

**Email:**

**Cell:**

**Home Phone:**

**LSMHA President:**

**Email:**

**Cell:**

**Home Phone:**

**LSMHA Ice Scheduler:**

**Email:**

**Cell:**

**Home Phone:**

**LSMHA Ref/Gate Contact Person:**

**Email:**

**Cell:**

**Home Phone:**

**LSMHA Equipment Person:**

**Email:**

**Cell:**

**Home Phone:**

## **4.2 Underage Players**

a) Instructional/Tyke age players could possibly be allowed to move up into Novice Local League if registration numbers warrant, providing they pay the appropriate registration fees. A written request must be submitted to the LSMHA President explaining the need for the accommodation. That request will then be reviewed by the LSMHA President, LSMHA Head Coach and the member of the LSMHA Executive before being sent to the LSMHA Board of Directors for approval.

All requests in any age division for accommodation must be submitted in writing to the LSMHA President. The LSMHA President will then review request with the LSMHA Head Coach and LSMHA Executive before being sent to the LSMHA Board of Directors for approval or decline. LSMHA will then take into consideration the need for the accommodation but have the right to approve or decline any request based on registration numbers, team sizes, player skill and player safety.

b) Any player requesting the opportunity to try out as an underage player for a Rep team must first obtain "Exceptional Player Status" .... Please refer to the "Exceptional Player Status" section for more details.

c) Girls wanting to play up one (1) level can do so if the numbers warrant it both approve and below (all girls teams).

## **4.3 Player Movement**

Player movement is to be left up to the coaching staff that is coaching the respective teams. Girls in LSMHA shall be limited to affiliation with only one additional team in LSMHA hockey.

## **4.4 Playing or Ice Time**

a) Playing or ice time is to be as fair as possible and will be left up to the coaches of the team.

## **4.5 Affiliated Players (AP)**

### **4.5.1 Coaches who wish to use AP Players must follow these procedures:**

a) A list must be established (as outlined by OMHA/OWHA guidelines);

b) Parent and player must be asked before the player's name is put on the AP roster;

c) Contact the coach of the AP player's team and obtain their permission to play;

d) Contact the player's parents and obtain their permission;

e) Ask the player to play;

f) The coach is to inform the Rep Convenor of any infractions of the AP player within 12 hours after the game;

g) Failure to adhere to the procedure may result in the coach being assessed a suspension by the Convenor. A note will be placed in the coach's file for future reference that may lead to the removal of the offending coach.

h) any player participating in a game as an AP must be indicated on the game sheet report by have "AP" beside his name, appearance of the player's name on the official game report shall be considered

participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report.

i) Affiliated players MAY NOT be used until after approved affiliate rosters have been returned by the OMHA/OWHA.

#### **4.5.2 The use of affiliated players is strictly at the coach's discretion**

- a) When a regular player is ill
- b) When a regular player is injured
- c) When a regular player is serving a league suspension
- d) When a regular player is missing for personal reasons
- e) If a team is issued only one goaltender; special circumstances (see f) may apply and will be dealt with on an individual basis
- f) May attend the practices of team of affiliation if the coach desires

#### **4.5.3 Allowing Affiliated Players to Play**

- a) Coaches are encouraged to regularly communicate with each other to facilitate the process;
- b) Coaches are encouraged to release players to the team that AP them if it does not interfere with games or practices of the player's own team;
- c) The coach of the AP is not to impose any other conditions or use threats of any form to prevent players from playing up. Violation of this rule may result in the player's coach being assessed a suspension by the Board of Directors;
- d) Any dispute among the coaches and or player regarding the application of the AP rules will be referred to the respective convenor, and the coaching convenor for a joint decision. Reference to the OMHA/OWHA Manual of Operations/Affiliation will be used if any issues are unable to be resolved in this manner.

#### **4.6 "Exceptional" Player Status Policy**

**"Exceptional" Player Status will only be granted** if the candidate is a top player in their position in the next higher age group as determined by an Evaluation Committee led by the LSMHA Head Coach and approved LSMHA Board of Directors.

In order to qualify to play hockey at one age division above, ALL of the following criteria must be met before any consideration will be given.

1. A written request from the parent or guardian of the player must be received by the LSMHA President, no later than the 1<sup>st</sup> day of August of that playing year. The request shall include the team the player wishes to try out for and his or her position.
2. The team's Head Coach at the next age division above must approve the request before any further consideration will be given.
3. The LSMHA Head Coach, shall form an Evaluation Committee (a total of 3 persons of whom do not have a conflict of interest) from the Development Committee and bring forward their names for approval to the Board of Directors.

4. The Evaluation Committee's mandate will be to observe the player at tryouts of the above age division and make a recommendation to the LSMHA Board of Directors as to whether the player in question should be granted "Exceptional" Player Status and be granted the move up to the next age level.
5. If the Evaluation Committee's recommendation is to allow the player to play up one division, that means that the Evaluation Committee has determined that the player is among the top 2 forwards, top 2 defencemen or the top goalie in the tryouts for the ABOVE age group.
6. The player's first responsibility during this process is to their own age group and must attend those tryouts first. Once evaluated and approved, if the player makes the team in the higher age division, they must remain at that level for the balance of the playing season unless a written request is submitted to the LSMHA Board of Directors and approved.

Coaches and any associated team officials will not solicit players from younger age divisions for any reason. Any violation of this rule will result in a review by the LSMHA Board of Directors and possibly the removal of any team official found to be involved in such activities.

## **SECTION 5- DISCIPLINE, CODE OF CONDUCT AND ETHICS**

### **5.1 Grievance Process**

The grievance resolution process is designed to seek a fair, consensus resolution to problems between parties in the shortest period of time. A special effort should be made to closely follow the guidelines established in Section 5.1 of the ROO which emphasizes good communication at all levels. The Grievance Coordinator should choose two other individuals (one LSHMA Director and one community member with no current involvement with LSMHA) to join them on the Grievance Panel of the three panelists. The role of the panel would be to implement Section 5.1 of the ROO.

- a) Any LSMHA member in good standing who feels they have a complaint should discuss the issue with the other party and seek resolution. This is to ensure both parties have communicated on the issue, and to minimize the number of issues being presented to the Grievance Coordinator.
  - i. Any issues regarding Coach/Bench staff should be directed to the Association Head Coach. The Association Head Coach will recommend course of action to Board of Directors for vote.
- b) If the problem cannot be resolved at step a, the issue should be discussed with the Grievance Coordinator. The Grievance Coordinator will make his/her best effort to contact, discuss and resolve the issue with both parties in a timely fashion.
- c) If the problem cannot be resolved at step b, the issue should be submitted in writing to the Grievance Coordinator. The Grievance Coordinator will review the issue, seek additional information as necessary, and issue a written resolution to both parties in a timely fashion.
- d) Should either party wish to dispute the Grievance Coordinator's resolution, a written appeal may be made to the LSMHA Board of Directors, explaining why the resolution is being challenged.
- e) The written appeal must be forwarded to the Grievance Coordinator within 2 weeks of the written resolution issued at step c.
- f) The Grievance Coordinator will copy the Board of Directors and the other party on the appeal.
- g) The LSMHA Board of Directors will review the complaint, written resolution and reasons for appeal, and issue a finding of either rejecting the appeal or amending the Grievance Coordinator's resolution.
- h) The decision of the LSMHA Board of Directors will be communicated to all concerned parties, and is final.

### **5.2 LSMHA – Code of Conduct**

- a) LSMHA members shall avoid behavior that brings LSMHA or the sport of hockey into disrepute.
- b) LSMHA will follow governing bodies as set out in the Code of Conduct guidelines.
- c) LSMHA Code of Conduct rules shall apply to all internet/electronic mediums, i.e. Facebook, Twitter, email, texting, blogs, etc...

### **5.3 OMHA/OWHA – Code of Conduct**

- a) This Code of Conduct identifies the standard behavior which is expected of all OMHA/OWHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA/OWHA activities and events.



- b) OMHA/OWHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA/OWHA shall conduct themselves at all times in a manner consistent with the values of OMHA/OWHA, which include fairness, integrity and mutual respect.
- c) During the course of all OMHA/OWHA activities and events, members shall avoid behavior, which brings OMHA/OWHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical use of drugs and use of alcohol by minors.
- d) OMHA/OWHA members and participants shall at all times adhere to OMHA/OWHA operational policies and procedures, to rules and regulations governing any competitions in which the member participates on behalf of OMHA/OWHA.
- e) Members and participants of OMHA/OWHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition or which endangers the safety of others.
- f) Members of OMHA/OWHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA/OWHA Harassment Policy.

#### **5.4 Coaches, Trainers, Managers – Code of Conduct**

- a) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- b) I will teach my players to play fairly and to respect the rules, officials, and opponents.
- c) I will ensure that all players get equal instruction and support.
- d) I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- e) I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- f) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- g) I will obtain proper training and continue to upgrade my coaching skills.
- h) I will work in cooperation with officials for the benefit of the game.

#### **5.5 On Ice Officials – Code of Conduct**

- a) I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- b) I will avoid or put an end to any situation that threatens the safety of the players.
- c) I will maintain a healthy atmosphere and environment for competition.
- d) I will not permit the intimidation of any player either by work or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- e) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- f) I will handle all conflicts firmly but with dignity.
- g) I accept my role as a teacher and role model for fair play, especially with young participants.
- h) I will be open to discussion and contact with the players before and after the game.
- i) I will remain open to constructive criticism and show respect and consideration for different points of view.
- j) I will obtain proper training and continue to upgrade my officiating skills.
- k) I will work in cooperation with coaches for the benefit of the game.

#### **5.6 Parents – Code of Conduct**

- a) I will not force my child to participate in hockey.
- b) I will remember that my child plays hockey for his or her enjoyment, not for mine.

- c) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) I will never ridicule or yell at my child for making a mistake or losing a game.
- g) I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents
- h) I will never question the officials' judgment or honesty in public or online.
- i) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- j) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

### **5.7 Players – Code of Conduct**

- a) I will play hockey because I want to, not just because others or coaches want me to.
- b) I will play by the rules of hockey, and in the spirit of the game.
- c) I will control my temper. Fighting and verbal outbursts can spoil the activity for everybody
- d) I will respect my opponents.
- e) I will do my best to be a true team player.
- f) I will remember that winning isn't everything. Having fun, improving skills, making friends and doing my best are also important.
- g) I will acknowledge all good plays/performances, those of my team and of my opponent.
- h) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **5.8 Spectators – Code of Conduct**

- a) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- b) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- c) I will respect the officials' decisions and I will encourage participants to the same.
- d) I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continue effort.
- e) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- f) I will show respect for my teams' opponents, because without them there would be no game.
- g) ) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

### **5.9 League Organizers (including Board of Directors) – Code of Conduct**

- a) 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.
- b) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c) I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- d) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- e) I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.

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

#### **5.10 Impact of Breaking Code of Conduct**

- a) An individual membership or a specific role within the LSMHA may be revoked at any time if an individual has been deemed by the Board of Directors to be in contravention of the By-Law or Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Board of Directors, and a majority vote of the Board of Directors.
- b) The LSMHA reserves the right to reject membership in any cases where a previous record of behavior unbecoming a member of Lambton Shores & District Minor Hockey Association has been evident.

#### **5.11 Conflict of Interest**

- a) Members of the LSMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit – financially or otherwise. Members shall not vote in such instances. The Board of Directors will make a ruling where the question of a conflict of interest arises. All conflict of interests will be recorded in the minutes

## SECTION 6 - COACHES/MANAGERS/TRAINERS

### 6.1 Qualifications:

All LSMHA team coaches, assistant coaches and trainers must be certified in accordance with the Governing Body.

### 6.2 Selection of Head Coach

#### a) Recruitment of Head Coach Coordinator Candidates

1. The Application deadline for Coach Selection Coordinator is February 15th.
2. The Coach Selection Coordinator will serve a 2-year term.
3. Applicants will submit a written application to the LSMHA President
4. The current Coach Selection Coordinator may apply to renew their term
5. LSMHA will promote and encourage applicants through their website beginning in December.

#### b) Procedure to Recommend a Head Coach Coordinator

At the LSMHA board meeting in *February* a date will be selected to conduct interviews with all applicants. Once interviews are completed, discussion will take place and a vote will be made to select the new head coach coordinator prior to the **March** meeting.

Things that will be kept in mind during interviews will be:

#### Success Criteria

- Coaching qualifications
- Successful coaching experience
- References
- Development Committee Experience
- LSMHA Board Experience
- Coaching philosophy
- Alignment with LSMHA Mission

#### c) Appointment of Head Coach Coordinator

- The candidate to be recommended shall be appointed with LSMHA Approval
- The President will notify the successful candidate of the Board's final decision along with the candidates who were not selected.

#### d) Head Coach Coordinator - Contingency Planning

If there is not applicant, members of the Development Committee will appoint an Interim Coach Selection Coordinator

### 6.3 Selection of Coaches

The following process will be used for inviting applications, selecting and evaluating head coaches.

- a) Invite Applications
  - i) Applications for coaching positions will be advertised for the upcoming season.
  - ii) Applications for coaching positions will be made available no later than March 1.
  
- b) Appoint a Selection Committee
  - i) The Selection Committee will be led by the LSMHA Head Coach
  - ii) The Head Coach will be responsible for nominating a Selection Committee to the Board of Directors. The Selection Committee nomination should be made at the March Board meeting.
  - iii) The Selection Committee will consist of:
    - Head Coach
    - 2 Board Members
    - 1 LSMHA member in good standing
    - 1 community member, with past associations or experience in coaching
  - iv) The Board of Directors will approve or propose amendments to the nominations for Selection Committee. The Board should ensure that applicants for head coach positions are not included on the Selection Committee.
  
- c) Review the Applications
  - i) Coaching applicants will be encouraged to apply by the Annual General Meeting
  - ii) Applications received after the Annual General Meeting will be considered at the discretion of the Selection Committee.
  - iii) Although applicants can designate their preferred team, applicants will be considered for all available LSMHA head coaching positions.
  - iv) The applicants for head coach positions based on a specific application form will be reviewed opposite the following criteria
    - Coaching qualifications
    - Years of coaching experience
    - Significant feedback received from previous coaching positions (may include player, parent, other coaches' input, as deemed appropriate and relevant by the Selection Committee)
    - Coaching philosophy as appropriate for the team being requested,
    - Alignment with LSMHA Mission
  
- d) Conduct Interviews
  - i) Where there is more than one candidate for a head coach position, the Selection Committee will conduct interviews of all available candidates.
  - ii) Where there is only 1 candidate for a coaching position, the Selection Committee will decide whether an interview is needed or not but completed applications are required from all applicants to provide valuable information for the Coach Selection Coordinator.
  - iii) Interviews will be conducted by the full Selection Committee. Where this is not possible or practical, interviews will not be conducted with less than 3 Selection Committee members participating.
  
- e) Finalize Selections
  - i) The Selection Committee will make their recommendations for head coach positions at the May Board meeting
  - ii) The Board will review and approve or propose changes to the recommendations.
  
- f) Notify Applicants
  - i) The LSMHA Head Coach will notify the applicants of the Board's decision

- ii) Applicants who have been accepted as head coach of one of their preferred choices will be notified first.
  - iii) Applicants who are being offered a coaching position, other than one of their preferred choices, will be contacted next.
  - iv) Applicants who have not been selected for a coaching position will be contacted last.
  - v) All applicants will be informed as soon as possible, after the July Board meeting.
- g) Conduct Initial Coaches Meeting
    - i) Prior to the start of the regular season, a head coaches meeting will be conducted. The meeting will cover tryouts, equipment, scheduling, and any other relevant information as needed for the upcoming season.
    - ii) The meeting will be scheduled and lead by the Head Coach
  - h) Coach Evaluation
    - i) Members of the Selection Committee will attempt to attend 2 practices for each of the LSMHA teams for the purpose of providing coach feedback, and to provide input in future coach selection sessions.
    - ii) The Selection Committee will initiate player and parent feedback surveys to gather information on coach performance.

#### **6.4 Police Checks**

The Lambton Shores Minor Hockey Association accepts significant responsibility with respect to all members, volunteers and especially hockey players that participate in the Associations programs. The Association owes a duty of care to its members, volunteers, and to the community recognizing that some of the positions within the organization are of significant trust.

The Lambton Shores Minor Hockey Association, (LSMHA) including all Executive, Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers must complete and submit an Application form accompanied by a satisfactory Police Record Check.

No applicant will be approved as a Team Official or a Practice Coach unless the Coaches Selection Committee or the LSMHA Head Coach has made a recommendation.

Approvals for Executive and Bench Staff are subject to the individual obtaining a police record check satisfactory to the Lambton Shores Hockey Association President and Risk Management Coordinator in accordance with the following guidelines:

- a) All applications for consideration must include a satisfactory police check.
- b) All Executive representatives chosen at the Annual General Meeting are to obtain Police Record Check within 60 days of appointment.
- c) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain a police record Check from their local Police Detachment.
- d) Police Record Checks are to be obtained before the Coaches Selection Committee evaluates an applicant for head coach.
- e) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain and submit to LSMHA a satisfactory Police Record Check before they are allowed on the bench as part of any "Bench Staff."
- f) If the Coaching Selection Committee does not have the Police Record Check attached to your application you will not be considered for a position until a satisfactory Police Record Check has been submitted.
- g) All information obtained through a Police Record Check is strictly confidential. Reports of satisfactory Police Record Checks will be maintained in a safe and secure place accessible by only

the LSMHA President and Risk Management Coordinator.

- h) It will be the responsibility of the LSMHA President and Risk Management Coordinator to evaluate unsatisfactory Police Record Checks.
- i) Police Record Check will not be considered valid if dated more than 4 years ago, as per OHF guidance.

Individuals with outstanding Criminal Code Convictions or charges pending, for certain offences will not be accepted by LSMHA as an Executive Member or as any part of a “Bench Staff.” These offences include, but are not limited to, the following:

- a) Physical or sexual assault
- b) Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- c) Outstanding convictions or charges pending deemed violent, whether or not it involved weapons
- d) Indictable criminal offenses for child abuse.
- e) Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving. Criminal driving offences will be evaluated for the previous 3 years by the President or Risk Management Coordinator.
- f) Intent to traffic or trafficking in illegal substances
- g) Individuals may be excluded from a position with LSMHA as a result of other information gained during the Police Record Check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors, Risk Management Coordinator in writing for a review.

**NOTE:** Every Executive, Coach, Assistant Coach, Trainer, Assistant Trainer, and Manager is obliged to inform the appropriate Association contact if he or she is charged., tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes.

## **6.5 Responsibilities of Coaches/Assistant Coaches**

### **6.5.1 General**

- a) Attend coach’s meetings as required or ensure another team official is in attendance.
- b) Arrange to have a qualified person in the coach’s absence when necessary.
- c) Ensure that all players and parents are made aware of the playing rules.
- d) Show respect for all referee’s decisions.
- e) Hold a meeting at the start of season with players and parents in order to make them aware of coach’s plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, fundraising and other matters, that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- f) Respect the ice time allotted with no exception.
- g) Ensure the allotted ice time is not wasted. Trade with fellow coaches.
- h) Ensure that all team personnel are informed of practice.
- i) Ensure that all equipment and facilities are available
- j) Ensure that all team documentation is properly prepared, maintained and readily available when required.
- k) Complete appropriate evaluations and reports as required.
- l) Ensure that all regulations, safety measures and policies are observed.
- m) Assign 2 members of the coaching staff, trainer or manager to monitor dressing rooms before and after practices and games – home and away.

### **6.5.2 Away games: (outside of our arenas)**

- a) Procure a dressing room for your team.
- b) Direct all team personnel to the dressing room.
- c) Properly complete a game sheet.
- d) Maintain control of conduct of all team personnel at all times.
- e) Have roster sheets available at all times.
- f) Ensure that League Convenor receives a copy of any and all game sheets.

### **6.5.3 Home games:**

- a) Prepare a game sheet; ensure that it is properly filled out
- b) Ensure that visiting team has the game sheet 15 minutes prior to game time.
- c) Have roster sheet available at all times.
- d) Ensure that League Convenor receives a copy of any and all game sheets.

### **6.5.4 Assistant Coaches:**

- a) Assistant coaches must be at least 14 years of age, and at least 2 years older than the players they are coaching (Midget can coach up to PeeWee, cannot coach Bantam).
- b) Any LSMHA player under the age of 16 participating as a practice coach must wear full equipment.

### **6.6 Responsibilities of Trainers**

- a) Trainers are to be certified, carded and are to conform to HTCP rules and procedures only.
- b) Inform coach of condition of players.
- c) Keep up-to-date records on players Health Card and emergency contact information.
- d) Keep records of player needs (i.e. aerosol for asthma).
- e) Trainers' must immediately file an accident report to Local Representative to the Governing Body, on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- f) A copy of the game sheet must accompany the injury report.
- g) When a player requires medical attention, a doctor's release is required before the player may return to practice or play.
- h) When a player requires medical attention due to an illness (i.e. Mononucleosis), follow the guidelines given in the Trainers' Manual section 15.1.

### **6.7 Responsibilities of Managers**

- a) Will assist other team officials with off ice activities including collecting moneys, booking tournaments and other team arrangements.

### **6.8 Responsibilities of Parent Representatives/Manager**

If a coach decides they do not want to have a manager on their team, then the parent representative will act as both manager and parent rep. In this case refer to the above, section 6.6, Responsibilities of Manager for job description.

The job description below is for parent representative.

- a) Forward emails received from LSMHA board representative.
- b) Pick up and distribute merchandise, pictures and any fundraising items.



- c) Distribute team jerseys prior to each game (in dressing room) and collect team jerseys after each game. Wash jerseys when needed.

## **6.9 Responsibilities of Team Officials**

- a) Team Officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the LSMHA, and Governing Body. The Head Coach of the team is responsible for forwarding a copy of the “Canadian Hockey Injury Report” and the approval of “Returning to Play” to the respective VP and to the Governing Body.
- c) No LSMHA team shall participate in any practice or game (tournament, league or exhibition) where the opposing team is not a registered member of the Ontario Minor Hockey Association or Ontario Women’s Hockey Association without permission from the Governing Body.
- d) Permission must be obtained by Governing Body prior to participating against out-of-country teams.
- e) All teams shall inform their Local Representative of their acceptance, in a hockey tournament.
- f) No player shall be allowed on the ice unless accompanied by a coach, trainer or manager from the LSMHA.

Positions 6.10 to 6.28 may be selected from the Board of Directors or other interested individuals. These coordinators may wish to form committees of interested individuals to assist them. Coordinators are expected to maintain records that would be of assistance to individuals fulfilling their roles in the future. This is only a brief description of these roles and it is the responsibility of the Board of Directors to review and amend these positions from time to time.

## **6.10- Responsibilities of Grievance Coordinator;**

Assure that the grievance resolution process is implemented to seek a fair, consensus resolution to problems between parties in the short period of time. (See 5.1 for details)

## **6.11- Responsibilities of Coach Selection Coordinator;**

Coordinate the process for inviting applications, selecting and evaluating head coaches and team officials. (See 6.3 for details). Handle complaints regarding Coach/Bench staff.

- a) Upon selection to the position , the new Head Coach will form their committee which will comprise of:
  - 2 Board Members
  - 1 Community Member
  - 1 LSMHA member in good standing
- b) Head Coach can be listed on a roster as a bench staff **ONLY** if there are not enough suitable candidates who step forward for the position.
- c) Head Coach cannot assist in any tryout selections on the ice **UNLESS** he/she has been appointed as a bench staff/
- d) Head Coach representatives will maintain a presence at tryouts, practices and games to monitor and advise coaches throughout the season
- e) Conduct coaches meetings when required
- f) Ensure parents are made aware of who they are, and which representative will be dealing with each division.
- g) Ensure that all equipment and facilities are available.
- h) Ensure that all documentation is properly prepared, maintained and readily available when required by coaches.
- i) Conduct a mid-season meeting for team and coach’s evaluations.
- j) Complete appropriate evaluations and report for year end.
- k) Ensure that all regulations and policies are observed.
- l) Advertise of the website for upcoming applications for Head Coach when term is coming to an end.

- m) Interview and make recommendations for all coaching positions for LSMHA
- n) Make recommendations on the number of teams in each division and the number of players per team.
- o) Oversee the tryout process which includes:
  - i) Ensure each team selects the approved number of players
  - ii) Assist with the players skill evaluation when required
  - iii) Assist with LL player selection
  - iv) Approve teams roster
  - v) Oversee the affiliated player process to ensure fair selection by all teams.

**6.12- Responsibilities of Awards Night Coordinator;**

Coordinate a special event(s) to ensure that players, parents, coaches and supporters have an opportunity for recognition and celebration of their involvement and successes in LSMHA.

**6.13- Responsibilities of Fund Raising Coordinator;**

Coordinate the procurement of funding that is critical to the success of LSMHA. Assure that funding activities are coordinated on an association basis as opposed to individual team basis.

**6.14- Responsibilities of Silver Stick Coordinator;**

Provide liaison between the LSMHA board of directors and the Silver Stick coordinators to assure that the Silver Stick activities held in Lambton Shores are mutually beneficial.

**6.15- Responsibilities of Purchasing and Equipment Coordinator;**

Coordinate the purchase and distribution of equipment under the general policies and guidelines established by the board of directors. (See 3.1 for details)

**6.16- Responsibilities of Registration Coordinator;**

Accept registrations and maintain appropriate electronic records to assure that LSMHA can meet the administrative requirements of our governing bodies and our own board activities. (See 2.2 – 2.5 for details)

**6.17- Responsibilities of Sponsorship Coordinator;**

Coordinate the procurement of sponsorship that is critical to the success of LSHMA. Assure that the sponsors and donors receive appropriate recognition. (See 10.1 – 10.7 for details)

**6.18- Responsibilities of Tournament Coordinator;**

Coordinate specific tournament activity to provide positive opportunities for both our LSMHA and visiting teams.

**6.19- Responsibilities of Local League Coordinator;**

Represent LSMHA at regional meetings relating to our local league teams or designate an alternate. Communicate important information to our local league team coaches and team officials. Act as liaison and advocate for the local league teams with the board of directors and governing bodies.

**6.20- Responsibilities of Girls Hockey Coordinator;**

Represent LSMHA at regional meeting relating to our girls' teams or designate an alternate. Communicate important information to our girls' teams' coaches and team officials. Act as a liaison and advocate for girls' teams with the board of directors and governing bodies.

**6.21- Responsibilities of Ice Time Coordinator;**

Schedule the effective use of ice time with an emphasis on communication with team officials. Coordinate the use of open ice by interested teams.

**6.22- Responsibilities of Referee Coordinator;**

Coordinate the procurement and assignment of referees to ensure that all LSMHA games have an

appropriate number of referees at the appropriate skill or certification level. (See 7.2 for details)

**6.23- Responsibilities of Web Site Coordinator;**

Assure that the LSMHA web site is established and frequently updated with practical and meaningful information. (See 12.1 for details)

**6.24- Responsibilities of Rep Hockey Coordinator;**

Represent LSMHA at regional meetings relating to our rep teams or designate an alternate. Communicate important information to our rep hockey team coaches and team officials. Act as a liaison and advocate for rep hockey with the board of directors and governing bodies, particularly relating to playoffs.

**6.25- Responsibilities of the Risk Management Coordinator;**

Assure that proper attention is paid to all risk management issues within LSMHA.

**6.26- Responsibilities of OMHA Representative;**

Represent LSMHA at regional OMHA meetings relating to our rep hockey teams or designate an alternate. Communicate important information to our rep hockey team coaches and team officials. Act as a liaison and advocate for rep hockey teams with the board of directors and governing bodies.

**6.27- Responsibilities of Instructional Hockey Coordinator;**

Coordinate a program providing basic skill building activities that provide a positive experience for young players. Parents and other volunteers could be involved in the program.

**6.28- Responsibilities of Skills Development Coordinator;**

Coordinate and organize skill training events or activities for players at various times during the season (i.e. on-ice or off-ice)

**6.29 – Responsibilities of Head Coach for Development Committee**

Oversee complaints between players, parents and coaches prior to escalation of grievance. Send out applications for following years coaches. Oversee development of coaches and conduct evaluations. Conduct coaches meeting at beginning of the season and throughout the when necessary.

**6.30- Responsibilities of the Development Committee**

Provide a representative for each division and oversee any complaints or issues prior. Help assist the Head Coach with coaches evaluations, applications or where ever needed.

## **SECTION 7 - OFFICIALS**

### **7.0 Referees and Officials**

The Referee in Chief will be appointed by the Board of Directors. Canadian Hockey Association, OMHA/OWHA imposes certain conditions and restrictions on Referees, which will take precedence over those imposed by LSMHA.

### **7.1 Guidelines for Referee in Chief**

- a) Appoint the required number of properly qualified officials for all games.
- b) Assist in recruitment of new officials.
- c) Line up training of officials-obtain facilities for same (i.e. ice and classroom).
- d) Ensure a CHOP certification program is available to all officials.
- e) Ensure that all officials have copies of all rules.
- f) Appoint assignors for games.
- g) Interact with Convenors regarding schedules.
- h) Evaluate and rate officials on an ongoing basis and suggest improvements.
- i) Monitor officials and administer disciplinary action where required. This would typically include excessive lateness or missed assignments.
- j) Ensure that new officials have experienced Officials with them, appropriate to the level of play.
- k) Supply referees with a copy of the Bylaws and Rules.
- l) All written reports of misconduct by referees must be delivered to the Referee in Chief who will thoroughly investigate them.
- m) Remuneration of officials will follow OMHA/OWHA guidelines regarding game fees and travel expenses
- n) Will meet with the LSMHA Board to review the priorities and operating procedures for the upcoming season e.g. development of local officials, budget, and scheduling processes, etc.

### **7.2 Guidelines for Referees**

- a) Referees shall be fully conversant with the current Canadian Hockey Association and Governing Body Rules and strictly enforce them in all instances.
- b) All officials assigned any LSMHA game, including tournaments, are subject to the proper dress code, and need to present professional appearance and conduct.
- c) Referees are expected to be at their assignment at least 15 minutes prior to the start of the game.
- d) Referees are required to call the referee assignor if their partner(s) has not arrived at the rink at least 15 minutes prior to the start of the game.
- e) All LSMHA games must have a minimum of two on-ice officials.

### **7.3 Referee Assignments and Scheduling**

- a) The referee assignor will strive to schedule officials for all LSMHA games at least two weeks in advance.
- b) All assignments that have been accepted by an official must be taken. It is the responsibility of the official who has agreed to the assignment to find a suitable replacement, should the need arise. All changes must be reported promptly to the referee assignor.

## **7.5 Timekeepers**

It is the responsibility of each LSMHA team to supply sufficient timekeepers and penalty box personnel

## **7.6 Category Requirements for On-Ice Officials**

As per Governing Body guidelines

## **SECTION 8 - SUBSIDIZATION**

### **8.1 Courses**

The following courses indicated and required by the Governing Body will be covered at the percentage listed below based on the submission of an invoice or approval by the Board of Directors.

Coaches	100%
Trainers	100%
Preventative Services	100%
Referee Clinic (for currently Registered LSMHA players)	75%

### **8.2 Remuneration**

Reimbursements for travel, accommodations, meals and other expenses incurred while serving for LSMHA business must be approved by the Board of Directors.

### **8.3 Police Record Checks**

Any cost incurred will be reimbursed by LSMHA.

### **8.4 Provincial Championships or Series**

The Board of Directors are under no obligation but are encouraged to consider subsidization of tournament registration fees and/or transportation costs of any LSMHA team reaching the Provincial / OMHA finals. Teams are required to make their request in writing for funds to the President, stating the amount requested and the proposed use of the funds. The Board will strive for an equitable allocation for all such requests received, and will communicate its decision to the respective teams. Receipts must be provided to the treasurer before payment can be made.

### **8.5 Allocation of Funds**

Annually, the Board of Directors will consider allocating an equal amount of funds to each team for the purpose of defraying part of the cost of entering tournaments. Allocated funds not used by the teams for tournaments will not be used by the teams for other purposes.

### **8.6 All Star**

Annually, the Board of Directors will consider allocating to each individual selected as an All-Star an equal amount of funds for the purpose of defraying, or fully covering, the costs of jerseys for all LSMHA players selected to their league's All-Star game.

## SECTION 9 - FUNDRAISING

### 9.1 Association

- a) The main purpose of fundraising is to lower the cost of registration for **all** participants.
- b) All fundraising activities must be sanctioned through the Fundraising Committee by written request.
- c) Special permission for any fundraising to offset costs of a specific activity for a specific team (i.e. bus costs to the OMHA finals or OWHA Provincials) must be requested in written format to the Board of Directors. The Board of Directors will evaluate each request and their decision will be binding.
- d) The fundraising will be incorporated into the registration forms.
- e) Volunteer cheques may be worked off by volunteering for the Executive or by being part of a team's bench staff. Also events that require volunteers in order to be successful include: Bingo, Forest Fall Fair, Christmas A/E Tournaments, Silver Stick, Elimination Dance, March Break Local League Tournament and the Golf Tournaments.
- f) Other fund raisers may include the selling of almonds, elimination dance tickets and cash calendars.

### 9.2 Volunteer Cheques

The following is a breakdown of people whose volunteer cheques are wrote off for their time spent within the LSMHA organization.

- a) All volunteer cheques – Executive, Head Coach
- b) 1 volunteer cheque – for 4 (ONLY) other bench staff the Head Coach choose. For example, trainer, assistant coach, etc.

First volunteer cheque will be dated for **January 15<sup>th</sup>**. Therefore at least **ONE** volunteer cheque **MUST** be fulfilled by this date or cheques will be **CASHED**, as indicated on the registration form.

Second volunteer cheque will be dated for **April 30<sup>th</sup>**. Therefore, **ALL** volunteer cheques **MUST** be fulfilled by this date or cheques will be **CASHED**, as indicated on the registration form.

Special circumstances will be up to the executive to decided upon.

## **SECTION 10 – SPONSORSHIP**

- 10.1 It is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Therefore, it is very important that all LSMHA members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible.
- 10.2 Official sponsors of the LSMHA are not to be approached by any Team Official; parent or the person associated with a team to request further sponsorship.
- 10.3 Every member of the team must have the appropriate sponsor bar on back of their sweater.
- 10.4 Sponsorship dollar guidelines and number of sponsorship per team will be reviewed annually by LSMHA.
- 10.5 Breweries, distilleries, or wineries shall not sponsor any team in this Association. No team will display, or allow to be displayed, any advertising of a brewery, distillery, or winery in relation to a team.
- 10.6 Refer to Governing Body of Rules for Sponsorship.
- 10.7 Annually, the Board of Directors will consider allocating a portion of the sponsorship money received to support the teams in entering tournaments, as per Section 8.5



## SECTION 11 - GAMES

### 11.1 Games

- a) Exhibition games are not to interfere with league games. They will be played at the discretion of the coach as long as the proper people are contacted (i.e. referees, gatekeepers, ice convenor). Refer to Governing Body of Rules when playing non-OMHA/OWHA teams.
- b) Any team playing an exhibition game must use the proper game sheet and Qualified Officials.
- c) A copy of the game sheet must be forwarded to the League Convenor.
- d) LSMHA teams are strongly encouraged to participate in LSMHA tournaments.
- e) Manual of Operations for lengths of games must be in accordance to Governing Bodies Rules.

### 11.2 Playoffs

OMHA/OWHA	all teams will play
League	at the discretion of the coach (i.e. Shamrock)
Local League	all teams will play

### 11.3 Tournaments

- a) Each team is responsible for entering their own tournaments. Entry fee(s) are the responsibility of the team entering the tournament.
- b) There will be no outside soliciting/fundraising for tournaments.
- c) LSMHA team colours will be worn.
- d) Proper notice must be given to league(s) and ice convenor for ice time rescheduling.
- e) Refer to Governing Body of Rules.

## **SECTION 12- COMMUNICATIONS**

### **12.1 Web-site**

**Assure it is frequently updated and the following items are added to current contents...**

- a) Rules of Operations (ROO) and LSMHA By-Laws**
- b) Basic rules and age categories**
- c) Clearly outlined requirements and expectations for players and parents**
- d) Board Minutes**
- e) Volunteer Opportunities**
- f) An outlet for feedback**
- g) Frequently asked questions**

### **12.2 Game Sheets**

- a) Provide a season's supply of game sheets to each team's bench staff at the start of the season to assure availability**

### **12.3 Minor Hockey News Board**

**Maintain a current, informative and appealing display at all times on the minor hockey news board located in the arena lobby.**

### **12.4 Video Display in Lobby and Roadside Information Board**

**Encourage the Municipality of Lambton Shores to feature LSMHA activities whenever possible.**

