

LEWISVILLE MINOR

HOCKEY ASSOCIATION

 POLICY/OPERATIONS

 MANUAL

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# **PURPOSE**

The primary purpose of the Lewisville Minor Hockey Association is to provide any child, regardless of race, creed, social status or ability, an equal opportunity to play hockey as a wholesome and healthful recreation under conditions which teach and promote the principals of good Citizenship, sportsmanship, pure competitiveness and fair play, in an effort to assist the individual child to obtain a healthier and happier life. This Policy and Procedure Manual is to provide assistance and direction to those who are responsible for the operating needs of the Lewisville Minor Hockey Association (*hereby known as LMHA).*

LMHA exists with the support of volunteers and it is essential that all volunteers be familiar with the rules and policy of our Association, especially the **Codes of Conduct.** Efforts will continuously be made in order to assess and obtain the best coaching and referee volunteers available. If at any time the information in this document is not clear, please contact a member of the Board of Directors of LMHA. This Policy and Procedure manual is designed as the reference source for all volunteers in our Association and it is imperative that by virtue all volunteers conduct themselves in an honorable manner and give of themselves to the point that the individual child is of prime importance.

# MISSION STATEMENT

Lewisville Minor Hockey Association is to provide a secure and fun environment, which promotes skill development, respect, friendship, fair play and a love for the game in all participants, members and volunteers.

# STRUCTURE

Lewisville Minor Hockey Association Inc. (LMHA) is a non-profit organization. LMHA is responsible for all Minor Hockey activities within the boundaries established by the Hockey New Brunswick\* **(Formerly New Brunswick Amateur Hockey Association - NBAHA)**

Hockey New Brunswick (HNB) governs all minor hockey in New Brunswick. Hockey New Brunswick derives its authority from the Hockey Canada. Minor Hockey within the province is managed and administered by a subsidiary council within Hockey New Brunswick knows as the New Brunswick Minor Hockey Council (HNBMHC).

All Hockey New Brunswick related documents (constitutions/ manuals) can be viewed on the HNB website: [www.hnb.ca](http://www.hnb.ca)

The Hockey Canada constitution and rules can be found at the Hockey Canada website: <https://www.hockeycanada.ca/en-ca/home>. If necessary, these documents will be referred to at any time for reference and clarification.

LMHA will offer 3 levels of hockey

1. Developmental Hockey (AAA) – LMHA is a strong supporter of the HNB Developmental Hockey Program and encourages all players to try out for the EDZA AAA hosted within District 6. (U18, U15 and U13 teams).

LMHA host one U13 AAA at the Kay Arena:

1. Competitive Level ***–*** LMHA will provide players the opportunity to play Competitive Level Hockey at the U11,U13,U15 and U18Levels. These teams will play in leagues that are formed by mutual consent with other associations from within our region.

The decision to have more than one competitive team in one level will be based on the number of players registered at that level, the ability to ice two teams able to meet the quality of play expected, and the advance expression of interest/availability of coaching staff well ahead of the tryouts (so they may be carried out simultaneously).

The LMHA Executive Board does reserve the right to add and remove any Competitive Team when it is determined to not be in the best interest of the Association and its members.

* U11:

LMHA shall host only one (1) Competitive Team in the U11 Division. However, LMHA will, whenever possible, support 2 Competitive U11 teams. This is done in order to prepare the players for the U13 level and the opportunity to try out for the EDZA U13 AAA teams.

* U13:

LMHA should host only host one (1) Competitive Team in U13.

* U15

LMHA should host only one (1) Competitive Team in the U15 Division.

* U18:

LMHA will only host one (1) U18 Competitive team when possible.

1. RECREATIONAL LEVELS, now referred to by HNB as “C level hockey” for all players not electing to play on/or selected for Development or Competitive Teams. They will play in the South East New Brunswick Hockey League.

# EXECUTIVE DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the executive and membership of the LMHA are outlined in the *LMHA CONSTITUTION AND BY-LAWS.* All minor hockey participation is governed by the Hockey Canada "Constitution, By-laws, Regulations" and "OFFICIAL HOCKEY RULES". Any discrepancies between LMHA Policy/Operations Manual and HNB Operations Manual, the latter will take precedence.

# ASSISTANCE

For further assistance and information, team management can refer to, or obtain copies of this important handbook from the appropriate Divisional Coordinator or any member of the Executive Board. ***Parents, team and coach inquiries should be made through the Team Manager to the appropriate Divisional Coordinator.***

**Please refer to Appendix 1 for an up to date list of Board Members and contact information.**

# DUTIES AND RESPONSIBILITIES (TEAM STAFF/COORDINATORS)

### COACHING STAFF

The Executive of the LMHA insists in a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials, and in the image projected to participants and parents of the LMHA. The coaching staff is an integral part of the LMHA and is expected to support the decisions of the Executive and abide by the LMHA Policies and Code of Conduct.

LMHA coaches will follow the Hockey Canada Development Program for U7, U9 and U11. LMHA’s Competitive and Recreational Directors have the required information. Coaches will be selected shall displays the following competencies: Certification, Experience, Ability to work with and develop the kids and LMHA’s respect of the established Fair play philosophies.

The following is a list of items this Association expects from coaches. All Coaching Staff, both Head and Assistance's must read these duties and responsibilities.

\***Please note: All coaches and officials will be representatives of the LMHA and will be approved and appointed by the executive.**

The Coaches Duties and Responsibilities include but are not limited to:

1. Full participation and promotion of the ***LMHA Fair Play Program***, as outlined in this Manual.
2. Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the LMHA that all participants receive **equal ice time**. Ice time lost due to disciplinary action and suspensions does not apply.
4. The coach is to ensure that each of his/her players is properly protected, and that the team parents are advised of the necessity for players to wear properly fitting and approved equipment. Players must wear their helmets, properly fastened at all times. This means from the time they leave the dressing room, while on the bench and/or in the penalty box, during warm-ups etc.
5. All teams should shake hands with their opponents either before or at the conclusion of the game.
6. The coaching staff must have a controlled attitude towards referees. Lack of coaching self-control will not be accepted by the Executive of the LMHA and will bring review and possible dismissal. Foul language by any team official is unacceptable and will not be tolerated by the LMHA.
7. The coach is responsible to nominate competent assistant coach (es) and a manager. All volunteers must complete the necessary RCMP Consent Forms and all fundraising, sponsorship, and other activities which could affect other LMHA teams must be brought forward to the respective Coordinators (i.e Recreational Team Director, Divisional Coordinator or Fundraising Coordinator)
8. A coach is also expected to have reasonable control over his/her players at all times: on the ice, dressing rooms, tournaments, hotels etc.
9. Practice times provided and paid for by the LMHA must be used for practices. A team wishing to use this time for Exhibition games must obtain prior approval of the Divisional Coordinator. Any supplemental fees charged for referees will be at the team’s expense.
10. Coaches are responsible for verifying game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players. Failure to check could mean forfeiture of further games and further disciplinary action.
11. The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional Coordinator must be advised of all such suspensions.
12. LMHA supports and encourages our coaches to continue upgrading their coaching skills and certification through ongoing training. LMHA (through individual team budgets) can cover the total costs of the Speak Out, Hockey Safety, Intro to Coach, Coach Stream and Development 1. LMHA will support other coaching programs and will look for opportunities to host seminars and clinic. LMHA strongly enforces selecting coaches who are certified to coach at the levels to which they are qualified.
13. Please refer to ***Section 22 - Ice Allocation, Responsibilities and Payment.***

**Competitive Coach Selection Process:**

Evaluation of coach:

1. Experience.
2. Qualifications (National Coaching Certification Program).
3. Résumé.
4. Candidate to submit a typical practice plan.
5. Hockey Canada interview questions.
6. If a parent is a coaching candidate, their child must possess the minimum skills to play competitive hockey and must be within in the top three goaltenders or top eight defensemen or top twelve forwards.
7. LMHA Executive Board to review and study the recommendation from LMHA Selection Committee. LMHA Executive Board shall retain final approval on the selection process and the selection of LMHA Competitive Coaches
8. RCMP Vulnerable/Criminal Check (must be completed prior to official appointment of the Head Coach).

A **three (3) Independent Selection Committee** (no member on this committee can be family related to the coaching candidates) will be appointed by the Competitive Director to evaluate the above selection criteria. Competitive Director shall be an observer of the entire process to ensure that all criteria is being evaluated and followed. If the Competitive Director is a coaching candidate for a division (e.g. U13), the Recreational Director shall be an observer of the entire process to ensure that all criteria are being evaluated and followed for that division (e.g. U13).

### TEAM MANAGERS

The team manager is nominated by the coach. The manager is the first line of communication with the parents for the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities.

The Manager’s Duties and Responsibilities include:

1. Full participation and promotion of the ***LMHA Fair Play Program***, as outlined in this manual.
2. Full participation and promotion of the ***Code of Conduct***, as outlined in this manual.
3. Preparation of a schedule and organizing game minor officials such as timekeeper, scorekeeper for all game activities of the team.
4. To see that care is taken of uniforms and other team equipment before, after and between games.
5. Assist the coach with arranging and scheduling games.
6. Arranging for referees for the regular season and exhibition games in accordance with established rules. Game must be entered immediately when game is booked via the selected platform (Goalline Network or Team Snap) by the Executive. **All games must be posted at least 7 days in advance**. Any game posted with less notice must be accompanied by an e-mail to the Referee-in-Chief with an explanation or there may not be officials booked for the game.
7. Ensure all applications for Travel Permits are submitted in a timely manner, for the traveling of all exhibition and tournament games. A minimum of **14 days**’ notice is required to obtain the necessary travel permits.
8. Arrange through 2nd Vice-President for all canceled, or extra ice time and the payment of all ice bills within the terms permitted by LMHA Policy.
9. To ensure the safekeeping of the team's copy of all game reports.
10. Ensure that the game report has been properly completed by both teams and delivered to the game referee at least five minutes before each game.
11. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities.
12. Ensure that the necessary "Parental Consent and Medical History" form is completed for each player on the team, signed by the parent and kept handy for potential use with all team activities.
13. Set up a basic team First Aid kit and make sure that it is available for all team activities. Be aware of emergency procedures at the home and away rinks, keeping handy, the phone numbers for ambulances, other emergency services, and the player's parents or guardians.
14. Ensure in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report forms are available for completion by the attending physician. Also, ensure that the proper advice of the accident and the proper report is promptly filed with the President of LMHA.
15. Make arrangements for all team fund raising in accordance with guidelines provided by LMHA. *See Section 25 - Fund Raising Guidelines.*
16. Carry out all team obligations regarding Association tournaments and ticket sales.
17. Ensure that each player/family and team official receive a team roster list, also a game and practice schedule. Team Snap information must be entered accordingly.
18. Ensure that all team players and officials are properly registered or "Carded", for insurance and Provincial competition, through the registrar of the LMHA.
19. Ensure that all the rules and policies of the LMHA are carried out, and that any deviation from these is reported to the appropriate Divisional Coordinator.
20. Ensure that the collection and remittance of all money due to the LMHA Treasurer is paid by invoice due dates.
21. When opening team bank accounts, ensure 2 signatures are required for cheques.
22. Managers are to ensure through direct confirmation with the team coaching staff that all LMHA property (such as goaltending equipment, pucks, pylons and sweaters) is returned to the Equipment Manager at the end of the playing season. It is preferred that all be asked to deal directly with the Equipment Manager as to avoid misunderstanding of the responsibility for equipment return.
23. Each team must submit a team budget and monthly banking statements to the LMHA Audit Coordinator. The team parents must receive a copy of the budget at the start and the conclusion of the season. In all cases, it must include income and expense details such as number of tournaments, fund raising, any expense incurred by the team, etc.
24. **Excess funds from each team budget shall be forwarded to LMHA at the conclusion of the season.**

### DIVISIONAL COORDINATORS

Divisional coordinator’s act as a link between the LMHA Board of Directors and their respective division teams.

The Coordinator’s Duties and Responsibilities include:

1. To be familiar with this Policy Manual and to provide assistance to teams requiring copies.
2. Assist with and/or coordinate with coaches’ player evaluations and team composition at their respective recreational levels (to ensure fair and equitable teams - using a rating system)
3. Ensure there are enough coaches and assistants at their respective level with the required certification. Assist Coaching Coordinator to identify who require courses etc.
4. Attend league meetings to set division schedules.
5. Assist in the coordination of filling out and rolling up the required RCMP forms, roster forms to the Recreational Team Director.
6. Assist in the distribution and roll up of HNB tickets, Association initiatives, messages and information.
7. Assist with the distribution of jerseys.
8. Convey any notice of suspension of players at their level to the Recreational Team Director.
9. Be made aware of any activities which may affect other teams in their respective division (jersey sponsorships, ice time changes, exhibition games, fundraising activities)
10. Report any deviation of LMHA rules and policies.
11. Deal with any complaints in their respective division (with the assistance of LMHA Board members if required) about fair play practices, coaches, assistants, trainers, managers or players. If the issue cannot be resolved, formally bring forward to the LMHA Executive.
12. Ensure committee in place to organize/host divisional tournaments.

# CODE OF DISCIPLINE

### SUSPENSIONS

A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the Divisional Coordinator and/or the Disciplinary Committee of the Executive of the LMHA.

1. The Divisional Coordinator shall be advised of all such suspensions immediately, who will in turn provide the information on to the Disciplinary Committee of the LMHA.
2. Written Notification of the suspension will be provided to the suspended individual by two board members of Lewisville Minor Hockey including:
* Reason of Suspension
* Length of Suspension

For appeals regarding Suspensions, please refer to Section ***Disciplinary Committee.***

### COMPLAINTS RE: COACHES AND TEAM OFFICIALS

Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Divisional Coordinator. The Divisional Coordinator's responsibility is to deal with the parties fairly and efficiently.

1. A written communication to the Executive of LMHA is required if the Divisional Coordinator cannot resolve the issue to the member.
2. Fair Play concerns should be directed to the Divisional Coordinator. The Divisional Coordinator may also direct Fair Play related concerns to the Executive of the LMHA.

### COMPLAINTS RE: REFEREES AND LINESMEN

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, ***in writing***, to the LMHA Director of Referee, and a copy to the President of the LMHA.

### DISCIPLINARY COMMITTEE

The Disciplinary Committee shall consist as outlined in the LMHA Constitution. The President of the LMHA or his/her delegate, will chair the meetings, and may cast the deciding vote.

See Article 10 Disciplinary Committee from the LMHA Constitution for further information / details.

# LMHA CODE OF CONDUCT

This code of conduct identifies the standard behavior that is expected of all LMHA members and participants. This policy includes all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers and trainers involved in LMHA activities and events.

* LMHA is committed to providing an environment in which all individuals are treated with respect.
* Members and participants of LMHA shall conduct themselves at all times in a manner consistent with the values of LMHA, which include fairness (see fair play), integrity and mutual respect.
* During the course of all LMHA activities and events, members shall avoid behavior, which brings LMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of cannabis, use of non-medical use of drugs and use of alcohol or cannabis by minors.
* LMHA members and participants shall at all times adhere to LMHA's policy and procedures, to rules and regulations governing LMHA events and activities and to rules and regulations governing any competitions in which the member participates on behalf of LMHA.
* Members and participants of LMHA 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.
* Members, Coaches, and Parents will respect the Fair Play Policy of the LMHA.
* Members of LMHA 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.
* Members must respect Zero Tolerance Policy

“Zero Tolerance of alcohol, cannabis or drugs.” (CHA, 1997) If a player is caught using alcohol, cannabis or drugs during any Minor Hockey event, he/she will be suspended immediately. 1) If the parents are at the event, the player will be turned over to their care, or the player will be sent home (under escort), any additional expenses incurred will be the responsibility of the team. The suspended player will not be allowed to participate in any hockey until the suspension is dealt with.

“Any player, team official, executive member of a team, club or association having been party to or having had knowledge of any Hazing of Initiation Rite shall be automatically suspended for a period of not less than one year from playing or holding office with any team, club or association affiliated with the Canadian Hockey Association (Hockey Canada).”

# LMHA FAIR PLAY POLICY

It is the philosophy of the LMHA that all participants receive equal ice time. This applies to all levels of play, recreational and competitive. We strictly adhere to the philosophy that all participants are important regardless of their skill level. **We do not and will not support or tolerate any coach shortening their bench to win the hockey game, other than in the last two minutes of a game if he/she feels the outcome of the game can be changed. LMHA makes no distinction between the first game of the season, Exhibition or League games, Tournament games (home or away), Day of Champions or the Provincial Championship.**

The only time that ice time may be withheld will be for disciplinary reasons (IE: being disrespectful, etc). A player may be suspended for up to and including one game by the coach.

No win is more important than the self-image and the feeling of being an important and contributing member of a team. No one player is bigger or more important than the team and therefore not entitled to a greater amount of ice time. It is not relevant to this Association whether we have won or lost, but that our teams have represented LMHA and our City in a positive fashion.

**YOU WIN AS A TEAM AND YOU LOSE AS A TEAM**

We continue to struggle with this concept year after year. As coaches know, some parents are very concerned with winning and losing. This desire to win sometimes outweighs the issue of fair play. It is our desire to change this attitude and in order to accomplish this we need and expect your help.

We strongly encourage you to inform your players and parents of this rule and educate them of the fact this will be enforced. We will be monitoring and enforcing the Fair Play rule vigilantly. We expect you and your coaching staff to adhere to it at all times. Failure to do so will result in suspension and in some cases, dismissal.

**WINNING AT ALL COST AND THE END JUSTIFIES THE MEANS, IS NOT WHAT WE ARE ABOUT.**

# CITY OF MONCTON CODE OF CONDUCT

A Code of Conduct has been adopted by the City of Moncton. All parents’ that are part of the LMHA must sign the City of Moncton Code of Conduct Agreement.

Failure to comply with this **Code of Conduct** may result in disciplinary action in accordance with the Code of Discipline of LMHA. Such action may result in a member losing the privileges that come with the membership in LMHA, including the opportunity to participate in LMHA activities and events, both present and future.

### *CITY OF MONCTON CODE OF CONDUCT*

### PARENTS’/SPECTATORS CODE OF CONDUCT IN CITY RECREATIONAL FACILITIES POLICY

The city of Moncton encourages the proper use of its recreational facilities, which includes good sportsmanship and behavior that is appropriate and respectful. Therefore, the City of Moncton believes that all people involved in sports need to advocate and model the fundamentally positive aspects of sports, e.g., sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development.

1. Policy Statement

In an effort to make all sporting events in City of Moncton recreational facilities a more desirable and rewarding experience for all participants, the City of Moncton has implemented a Parents;/Spectators’ Code Of Conduct in City Facilities Policy. The Policy is designed to require parents/spectators to maintain a sportsmanlike atmosphere during all sporting events held at City recreational facilities.

It should be noted that although coaches, officials and players within the leagues have their own mechanisms in place to deal with issues relating to unacceptable or disruptive behavior, the City of Moncton expects that everyone during a sporting event should conduct themselves in a sportsmanlike manner and abide by the Policy.

1. Definitions

“City Facility” means that all City of Moncton recreational facilities, e.g., arenas, sport fields, pools, and gymnasiums.

“Parent” means a mother or a father, a guardian, and a person with whom the child was ordinarily resides who has demonstrated a settled intention to treat the child as a child of his or her family.

“Spectator” means any person who attends a sporting event in a City of Moncton recreational facility but is not participating in the event.

“Executive representative” means any person with managerial or administrative responsibility for the league.

“League representative” means any person officially associated with a sports team (i.e., coach, assistant coach, etc.).

“Official” means any person who supervises a sporting event to ensure that the competitors obey the rules.

1. General

The league’s executive representatives are responsible to ensure that coaches meet with the players’ parents at the start of the season to review the Parents’/Spectators’ Code of Conduct Policy and ensure both parents of the player(s), where applicable, sign the Code of Conduct Agreement.

The City of Moncton will ensure that the expected behavior of all participants is clearly posted at all City recreational facilities. This will act as an educational tool as well as quick reference to remind the unruly parent(s)/spectator(s) of the expected behavior in City recreational facilities.

1. Parents’/Spectators’ Code of Conduct Agreement

Both parents, where applicable, must sign the Parents’/Spectators’ Code of Conduct Agreement provided by the league’s executive using the City of Moncton recreational facilities. The purpose of this agreement is to ensure that everyone taking part in a sporting event in a City of Moncton recreational facility is aware of the policy and he conduct expected during a sporting event.

1. Unacceptable Behavior

Inappropriate and disruptive behavior shall include but not limited to:

Physical violence or threats of physical violence;

Use of obscene or vulgar language in a boisterous manner to anyone at any time;

Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threatening, gestures, abusive and or demeaning language;

Throwing of any object in the spectators’ viewing area, players’ bench, penalty box, where applicable, or on the playing surface, directed in any manner as to create a safety hazard.

1. Making a Complaint

Once a complaint has been made regarding the inappropriate or disruptive behavior of a parent(s)/spectator(s) in a City recreational facility to an official, a league or an executive representative, the complaint will be recorded in writing and forwarded to the league’s governing body for review and investigation. The person making the complaint will receive written acknowledgement by the league’s governing body of the receipt of the complaint and once a decision has been made regarding the incident, a letter will be forwarded to the person who initiated the complaint explaining the course of action being taken by the league’s governing body.

1. Disciplinary Action
	1. The league is responsible for the enforcement of all aspects of this policy including the section on disciplinary action.
	2. Officials have the authority to stop a game where a parent(s)/spectator(s) is displaying inappropriate and/or disruptive behavior that interferes with other spectators or the game. The official(s) will identify the violator(s) to a league or an executive representative who is responsible for speaking to the individual and/or removing the disruptive individual from the facility/game area. Once the individual is under control of his/her emotions or removed from the facility, play will resume.
	3. Consequences of the parent(s)/spectator(s) disruptive behavior will result in the following action(s) being taken by a league or executive representative:
* Physical abuse violations will result in an immediate and permanent dismissal from all league activities.
* Non-physical violations:
	+ A 1st violation will result in a league or an executive representative speaking with the violator(s) and requesting compliance with the policy.
	+ A 2nd violation will result in an immediate ejection from the City recreational facility and the league’s governing body will meet with the individual and communicate the importance of the policy and remind the individual of the fact that they signed a Code of Conduct Agreement and i one was not signed, get the individual to sign one.
	+ A 3rd violation will result in the individual being banned from all league activities.
* If the league and the executive representatives do not enforce this policy, the City of Moncton will reduce the amount of recreational facility time available to the user group and/or impose sanctions.

# CITY OF MONCTON FAIR PLAY - CODES

### Fair Play Code………for PLAYERS

The following player's code was adopted to encourage fair play, and to remind the players that they too, have a responsibility to their team. (See Appendix for handout version.)

* I will play hockey because I want to, not just because my parents 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 and "mouthing off" can spoil the activity for everybody.
* 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 important.
* I will acknowledge all good plays/performances – those of my team and of my opponents.
* I will remember that coaches and officials are there to help me. I will accept their decision and show them respect.

### Fair Play Code………….for COACHES

* I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
* I will teach my players to play fairly and to respect the rules, officials and opponents.
* I will ensure that all players get equal instruction, support and playing time.
* 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.
* I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
* I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
* I will obtain proper training to continue to upgrade my coaching skills.
* I will work in cooperation with officials for the benefit of the game.

### Fair Play Code……….for OFFICIALS

* 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.
* I will avoid or put an end to 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 by action. I will not tolerate unacceptable conduct towards officials, players, spectators, or myself.
* I will not be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
* I will handle all conflicts firmly but with dignity.
* I accept my role as a teacher and role model for fair play, especially with young participants.
* I will be open to discussion and contact with the 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 and continue to upgrade my officiating skills.
* I will work in cooperation with coaches for the benefit of the game.

### Fair Play Code…………..for PARENTS

* I will not force my child to participate in hockey.
* I will remember that my child plays hockey for his or her enjoyment, not for mine.
* I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
* I will teach my child that doing one’s best is as important as winning, so that my child will never feel defeated by the outcome of a game.
* I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
* I will never ridicule or yell at my child for making a mistake or losing a game.
* I will remember that children learn best by example. I will applaud good plays/performances by both my child’s team and the opponents.
* I will never question the officials’ judgment or honesty in public.
* I will support all efforts to remove verbal and physical abuse from children’s hockey games.
* I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

### Fair Play Code………….for SPECTATORS

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

***Fair Play – It’s your call.***

# PLAYERS REGISTRATION

No player may participate in any of the LMHA activities unless he/she is properly registered. A player is registered when:

1. A completed registration form has been filed with the LMHA Registrar and registration fees have been paid, or arrangements made for payment in accordance with the LMHA policy.
2. Registration will commence the 2nd week of July with an early bird pricing until the 2nd week of September. Registration after the early bird period will have be considered Late registration.
3. **Registration could be rescinded if fees are not paid in full by December 15th of the current hockey season. \*\*Registration will be withheld until fees from previous year are paid – Credit cards, cash, certified cheques or money order will be accepted as payment for fees in arrears.**
4. All NSF cheques must be made good within two banking days of notification, or **registration will be rescinded**.
5. Completed team lists (HNB rosters) on the appropriate required forms must be filed with Director of LMHA responsible for Registration, no later than **November 30th.**
6. Registration will be posted in the means acceptable by the Association. It is recommended that the previous year’s members are emailed the registration details and the information is posted on the Lewisville Minor Hockey Web and Social Media Pages.
7. Registration forms can be obtained on the Lewisville Minor Hockey Web Page. <https://lewisvilleminorhockey.teamsnapsites.com/registration/>
8. **Refunds** - will be prorated with the exception of a fix amount for insurance and administration fees. No refunds after January 10th.
9. **Late Registrations** - will only be accepted by the President or Treasurer of Lewisville Minor hockey and full (100%) payment will be required plus an extra $50.00.

\*The executive will set the annual in-person registration date.

\*The deadline for registration will be strictly adhered to, with the exception that additions will be permitted to register and will be placed on teams if and when vacancies occur.

\*The executive will decide the final decision as to which league, division or team any child will play on.

\*If a child wants to be moved to the next level, LMHA will follow the policy adopted by HNB.

\*All age limits will comply with the HNB guidelines.

# PLAYER EVALUATIONS

***PHILOSOPHY:*** The LMHA endeavors to provide hockey for all players registered with the Association. The key premise, upon which the Association bases its tryouts, is that each player plays at a level compatible with his or her skill, ability, and attitude and experience level*. (Subject to the HNB guidelines for playing out of their age category.)* Revenue from tryouts shall fully support the cost of ice. Each player will be assessed while performing basic or advanced hockey skills. Sensitivity, respect and consideration to the self-image of the players should be foremost.

### COMPETITIVE TEAMS

The Association chooses coaches through a Coaches' Selection Committee, chaired by the Competitive Team Director. All players and parents shall be informed of the process prior to the start of tryouts (procedures, starting dates, locations and length). If possible, parents and players shall also be informed of the financial, time commitments and any other relevant information of playing on a competitive team.

*Competitive teams shall consist of a minimum of 15 players, to a maximum of 19 players. However, with approval from the Competitive Director, Coaches are permitted (due to injuries or other unforeseen circumstances) to play with less than 15 players).*

**Competitive Player Selection Process:**

In order to assess and categorize each player, the following tryout procedure has been adopted:

1. Each registered player shall be given the opportunity to participate in three (3) optional skates prior to tryouts. During these sessions, players will do age appropriate Hockey Canada Drills such as skating, agility, balance,  coordination, passing,  shooting, angling, checking (U15 and above), individual tactics (e.g. 1 on 1 drills, driving to the net, …) and team tactics (e.g. 2 on 1 drills, 2 on 2 drills, triangulation, …). Recreational Director and Competitive director shall appoint LMHA coaches to coach these three (3) optional skates. A supplemental fee may be charged for these optional skates.
2. Each player having paid the competitive tryout fee shall be given **three (3) tryout sessions** prior to reducing the competitive team roster. First session shall be an evaluation of skills. Second and Third session shall be an intra-squad session. There shall be a separate evaluation session for all LMHA goaltenders during tryouts. LMHA goaltenders will do age appropriate Hockey Canada goaltending drills. There shall be one (1) more on-ice sessions after the first three (3) tryout sessions to do further evaluations. Teams are to be completed after the four (4) tryout sessions (only exception is injured player).
3. **Independent Selection Player Panel** shall be defined as follows:
	* 1. Three (3) qualified player evaluators where their child cannot be in the division of evaluation.
		2. Members of this panel cannot be family related to the players being evaluated.
		3. Members will evaluate/rate each player as per Hockey Canada recommendations for evaluations.
		4. Members will be appointed by the Competitive Director and Recreational Director.
4. **Independent Selection Player Panel Process for one (1) competitive team in a division:**
	* 1. Identify the top four (4) goaltenders, top ten (10) defensemen, top fifteen (15) forwards.
		2. Identify the best goaltender, top best three (3) defensemen and top best six (6) forwards.
5. **Independent Selection Player Panel Process for two (2) competitive teams in a division:**
	* 1. Identify the top six (6) goaltenders, top fifteen (15) defensemen, top twenty (20) forwards.
		2. Identify the best goaltender, top best three (3) defensemen and top best six (6) forwards.
6. If there are one (1) competitive team or two (2) competitive teams in a division, the selected Head Coach of LMHA top team must select the best goaltender, the top best three (3) defensemen, top best six (6) forwards as identified by the Independent Selection Player Panel. Head Coach can select the remainder of the team identified from the list by Independent Selection Player Panel. If there are two (2) teams in a division, the selection process shall occur concurrently. The Head Coach of the second competitive team shall be recommended by the Competitive Director during the evaluation process after consultation with the Independent Selection Player Panel and the Head Coach of the first team. The final approval of the second competitive team Head Coach shall be made by LMHA Executive Board. (LMHA is going to avoid that players will be released twice. We must remember that we are dealing with children.). There shall be communication between the two competitive Head Coaches and the Competitive Director during the final evaluation process. Some divisions may not have many players participating in the tryouts, but a top ten (10) shall be identified and another proportional list shall be established in such cases. After the first reduction (after the first three tryout sessions) of the roster, there shall be two (2) more sessions to finalize the competitive team roster(s).
7. Prior to finalizing our competitive team(s), the Head Coach(es) shall meet with players, who have made it through the first phase of the tryouts, to provide positive feedback and inform which players have made the team(s). Note: Hockey Canada is against posting lists. List is only done during the first phase of the tryouts (e.g. the first three sessions).
8. The number of competitive teams per division shall be determined by LMHA Executive Board.
9. The number of players selected per competitive team shall be determined by LMHA Executive Board. There shall be consultation between the Competitive Director, Recreational Director, and Head Coach before a final decision is made by the LMHA Executive Board.
10. Selected Coaches from each level should be available to assist in the selection and evaluation process.
11. Injury player policy during tryouts shall be as follows:
12. If a returning player for that division, the Competitive Director shall communicate with the player’s Head Coach of the previous season to get an insight on the player’s skill level. After this discussion on the player’s skill level, the Competitive Director and the Head Coach shall have a discussion. Head Coach can give a spot to this player or can wait sixty (60) days to give this player a tryout. A spot will be kept open for this player. If the injured player is not able to start practicing within sixty (60) days from the beginning of the tryout, no spot shall be kept open.
13. If an injured player is not a returning player, the Competitive Director shall obtain information on the player’s skill level. After obtaining information on the injured player, the Competitive Director and the Head Coach shall have a discussion. The Head Coach will make the decision if a tryout will be given to the player. If a trying is given, a spot shall be kept open for up to sixty (60) days from the beginning of the tryout.

NOTE: Injured player must have a doctor’s note about the injury. Also, prior to returning to on-ice sessions, injured player must have permission from doctor that he or she is ready to return to practice. Injured player must follow Hockey Canada protocols about returning to play.

1. Each competitive team shall sign six (6) affiliates to their roster. The six (6) affiliates shall be one (1) goaltender, two (2) defensemen and three (3) forwards where possible.

### RECREATIONAL TEAMS

Divisional Coordinators and respective level team coaches and assistants will evaluate all the players using a ranking system to ensure teams are divided in a fair and equitable manner.

If there are any complaints and/or problems with the selection of players and teams, it is the duty of the association to assure the parents that the teams will be picked fairly to the best of our ability. Any concerns on this matter should be communicated directly to Recreational Director.

# PLAYER MOVEMENT

All player movement during the season must be in accordance with HNB and the LMHA guidelines.

Reference to the HNB Operations Manual.

# EQUIPMENT

All team garments must be first reviewed and approved by the Equipment Coordinator.

### GOALTENDING GEAR:

LMHA provides goaltending gear for U7, U9, and U11 players only. The Equipment Manager will allow equipment to be signed out to the Coach and/or Team Manager of a goaltender.

*For summer usage, a refundable rental fee of $100.00 will be charged via a deposit cheque will be required. The deposit amount will be returned upon receipt of equipment in good condition.*

When distributing the equipment everyone us to sign a log sheet. On this sheet, an agreement should be added that a monetary penalty will incur if the equipment is not returned.

### SWEATERS

Each team manager must ensure that the sweaters are returned at the conclusion of the Minor Hockey season in clean condition and on hangers. Competitive teams (all levels) and recreational teams (U11, U13, U15 and U18) will have 2 sets of jerseys each (home and away). U7 and U9 team will have 1 set of jerseys. Any jersey sponsorships must be coordinated with the LMHA Board of Directors or the Association’s Fundraising Coordinator and/or Equipment Coordinator. All equipment and jerseys remain the property of LMHA. All Competitive teams and Recreational teams from U13, U15 and U18 will be charged a non-refundable $600 jersey levy to use the jerseys from the association.

### PUCKS AND PYLONS:

U7 and U9 teams will be supplied with pucks. Other division teams will be responsible for purchasing their team pucks. The LMHA will provide pylons for team use. These pylons will be located at the Kay Arena in the equipment boxes that have been installed at the visitor end of the rink.

# ICE ALLOCATION, RESPONSIBILITIES AND PAYMENT

Prime time ice availability is the greatest asset of the LMHA. Its rental is the greatest single expense of our Association. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved:

1. The LMHA 2nd Vice-President is the only person who can book ice for the LMHA.
2. The Association registration fee is set to provide each participant with two paid ice hours each week whenever possible. These ice times shall be used for games and practices.
3. It is understood that if the LMHA requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, makeup games, cancellations, etc. **All tournaments will be posted at the time of registration.**
4. Recreational, Competitive and Development teams may purchase at the Association's rate, the extra ice hours required each week for team use. The cost of this extra hour(s) must be covered for the season in the team budget. All ice bills must be paid promptly to the LMHA Treasurer.

**The usage of this ice is the full responsibility of the team in whose name the Ice Coordinator books it. If the team cannot use the hour from time to time, it is the team's responsibility to find an alternate user (trade), or be subject to payment of ice unused.**

1. Hours will be allocated to the LMHA 2nd Vice-President.
2. The LMHA 2nd Vice- President must account for all hours of ice booked by the LMHA.
3. If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
	* Each team will use half of the ice
	* Coaching staff must ensure the safety for all players
	* If any costs are required for that ice hour, both teams will share costs equally.
	* The Divisional Coordinator should be informed of the shared ice as soon as possible.
4. If two LMHA teams arrive for the same ice hour, one for a practice, the other for a game, the game team will have that hour of ice. The Divisional Coordinator, 2nd Vice-President, Recreational Team Director, Competitive Team Director or whoever is applicable, must be informed as soon as possible.

# MEETING OF MEMBERS

The association will hold an Annual General Meeting of the membership to be held on such a day in each year and at such place as the Executive may by resolution determine. Such meeting shall take place no later than May 31st each year.

The association will also hold a Semi-Annual General Meeting of the membership to be held on such a day in each year and at such place as the Executive may be resolution determine. Such meeting shall take place no later than November 30th each year.

# CONTROL OF CASH REVENUES

Volunteers staff the LMHA, a non-profit organization under the New Brunswick law. No member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the LMHA Executive.

***THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL-DOCUMENTED MANNER.***

Uniform procedures for all organizers should follow the control of all cash revenues and collections associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

* Bank accounts should be used for all committees and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and canceled cheques as well as receipts, invoices and other financial records are to be held in Trust for the LMHA Executive by a team, committee, or event Treasurer. These documents should be kept safe.
* Accounts should be opened in the name of the committee, or event etc., with cheques signed by two adults, one of whom must be the team manager or committee/event Treasurer.
* A receipt in writing should evidence all cash transactions.

# FUND RAISING GUIDELINES

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

***AT ALL TIMES, THE PUBLIC IMAGE OF THE LMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH WHETHER IT IS A COMPETITIVE TEAM OR RECREATIONAL TEAM.***

From time to time, parents and players will be expected to make direct contribution to meet team and Association expenses through fund raising efforts. Ensure a team consensus on the team’s budget at the beginning of the season as well as on the activities and how the proceeds will be used/distributed.

1. Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, bottle drives etc., provided that they are in good taste. Alcoholic beverages or logo related material may not be used as prizes.
2. **All fund raising will be made under the team name and division, not the Association per say.**
3. Team management is responsible for ensuring that the LMHA guidelines and Provincial Laws, Municipal By-laws are followed.
4. Teams must plan, budget and fund raise providing it does not conflict with existing sponsors. Fundraising could include the following purposes:
5. Tournament team registration fees.
6. Team hockey socks
7. The cost of hotel/motel room(s) for coaching staff at an away tournament, **if** they are not parents of players on the team.
8. Additional ice time.
9. Team articles such as pylons, pucks and first aid kit.
10. TeamSnap Fees
11. Costs for end of the year trophies/awards.
12. Other team expenses such as faxes, phone calls and correspondence.
13. Framed Team photographs for the sponsor.
14. Tickets to sporting events.
15. Sweater name tags, etc.
16. Team building events.
17. Each team **MUST** open an account where 2 members must sign for cheques (recommendations that one signature be manager and other another parent on team.)
18. All funds raised by any team, are for **team** use. Under no circumstances will funds be reimbursed / returned to individuals. Avoid exceeding the funds required OR falling short, meaning parents will have to pay extra. **Excess funds from each team budget shall be forwarded to LMHA at the conclusion of the season.**

# TEAM JACKET POLICY

The LMHA logo is private property of the Association and may be used on products, jackets, other garments and written or printed materials, only with expressed prior written approval of the Executive through the President.

The basic approved colors for all Association purposes are – Black, Royal Blue and White. All authorized use of the Lightning name and logo will also reflect this color policy.

All team garments must be first reviewed and approved by the Associations Board of Directors.

# HOCKEY JERSEY POLICY

The LMHA provides each competitive team and recreational teams (U13, U15, and U18) with two sets of sweaters*. (Whites and Blues)*. Each competitive team will be invoiced a $600 levy, to be paid by December 1, to go towards sweater replacements as deemed necessary.

Competitive level teams must purchase the LMHA color hockey socks, whereas at the Recreational level, the purchase of LMHA color hockey socks is optional.

Sponsor Name Bars and Player Name Bars will be sewn, on the back of team sweaters in a strictly consistent manner. Sewing where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.

Washing of sweaters must be done with care, *AVOIDING HIGH HEAT*, particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team. The LMHA may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process.

When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, team management is responsible to see that player name bars have been carefully removed, and that all sweater sets are complete and on hangers (NONE missing) and that they have been carefully washed and are ready for storing. When not in use, sweaters should be stored in a warm dry place.

Sewn on patches are permitted on team jerseys. Sponsored jerseys remain LMHA property.

A fee of $150.00 will be applied to each jersey that is not returned to LMHA. Payment of the fee will be required prior to the player assigned said jersey before they can participate on any on-ice activities the following season.

LMHA will also have practice jerseys available for rent. Teams wishing to participate with the jersey rental program can fund these through the team budget. Cost of rental of these jerseys will be determined by the Executive Board prior to the start of the season.

# TOURNAMENTS

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, in the metro area, other areas of the province and the Maritimes.

Mandatory Rule:

1. LMHA teams (U13,U15, and U18) are only permitted to participate in no more than five (5) tournaments/jamborees. Provincial Championship Tournament or League Championship Tournament does not count towards this maximum
2. U7 teams are only permitted to attend one (1) local tournament and our own jamboree. (Tim Horton’s Jamboree does not count toward the tournament count).
3. U9 teams are only permitted to attend one (1) away tournament, one (1) local tournament and our own jamboree. (Tim Horton’s Jamboree does not count toward the tournament count).
4. U11 Recreational teams are only permitted to attend no more than 3 tournaments/jamborees. U11 Competitive teams are only permitted to attend no more than 4 tournaments/jamborees. These tournaments are to be scheduled as per the U11 Pathway Hockey Canada guidelines.
5. U11 and U13 teams are only permitted to attend no more than two (2) away tournaments.
6. U15 and U18 teams are only permitted to attend no more than three (3) away tournaments.

Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your Director of Tournaments:

* All tournament arrangements must be in accordance with all Hockey Canada, Hockey New Brunswick and the LMHA rules and regulations.
* Tournament entry fees are paid through team budgeting and funding.
* Teams should enter only officially sanctioned and reputable tournaments in which LMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
* At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
* Well in advance of departure, the following must be arranged:
	+ Through the Divisional Coordinator, rescheduling of any games or cancellation of ice time during the away period.
	+ Through the District Director, a Hockey New Brunswick Travel Permit must be obtained**. Travel Permits must be order as soon as tournaments are confirmed. Please allow at least (5) day notice for approval.**
	+ If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.

### HOSTING LMHA TOURNAMENTS

LMHA takes pride in hosting 5 tournaments per season and places great emphasis on the quality of the events. Each division is responsible to set up tournament committees to organize on and off ice activities. A portion of the registration fees of each team attending will go to the host team(s) to pay for trophies, medals etc.

All Tournaments (competitive and recreational) should follow these minimum guidelines:

* Teams applying to be notified ASAP of their acceptance/status (Tournament Coordinator)
* The schedule, along with a welcome letter with rules and regulations should be out to the visiting teams no later than 2 weeks prior to the tournament (Welcome letter, schedule formats etc available via the Tournament Coordinator)
* Ensure there are trophies or medals presented to each member of each of the finalist teams (champion and runners up) from the U11 to U18 divisions. Trophies or medals are presented to each U7 and U9 teams participating in the Spring Jamboree
* Ensure the championship teams (U11 to U18) receive a LMHA banner (Via Tournament Coordinator)

When soliciting for tournament prizes, it must be done on behalf of the tournament and not LMHA. As well, ensure there is a committee member present at all times to answer any questions and/or ensure the smooth roll of events etc.

### HOSTING PROVINCIAL CHAMPIONSHIPS

Each year, Hockey New Brunswick asks Associations to host a particular level Provincial Championship Tournament, U11 "B" to U18 "AAA". The host team is automatically a competitor in the Tournament. Procedures and Regulations for the Tournament are well outlined in the Hockey New Brunswick "Constitution, Bylaws, Regulations" Handbook, a copy of which is made available to all teams at the beginning of the season.

The hosting of a particular level Provincial Championship Tournament is very much a Team organized effort, with the backing of the Association. Teams may apply to host a Provincial Tournament by obtaining an Application from their Divisional Coordinator.

The team must first establish an experienced, strong and determined committee head by an energetic Chairperson. Specifics of Rinks to be used and times booked must be provided in an initial 'Report and Request' to the Association Executive. This submission must include a reasonable budget and source of financing for all costs.

If your team is interested, please do not hesitate to discuss this with your Divisional Coordinator. Hosting a Provincial Tournament is a very challenging and worthwhile undertaking. The LMHA is proud to have had our share of teams undertake this with very satisfactory and commendable results in the past. We invite you to share the challenge.

# TRAVEL

Hockey New Brunswick must sanction all games for insurance purposes. Travel Permits must be obtained to for all non-league (exhibition games) or non-sanctioned HNB tournaments (tournament outside of NB) to ensure insurance coverage. **U7/U9 teams must request travel permits for all games, tournaments, jamborees.** The hosting Tournament Association may disqualify teams traveling without a permit from tournament play. Therefore, the permit must be available at all tournaments. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offense of a team traveling without an appropriate travel permit will result in a suspension to the responsible team officials. Second offense will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

**Travel Permits must be order as soon as games, tournaments are confirmed. Please allow at least (5) day notice for approval.** Travel Permits MUST accompany a team to their game(s). Permits are to be obtained from the District Director.

NOTE: The U7 and U9 can only travel within NB only and must obtain a travel permit for all exhibition game and tournaments. U9 teams cannot play games until November 15th and can only play a maximum of 35 games (regular or modified) and U7 teams cannot play games before December 15th and can only play modified (half ice games) up to a maximum of 20 games per season. U9 Tier 2 cannot start full-ice games until January 15th. Tim-Hortons Timbit tournament does not count in this allotment.

#  DEVELOPMENTAL WEEKEND

Every year, Hockey New Brunswick and Hockey Canada identify the 1st weekend in November as Developmental Weekend. During this time, no games are allowed to be played. (Except at the AAA Level).

The objectives for the developmental weekend are as the following:

1. To have fun.
2. To promote Skill Development and Fair Play.
3. To increase hockey knowledge for all coaching staff and team personnel.
4. To emphasize practices (no games and scrimmages are permitted)

# GAME CANCELLATION AND RESCHEDULING

**Bad Weather or Mechanical Failure** - In the event that bad weather or mechanical failure forces an unplanned closure of the Kay Arena used by the LMHA, the City of Moncton has been instructed to contact the LMHA 2nd Vice-President or the President. The President or Association Vice-President(s) will in turn relay the message to the Division Coordinators and/or Coaches of the affected teams, the Referee-in-Chief and the Coach of the visiting team.

**School Exams or Travel, Etc**. - As a general principle, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other association billing the team through the LMHA for the Association's costs.

If a team is unable to attend their scheduled ice time, it will be the team’s responsibility to trade that ice time with another team in their Division. If you cannot trade your ice time, the team must return the ice time to the LMHA 2nd Vice President/Ice Coordinator at least 5 business day before the scheduled session.

If a team does not show up for your ice time, the team will be giving one warning. A second infraction will result in the team losing their next scheduled ice time, regardless of it is a game or practice. The board reserves the right to impose financial penalties on teams that are found to be negligent with their ice times.

# RCMP CONSENT FORMS/ VUNERABLE PERSON SECURITY CHECK

All Board of Directors, Coaches, Assistant Coaches, Managers and Volunteers will be required to complete RCMP Consent for Disclosure of Criminal Record by December 15th of the year.

The form is to be used by any person associated with LMHA that will hold a position responsible for the wellbeing of one or more children or vulnerable person. The security check will be valid for 2 years.

All information will be maintained in the strict of confidence. The division coordinator will provide Coaches, Assistant Coaches and Managers with the necessary forms. If for whatever reasons a Coach, Assistant Coach or Manager denies completing the RCMP Consent Form they will be unable to hold a Volunteer position within the Lewisville Minor Hockey Association.

There is no cost to the Board of Director, Coach, Assistant Coach or Manager for the competition of this form.

# CO-ED DRESSING ROOM POLICY

(As per HNB “Co-ed Dressing Room Policy, Amended October 14, 2004)

At Hockey New Brunswick's 2003 Annual General Meeting, a notice of motion was accepted by it's membership to adopt and enforce the Hockey Canada Co-Ed Dressing room policy. This policy as it exists in the Hockey Canada Bulletin 01/28 was approved by the Hockey Canada Board of Directors.

1. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
2. If the facility does not have separate changing areas available, player shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.
3. This agreement is a minimum method of resolving the issue.
4. Individual teams shall be free to relax these rules/guidelines to best address the needs of all participants if the team agrees with an alternate plan.

Where a team cannot agree on an alternate plan as set out in section 4, the player of an under-represented gender may insist on the application of the following policy:

* + 1. **A statement of Intent:** The HNB and its local Associations are committed to equal participation of male and female players at all levels of league play and in the furtherance of this goal will, implement policies to ensure protection of the reasonable intimacy and safety of all players while ensuring equal access for all players to coaching time and team participation;
		2. **Dress Code:** in teams made up of players of both genders, the changing rooms will be supervised by coaches and assistants, male players shall not undress to less than a minimum of boxer shorts and female players to less than a minimum of shorts and a t-shirt while players of the other gender are present;
		3. **Showering:** in teams made up of players of both genders, players of the under-represented gender must be able to have access to the shower facilities and exit the change room prior t the rest of the players having access to the shower facilities.

**LMHA will not deviate from this policy in any way.**

# EMERGENCY ACTION PLAN / HOCKEY SAFETY

#### Each Team needs to have a Hockey Safety Person on its’ roster. The Hockey Safety Person will have attended a certified Hockey Safety Course within the last 5 years (Certification expires every 5 years). The HSP should be someone not on the bench (not on coaching staff):

#### Hockey Safety Person:

#### Familiarize yourself with arena emergency equipment.

#### Familiarize yourself with the arena address, emergency exists, evacuation plans.

#### Identify someone one from the team, to be a Call Person in the event of an emergency.

#### Prepare list of contact numbers for all players and parents.

#### Have the Hockey Canada Medical forms for each player on hand.

#### Have an escalation process with the bench staff on when to contact first responders.

#### Purchase a First Aid kit with the team funds

* Have readily available a Medical History and Consent Form, Parental Permission Form, and Hockey Canada Accident Claim Forms are necessary.

#### Call Person

#### Know the location of emergency telephone

#### Have a list of emergency telephone numbers

#### Know the directions to arena

#### Know the best route in and out of arena for ambulance crew

#### Control Person

#### Ensure proper room to work for person in charge and ambulance crew

#### Discuss emergency action plan with: Arena staff, Officials, Opponents

#### Ensure that the route for the ambulance crew is clear and available

#### Seek highly trained medical personnel (i.e., MD, nurse) if requested by person in charge

#### Emergency Telephone Numbers:

#### Emergency…………………………………………………. 911

#### Ambulance………………………………………………… 911

#### Fire Department…………………………………………… 911

#### Hospital…………………………………………………… 911

#### Police……………………………………………………… 911

#### General…………………………………………………….

#### City of Moncton – public works…………………………… 859-2643

#  Fees

Each team will be required to include a fee to be carried in their annual team budget to cover the annual cost of TeamSnap. The fee to be carried and turned over to the association is in the amount $150.00

# APPENDIX

**Updated list of Board Members and contact information.**

**City of Moncton Code of Conduct (Handouts)**