

# **LINCOLN MINOR HOCKEY ASSOCIATION**

## **POLICY & PROCEDURES MANUAL**



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# **BUSINESS POLICIES**

## **Lincoln Minor Hockey Association**

### **MISSION STATEMENT**

LMHA will strive to provide a safe, healthy and positive environment for our players. Within that framework, we will focus on developing the skills of our players at all levels by teaching the fundamentals of the game of hockey with an emphasis on healthy competition, good sportsmanship and team play. The mandate of our program will also include an emphasis on developing good citizens.

### **POLICY STATEMENT**

LMHA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Niagara District Hockey League (NDHL), Niagara District Local League (NDLL) and any other league or governing body we are associated with.

In addition, we will be governed by our Constitution and the general provisions in this Policy and Procedures Manual. This Policy and Procedures Manual will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

The Policy and Procedure Manual will be posted on the website – [www.lincolnminorhockey.com](http://www.lincolnminorhockey.com)

### **INTRODUCTION**

Through the various programs set by the Association, the Lincoln Minor Hockey Association is committed to provide an opportunity for all participants to play in the level where the calibre of play is equal to their ability and to provide a wholesome environment and an experience for personal growth and development in team play.

#### **DEFINITIONS**

HC	Hockey Canada
OHF	Ontario Hockey Federation
OMHA	Ontario Minor Hockey Association
NDHL	Niagara District Hockey League
NDLL	Niagara District Local League
LMHA	Lincoln Minor Hockey Association
REPRESENTATIVE	Representative Team – “BB” and Additional Entry – “AE”
LOCAL	Local League
TYKE	Hockey School and Tyke Leagues

## **LEVELS**

### **HOCKEY SCHOOL AND TYKE LEVEL (TYKE) "INITIATION PROGRAM"**

Hockey School is an introduction to hockey for young players. This level provides an opportunity to learn the fundamentals of skating – skating forward, stopping, falling and getting back up, introduction to skating backwards and puck handling – in a ‘fun’ environment. The players at this level are divided into three groups so that those that need to develop their skating skills can do so while those that have advanced will be instructed in more hockey based skills. The Hockey School Program is run one hour per week.

Tyke Level provides the grass roots development base for minor hockey in Lincoln. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. There is a regular season schedule along with playoffs culminating in championship games at the end of the season.

### **LOCAL LEAGUE – NIAGARA DISTRICT LOCAL LEAGUE (NDLL)**

Local league teams are comprised of players from the Novice to Midget or Juvenile levels who wish to compete in an inter-lock house league level of hockey. Interlocking centers are comprised of local centers within the Niagara Peninsula who are members of the Niagara District Local League. These centers may include, but are not limited to West Lincoln, Pelham, Wainfleet, Dunnville, Port Colborne, Grimsby, Merritton, Niagara-on-the-Lake and Fort Erie.

These teams will be carded and rostered on roster sheets and will play at an interlocking level with approximately a 28 game schedule and a playoff series based on team standings in the league. Novice and Atom levels will play in a non-contact league, Peewee, Bantam, Midget and Juvenile will play contact hockey.

All players will abide by the Rules and Regulations of the LMHA, NDLL and its governing bodies.

### **REPRESENTATIVE HOCKEY – (BB / AE) NIAGARA DISTRICT HOCKEY LEAGUE**

Lincoln Minor Hockey is classified as a BB centre within the OMHA. Representative teams will be comprised of players who desire a high level of competition. These players may try-out for a place on a BB/AE team as per their age level. The successful candidates are chosen to represent LMHA in the Novice through Juvenile age categories. The BB/AE Rep teams will play locally in the Niagara District Hockey League and will enter OMHA play downs in late January and possibly Niagara District Playoffs.

All players will abide by the Rules and Regulations of the LMHA, NDHL and its governing bodies. A Dress Code for all members of the LMHA BB/AE Rep teams shall be in effect as stated in the LMHA Policies and Procedures Manual.

### **LMHA TYKE AND LOCAL LEAGUE PHILOSOPHY**

The philosophy of the LMHA tyke and local league is based upon a recreational hockey theme. The Association will endeavour to provide recreational hockey with an emphasis on skill development and fair play. Player ice time during games is to be as fair as possible with each player receiving an equal amount of ice time to be able to develop skills. The Association will provide programs in which each participant may maximize their potential as an athlete and a human being.

## **REPRESENTATIVE 'BB/AE' HOCKEY PHILOSOPHY**

The Travel BB Representative teams will be comprised of players, coaches and parents who desire a high level of competition. Player ice time during league games is to be as fair as possible in order to develop skill development. Player ice time outside of league games is at the discretion of the coaches and must be EARNED based on skill, performance, attitude, commitment and practice attendance.

Coaches will strive to combine team progress with individual player development.

## **ELIGIBILITY AND REGISTRATION**

### **PLAYER ELIGIBILITY**

Participation in Lincoln Minor Hockey Association is open to all persons upon payment of the required registration fees and who are in compliance with the registration requirements including proof of age as required.

The LMHA reserves the right to prescribe requirements from time to time for refusing or withdrawing participation, disciplinary actions and related matters. The LMHA Board of Directors shall make such requirements prior to registration and only by approval of the Board.

#### **REGISTRANTS WILL BE ACCEPTED BASED ON THE FOLLOWING:**

##### **Hockey School, Tyke or Local League**

- a. Firstly, residents of the Town of Lincoln.
- b. Secondly, residents of municipalities deemed by the OMHA to be an OMHA centre 'neighbouring' community of the Town of Lincoln. (E.g. West Lincoln, Grimsby). Residents from outside the boundaries of the Town of Lincoln may not displace a Lincoln resident on a hockey team.

##### **Representative BB Teams, includes AE**

- a. Residents of the Town of Lincoln.

A player or his/her family must be a registered member – in good standing – with LMHA prior to being allowed to register at the initial or 'closed' registration.

### **PLAYER REGISTRATION**

All applicants must register on a designated LMHA Registration Form. All required information on the Registration Form must be completed in full and the required payment must accompany the Registration Form.

The LMHA Board of Directors is empowered to prohibit any player from participating in any LMHA activity (tryouts, practices, games, etc.) until all required fees are paid in full.

Registration will be accepted only at the designated Registration Dates as set out by the LMHA Registrar.

New Town of Lincoln residents will be accepted after these dates at the discretion of LMHA and OMHA Regulations.

First time applicants must provide proof of age such as Birth Certificate – or other approved certified affidavit. Two copies of Birth Certificate must accompany the Registration. (Note: ‘Notice of Birth Registration’ and ‘Baptismal Certificates’ are not approved certified affidavits)

If a player terminates his participation in LMHA on his own volition after the league starts, his refund shall be as specified as per the LMHA refund policy. This must be requested in writing/email to the Treasurer – before December 1 of the current year.

Any player, who has any outstanding fees from the previous year, will **not** be allowed to register until all outstanding fees are paid by cash or certified cheque. Proof of payment will be as per LMHA Registrar’s and Treasurer’s records.

Registration procedures, quotas, team numbers and divisions, etc., will be established by the LMHA based on registration numbers.

**LATE REGISTRATION**

Registration of players after the dates set for the current season’s registration will be subject to availability of places on teams already established in each division by the Association.

An additional \$30.00 administration fee shall be assessed to players who register after the final date set for the current year’s registration.

Players who register after the date set for fall registration shall pay the following registration fees.

<b>Time of Registration</b>	<b>% of Registration Fees</b>	<b>% of Travel Surcharge</b>
Before November 30	100%	100%
Dec. 1-15	75%	75%
Dec. 16 and forward	50%	50%

Anyone registering prior to December 15 of the current season will also be required to provide the non-refundable fundraising fee in full.

Foodbooth/Volunteer hour cheques are required regardless of date of registration.

**FEE PAYMENT**

Registration fees will be as approved by LMHA Board of Directors and will include:

Player Registration Fee - individual

LMHA Fundraiser - per family

LMHA Food Booth Fee - per family

Rep Tryout Fees - individual – if player wishes to tryout for Rep team

Rep BB/AE Surcharge – individual

A discount will be offered for families who register 3 or more children in LMHA. This discount will be offered to the 3<sup>rd</sup> (or more) younger registrants within the family. The discount will be ½ of the regular player registration.

The LMHA Food Booth Fee is not payable by families who only have registered players at Midget age or higher.

Any NSF Cheques will be subject to the regular NSF Bank Charge plus an LMHA Administration Fee – as set out by the LMHA Board of Directors.

### **WAITING LIST**

Each season LMHA is required to set a maximum number of players/team that can be accommodated at each age level through registration for the following season. This maximum number is based upon a number of factors which include current registration numbers, number of goalies registered and available ice time. LMHA will endeavour to have a maximum of 15 skaters and 2 goalies on every team if at all possible. If, at any time, during the registration process these maximum numbers are reached then ALL subsequent registrations for these specific divisions are placed into a “Waiting List”. The established procedure for transferring a registration from the waiting list to the active list with LMHA is as follows:

- a) All registrations are taken and tabulated in chronological order as to when they were received by the LMHA registrar.
- b) Players who are placed directly onto a waiting list at an LMHA registration session will be required to provide their cheques as per usual however they will not be deposited until such time as the player is transferred to the active list.
- c) Registrations are transferred from the waiting list to the active list either by a player in the age group withdrawing their registration officially from LMHA or LMHA increasing the team numbers due to increased registration numbers. This happens traditionally in a couple of ways:
  - a. Players may be registered with LMHA as well as with a AAA, AA, A or Jr. team in order to attempt to make these clubs. If these players are successful in getting a spot on any of these teams then they remove their registration from LMHA and a spot is opened up.
  - b. Each year a number of players come from Jordan Lions Minor Hockey (JLMHA) to try out for LMHA’s various travel teams. If they are not successful in making a specific team then, they may (although not required to do so), return to JLMHA to play and again a spot opens up.
  - c. There are also times when players who register change their minds with regard to playing hockey at all (although this is very rare) and they withdraw and a spot opens up.
  - d. In the case of spots being created through LMHA increasing team numbers in a division, this would be determined by the final registration numbers and the availability of ice.
- d) When a spot opens up in a division that has a waiting list then the first name on the list is offered the spot and then they are officially registered with LMHA for the current season. If this individual wishes to play Local League they are slotted accordingly.
- e) If the player wishes to try out for a travel team then the timing of the transfer from the waiting list to the active list is critical. If the transfer takes place at such a time as the player is unable to meet the attendance requirements as per LMHA’s tryout policy for the BB, AE or both teams then the player is required to play in the Local League in that age group.
- f) Once the travel (BB and AE) have been selected and all players who have been successful in gaining spots on AAA, AA, A and Jr. teams have been identified then there may or may not still be players remaining on a waiting list in specific age groups. If there are players on a waiting list then the LMHA board of directors

will sit and determine if there is any way possible, considering the number of players on the waiting list, to move these players to within LMHA.

There are no guarantees that this will be possible but LMHA will make every effort to provide these players with an opportunity to play hockey within LMHA. However, this will not be done at the expense of the remainder of the hockey association and the betterment of the players who are properly registered.

LMHA will make every effort to provide players on a waiting list with an opportunity to play within LMHA but this may not always be possible.

In order to assist players who may be on a waiting list the following are the guidelines, which are provided by the OMHA & OHF (LMHA's governing bodies), with regards to players registering in other centers:

- a. Players are only eligible to play AAA, AA, A or Jr hockey with the appropriate permission as provided by LMHA and according to all OMHA/OHF regulations;
- b. Players are free to play House/Local League in any other center;
- c. Players playing HL/LL in a center not within the boundaries of LMHA are ineligible to play select hockey in that association.

### **VOTING PRIVILEGES**

All registration fees for the current year must be paid in full in order to vote at the LMHA Annual General Meeting.

### **REFUND POLICY**

All requests for a Registration Refund must be submitted in writing to the LMHA Treasurer. The Registration and Refund policy shall be:

<b>Hockey School</b>	To November 30	Full Refund
	Dec. 1 – to end	No Refund **
<b>Other Levels</b>	To October 31	Full Refund
	Nov 1 – Nov 15	2/3 of Registration
	Nov 16 – Nov 30	1/3 of Registration
	Dec 1 – to end	No Refund **

Fundraising ticket fees are **non-refundable**

\*\* Booth Fees are not refundable after December 1  
(Refund only after Booth Duty has been completed)

Players requesting a refund while under suspension shall not be considered "eligible" until the day after their suspension(s) has been served in full.

Players requesting a refund due to an injury shall have their refund entitlement determined as of the date of the injury. If the injury occurred during a non-LMHA function then the team trainer should be notified immediately. A note from a medical professional indicating the player's inability to return to play must be filed with LMHA prior to a refund being issued.

## **TEAM COMPOSITION**

All players should be encouraged to play at the level of their ability. Any coach or manager, who persuades, coerces or compels any player to play for his team, shall:

- a) on the first offence, receive a verbal warning
- b) on the second offence, be suspended for the balance of the season

All players wishing to play for any Rep team must attend all tryouts held for that team. Exceptions may be made for situations such as a conflict with 'AAA' tryouts or temporary medical conditions.

Novice, Atom, Peewee, Bantam, Midget and Juvenile Rep teams shall declare rosters of no less than 15 skaters on or before the 1<sup>st</sup> Monday in October. LMHA will determine minimum roster sizes teams carrying less than 15 skaters.

All final team rosters must be declared in writing.

## **EQUIPMENT AND UNIFORMS**

### **SWEATERS & SOCKS**

For Representative or Additional Entry teams - LMHA will supply 2 sets of sweaters and socks .

Each player will be given a sweater by the Coach or Manager. Team sweaters will not be kept in individual player's equipment bags or worn during practice. Players must return one jersey – in good condition – at the end of the season to the Team Manager.

For Local League players – LMHA will supply 1 sweater & pair of socks to all players. Players will not wear team sweaters during practice. Sweaters must be returned at the end of the season.

For Tyke & Hockey School players – LMHA will supply 1 sweater & pair of socks to all players. Players may keep their sweaters at the end of the season.

LMHA has team sponsors for all of our teams and as such they are an integral part of the association. Teams will not be allowed to affix crests from parties interested in providing financial sponsorship to individual teams in return for said financial assistance.

### **NAME**

- a) The name Lincoln Blades and the crest "Flying B" shall be used on all LMHA team sweaters.
- b) Approval for use of the "Lincoln Blades" name and "Flying "B" crest– by any person/s – must be obtained from the LMHA Board of Directors prior to being used.

### **COLOURS**

- a) The colours of the LMHA Representative/Select Team shall be Black, Gold and White. All three colours are to be used.

- b) All other LMHA team colours will be decided upon by the Equipment Convenor prior to the start of the season.

### **EQUIPMENT**

All mandatory equipment must be worn during all on ice activities by all players in Tyke or higher age groups.

Players at Hockey School level **must** wear the following proper equipment:

1. Approved CSA hockey helmet with approved OMHA facemasks
2. Approved BNQ/CSA neck guard
3. Approved hockey gloves.
4. Mouthguards ( HS kids are not required to wear mouth guards)

All team officials must wear CSA approved helmets, properly fastened, and approved skates – during on-ice practices.

For any function involving an LMHA team in a game situation, i.e. tournaments, exhibition, league or playoff games, the sweaters and socks issued to each team must be worn.

Equipment issued by LMHA to teams must be signed for by the Team Manager and/or Coach. These persons shall be responsible for ensuring the equipment is maintained in good condition and shall return same to the LMHA Equipment Manager at the end of the season.

No team official shall purchase any equipment in the name of LMHA. All such equipment purchases are to be handled by the LMHA Equipment Director.

### **LMHA ASSOCIATION PINS**

LMHA will make available, to any team, association pins. The cost of these pins will be responsibility of the team making the request. LMHA will only charge the teams what the cost price is to LMHA .

Any team wishing association pins for any function or tournament must advise the LMHA Awards Coordinator so that they can make arrangements to have pins in stock. All LMHA association pins will be distributed and sold through the Awards Coordinator and must be paid for in advance.

### **COACHES SELECTION**

LMHA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our Association. Coaches will be required to complete a formal application (by the date specified by the LMHA Board) in order to be considered.

The Coaches Selection Committee will consist of Vice-President of Operations, appropriate level convenor, Hockey Development Co-ordinator, and not less than 2 additional members as approved by the Board.

The Vice-President of Operations shall be Chair of this committee and will schedule the interviews, work to resolve any committee/coach applicant conflicts prior to the interview process, lead the interview process, task the

committee to select and rank the coach applicants and present the selection to the Board for approval.

The committee members will review all applications, support the Chair as required, attend all interviews, treat coach applicants with respect and dignity in a completely unbiased manner, vote for the coach recommendation to be taken to the Board and rank the remaining coaches.

The Board will be asked to consider the recommendations of the Coach Selection Committee before voting to accept or reject the recommendation made. The vote will be moderated by the President and Secretary. The Board reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Board member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Board of Directors are final.

A person may not be the Head Coach of a Rep hockey team, Novice and up, for more than two (2) consecutive years unless no other suitable applicants are available as deemed by the Lincoln Minor Hockey Association Coaching Selection Committee and approved by the LMHA Executive.

The application of this rule shall be as follows:

Year 1 – Atom

Year 2 – Atom

Year 3 – Peewee (not allowed)

Or

Year 1 – Atom

Year 2 – Peewee

Year 3 – Peewee (not allowed)

The above are meant as examples only. The intent is to avoid having a group of players have the same Head Coach for more than 2 consecutive years.

## **COMPLAINTS AND DISCIPLINE**

The following procedures should be followed in matters of complaints:

- a) Any concerns pertaining to any member or associate of any team should first be brought to the attention of the Team Manager, or, in the absence of the Team Manager, the Team Coach.
- b) In the instance the complaint is about the Team Manager or Coach, complaints should be directed to the appropriate LMHA Convenor, in writing.
- c) Any concerns unresolved within a reasonable time frame, by the Team Manager should be taken to the appropriate LMHA Convenor.
- d) Any concerns not resolved within a reasonable time frame, by the Convenor should be directed to the LMHA Secretary in writing. These concerns will be taken directly to the Discipline Committee. The committee will reply to all written concerns.
- e) Any concerns pertaining to the members of the Board of Directors of LMHA should go directly, in writing, to the Secretary.
- f) Any conflict of interest, real or perceived, that involves an Executive or Board Member, when tabled by another board Member – the Board Member in question shall remove him/herself from the room until the Board or Executive decide (by majority vote) that there is no conflict of interest. If the Board does declare a conflict of interest, then the Board will decide, by majority vote, what role, if any, that person will be allowed to be involved in for that which involves the conflict issue.
- g) ALL correspondence in writing MUST be signed and dated.

## **POLICE SCREENING**

In order to ensure that children playing in the LMHA system are protected from adults with a history of inappropriate conduct, LMHA must take action to identify such offenses that may negatively impact on children. To achieve this, one of the tools we use is that of Police screening. OMHA policy states that Police Screening MUST be completed every three (3) years.

This policy will outline the requirements of LMHA and participating adults in this matter.

- a) All carded team officials, on ice officials and all executive members of LMHA shall submit a police screening application to LMHA Secretary every three years for approval to participate. Within justification the Board can request additional police screening applications of a participating individual within the three year period.
- b) The Development Co-ordinator shall review all returned Police Screening forms and using this policy, shall determine an individual's suitability to participate in the organization. All information contained in these forms shall be treated as confidential and shall not be discussed with anyone except the person named on the form.
- c) Not every criminal offence shall exclude an individual from participating in the organization. Grounds for exclusion from participating as a carded team official or board member shall be related to conviction of crimes against children or such other convictions as may be deemed inappropriate for participation in a youth oriented association.
- d) The Development Co-ordinator shall keep an annual record of names of persons who have satisfactorily completed the Police Screening process and who are approved for official participation in the Association.
- e) Any individual who is rejected for participation due to criminal conviction may make an appeal to the Board as a whole, for reinstatement. This appeal shall be made in writing and shall contain a waiver permitting all Board members to view the Police Screening form and to discuss the convictions described therein. The individual making the appeal must be present during the portion of the board meeting when the appeal is discussed. It shall take a 75% majority vote to reinstate the individual.
- f) It is the responsibility of LMHA to distribute as necessary the blank screening forms.
- g) In the event that any board member, carded team official or on ice helper fails to produce a police screening application in a timely fashion, that individual shall be removed from any official capacity with LMHA until such time as they submit and have their police screening approved.

## **PRIVACY POLICY**

LMHA is committed to respecting the privacy of our members and adheres and follows the OMHA Privacy Policy as implemented January 1, 2004. The OMHA Privacy Policy is outlined in the booklet "OMHA Privacy Policy"— Guidelines for OMHA Members – or may be accessed through the OMHA website – [www.omha.net](http://www.omha.net) – or by calling the OMHA at 905-780-6642.

LMHA shall only collect information that is necessary to conduct hockey programming which endeavours to meet the individual needs of each participant.

LMHA recognizes that hockey by it's nature, is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such, may be requested.

Participants are under no obligation to supply this information and may refuse to do so without penalty, LMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Individual information that will be collected is identified below:

- a) participant's name, gender, place of residence and place of birth
- b) participant's email address (if applicable) - to facilitate communication
- c) historical information concerning past teams played for
- d) participant's skill and development level and feedback on programs, honours and awards received
- e) participant's parents (if applicable), name, address, telephone number, email addresses and fax (if applicable) – to facilitate communication
- f) educational information
- g) skill levels, ability, emergency contacts and health concerns

In addition to the Privacy Policy as stated by the OMHA, LMHA requests your permission to:

- a) Share your child's address and phone number with members on your child's team to facilitate team communication.
- b) Having your consent to photograph and provide your child's name in team or individual photos in hockey-related situations – whether through the local newspaper, our own organization or an outside organization (eg while at tournaments, etc.)

If you do not want your child's information to be disclosed please contact LMHA Secretary at [secretary@lincolnminorhockey.com](mailto:secretary@lincolnminorhockey.com) or your child's coach.

## **GENERAL FUNDRAISING**

All teams must participate in a general fund raising campaign, the nature of which and the timing of which shall be determined each year by the LMHA Board of Directors.

All monies raised from the general fund raising campaign shall be allocated as decided upon by the Board of Directors.

No teams in Lincoln Minor Hockey Association will be allowed to hold raffles, draws, dances, etc., without the written permission of the executive as these functions interfere with Lincoln Minor Hockey Association fund-raising programs.

Any team in Lincoln Minor Hockey Association wishing to do individual fundraising must complete the LMHA request for fundraising form (available on the LMHA website) and include all fundraising proposals with budget: money hope to make, expectations of parent contribution and reason for need of fundraising eg. tournaments entered with cost. These requests must be received by the LMHA secretary no later than October 30 for consideration. These requests will be discussed at the November board meeting. No fundraising will be allowed until LMHA board approval has been granted.

Any team in Lincoln Minor Hockey Association that receives funds by any means, including but not limited to: parent contribution or fundraising, are required to submit a full financial report to all parents and the lmha secretary by April 30 as per the LMHA constitution.

No team or team representative shall approach sponsors for money or gifts or "perks".

## **FUNDING TOWARDS INDIVIDUAL TEAMS**

- a) The only allocation of LMHA general funds to individual teams will be a \$500.00 contribution towards costs for any Representative or Additional Entry team playing in an OMHA Final series.
- b) Any team winning an OMHA Championship will be given one set of jerseys to keep as a memento. The Board will make no contribution to the team towards purchase of rings, jackets or any like items.

## **BANNER DISPLAY**

Lincoln Minor Hockey would like to recognize the accomplishments of our teams by displaying banners from their successes. In order to determine which banners will be hung the following banners are considered eligible and will be hung.

- a) OMHA Champions & Finalists
- b) International Silver Stick Champions & Finalists
- c) Regional Silver Stick Champions
- d) NDHL 'A' Division Champions (Doherty & Belcot Divisions)
- e) NDLL 'A' Division Champions
- f) Tournament Champions (Rep/HL/LL/Select)(not applicable to consolation or other)

Lincoln Minor Hockey will also provide the funding necessary to purchase banners for any teams who fall under category 4 or 5 listed above.

## **INSURANCE**

- a) Accident insurance shall be provided as outlined in the OMHA manual.
- b) Only players registered in LMHA and elected Board of Directors and selected coaching staff, registered on ice helpers and other minor officials are insured by the approved OMHA insurance. This insurance covers only LMHA sanctioned participation.

## **LMHA BOARD JOB DESCRIPTIONS**

### **DUTIES OF PRESIDENT**

- a) shall be responsible for all aspects regarding the operation of the Association.
- b) shall preside at all meetings.
- c) shall not vote when acting as chairman of a meeting except in the case of a tie when he/she shall cast the deciding vote.
- d) shall be allowed to vote when not acting as chairman of a called meeting.
- e) Shall exercise the authority of the association in cases of emergency, subject to ratification by the entire Board within a reasonable period of time.
- f) Shall be the official spokesperson for the Association as a member of the Lincoln Minor Hockey Association Board of Directors.
- g) Shall be the official OMHA Association contact unless another Director is voted upon and accepted by the Board of Directors

#### **DUTIES OF SECRETARY**

- a) Shall attend all General Membership, Annual General membership and Board Meetings and shall maintain accurate minutes of same.
- b) Shall have charge of all Board records
- c) Shall maintain and update the By-Laws as required.
- d) Shall be responsible for all Board correspondence.
- e) Shall give all notices required to be given to members and directors.
- f) Shall perform such other duties as designated by the President
- g) Shall report to the President.

#### **DUTIES OF TREASURER**

- a) Shall have charge of all Corporation financial records
- b) Shall submit a financial report at scheduled Board meetings, Annual and General Meetings.
- c) Shall maintain financial records which are subject to review and reporting thereon by an independent chartered accountant at the end of the fiscal year
- d) Shall supervise all banking of the LMHA
- e) Shall present a preliminary operating budget at the first Board meeting in July and a final operating budget at the Board meeting in October.
- f) Shall be the signing authority along with the Secretary and/or the President and/or another member approved by the Board.

#### **DUTIES OF VICE-PRESIDENT – ADMINISTRATION**

- a) Shall perform the duties of the President in the latter's absence or on request and shall then have all the rights and powers of the President.
- b) When acting as Chairman of a meeting, shall not vote except when such vote is needed to break a tie.
- c) Shall co-ordinate all operations of the Food Booth during the hockey season.
- d) Shall be responsible for the administrative functions of the Association which shall include the responsibilities of Treasurer, Registrar, Ways and Means, Sponsorship and Promotion and Publicity.
- e) Shall be responsible for presenting year-end report at AGM of all directors he/she is responsible for.

#### **DUTIES OF VICE-PRESIDENT – OPERATIONS**

- a) Shall perform the duties of the President or the Vice-President Administration in their absence or on request and shall then have all the rights and powers of those positions.
- b) When acting as Chairman of a meeting, shall not vote except when such vote is needed to break a tie.
- c) Shall be responsible for the operational aspects of the Association which shall include the responsibilities of the Tyke/Hockey School Convenor, Local League Convenor, Representative Convenor, Ice Convenor, Tournament Convenor, Hockey Development Coordinator, Equipment Coordinator and Awards Coordinator.
- d) Shall be responsible for presenting year-end report at AGM of all directors he/she is responsible for.

#### **DUTIES OF IMMEDIATE PAST PRESIDENT**

- a) Shall attend meetings of the Board.
- b) Shall fill the vacancy in the office of the President
- c) May perform the duties of any Board position vacant, however caused, at the Boards' request until said vacancy is filled
- d) Shall report to the President.

#### **DUTIES OF REGISTRAR**

- a) Shall be responsible for registration of all participants in Minor Hockey including players and coaches.
- b) Shall be responsible for the preparation, administration and supplies for the registration of LMHA hockey players.
- c) Shall ensure that all those registered qualify for play in the LMHA according to LMHA Rules and By-laws, and that the required documentation is presented at the time of registration.
- d) Shall ensure the required fees have been paid, collect any deferred fees and administrative fees (recovery of NSF charges, late registration fees, cancellation fees, etc.) associated with registration.
- e) Shall ensure that all fees received (including post-dated cheques) are forwarded to the Treasurer as soon as possible after receipt.
- f) Shall provide the Treasurer with a reconciliation of player names and fees paid.
- g) Shall prepare player lists by division for distribution to the Convenors.
- h) Shall inform the LMHA Executive of any irregularities with regard to registered players.
- i) Shall provide teams with the necessary information and documentation should they require to be 'carded.'

#### **DUTIES OF THE TYKE/HOCKEY SCHOOL CONVENOR**

- a) Shall be responsible for the operations of the Association's Tyke and Hockey School programs.
- b) May appoint Division Heads (subject to Board approval )
- c) Shall produce an information letter for all parents within the Tyke/Hockey School Program
- d) Shall ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations.
- e) Shall ensure that a league schedule including Playoffs is processed.
- f) Shall approve all out of town exhibition games and tournaments for Tyke/ Hockey School.
- g) Shall ensure that all on-ice personnel in leadership positions successfully complete the Initiation Program Instructor clinic.
- h) Shall ensure that each of the coaches and Instructors use the Initiation Program curriculum in their on-ice seasons.
- i) Shall submit a report on the Tyke/Hockey School program to the VP Hockey Operations for presentation at the Annual General Meeting.

#### **DUTIES OF LOCAL LEAGUE CONVENOR:**

- a) Shall be responsible for any Novice, Atom, Peewee, Bantam, Midget and Juvenile Divisions of the Local League.
- b) May appoint appoint Division Heads (subject to Board approval) and conduct monthly meetings.
- c) Shall conduct pre-season meetings with coaches
- d) May produce an information letter for all parents within the Local League
- e) Shall ensure that each has an up-to-date Rule Book and Association Rules and Regulations
- f) Shall approve all exhibition games and tournaments for Local League teams
- g) Shall be responsible for selecting the rating committees, prior to the pre-season rating sessions. Each rating committee will be used for selecting that level's Local League teams
- h) Shall be the Associations representative at all Niagara District Local League meetings
- i) Shall submit a report on the Local League to the VP Hockey Operations for presentation at the Annual General Meeting

#### **DUTIES OF REPRESENTATIVE LEAGUE CONVENOR**

- a) Shall oversee the complete operation of all representative teams.

- b) Shall conduct pre-season meetings with coaches
- c) Shall produce an information letter for all parents within the Representative League division
- d) Shall ensure that each coach has an up-to-date Rule Book and Association Rules and Regulations
- e) Shall represent the Association at all Niagara District Hockey League meetings or appoint a designate from the Executive or a member of the team.
- f) Shall approve all Representative schedules, exhibition and tournament games
- g) Shall control the distribution of all player cards.
- h) Shall submit a report on the Representative League to the VP Hockey Operations for presentation at the Annual General Meeting.

#### **HOCKEY DEVELOPMENT CO-ORDINATOR**

- a) Shall ensure the association has clear policies and procedures for the evaluation of all players at all levels.
- b) Shall ensure each division follows the evaluation policies
- c) Shall maintain reference library including videos, dvd's , books, manuals and any other suitable reference materials that will enhance coaches and players development.
- d) Shall establish and maintain a coach mentoring system for all levels in the Association.
- e) Shall establish through the coaches, a basic system of practice drills approved by the Board of Directors
- f) Shall develop a basic play book which will be available to all coaches and convenors in the LMHA. including the Hockey School and approved by the Board of Directors
- g) Shall ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally.
- h) Shall be given an operational budget as voted on by board of directors at first meeting of every season.

#### **EQUIPMENT CO-ORDINATOR**

- a) Shall submit a list of equipment required.
- b) Shall arrange for handling, storage, repairing, cleaning and inventory of equipment as required.
- c) Shall ensure that all equipment is returned to stock by 1 May.
- d) Shall prepare a minimum of two tenders for major purchases (including jerseys) for the upcoming playing season by 1 June each year.

#### **SPONSORSHIP & FUNDRAISING COORDINATOR**

- a) Shall solicit and secure a sponsor for each Hockey School, Tyke, House/Local League and Representative team.
- b) Shall investigate all potential for grants from Government and sporting agencies.
- c) Shall co-ordinate grant applications in conjunction with other officers.
- d) Shall monitor marketplace and propose annual budget adjustments and sponsorship fees.
- e) Shall cooperate with the Equipment coordinator in allocation of sponsors to teams and divisions.
- f) Shall ensure that the sponsors receive recognition consulting with the Promotion & Publicity coordinator.
- g) Shall be responsible for the sale of LMHA crests, buttons, hats, T-Shirts, etc.
- h) Shall present suggestions to the LMHA Board and the teams officials regarding ways and means of raising funds.
- i) Shall be responsible for the organization of special events, etc., as they may be approved.

#### **PROMOTION & PUBLICITY COORDINATOR**

- a) Shall promote the Association and association's activities through to the community at large through appropriate promotional vehicles and be the liaison for such activities for the association in general.
- b) May be responsible for the creation/maintenance of an Association web page.
- c) Shall develop a format and guidelines for persons who are reporting on the hockey games to the Press.
- d) Shall produce a periodic newsletter during the hockey playing season.

- e) Shall be responsible for placing all notices and/or advertisements of the Association in the media.

#### **DUTIES OF ICE CONVENOR**

- a) The Ice Convenor shall be the sole liaison for ice procurement between the Town of Lincoln and LMHA. Ice time requirements for all games, practices and tournaments for all LMHA leagues shall be submitted to the Town as per their requirements.
- b) The Ice Convenor shall assign the ice time schedules to Hockey School, Tyke teams, Local League teams, Representative teams as required by these leagues for games and practices throughout the season in a fair manner according to Board policy.
- c) The Ice Convenor shall inform all LMHA Coaching staff of the Ice Time Policy regarding the scheduling, use of and cancellation of ice times assigned.
- d) The Ice Convenor shall be the LMHA centre contact for ALL LMHA game changes.
- e) The Ice Convenor or his/her designate shall assume the responsibility for obtaining referees for all games.
- f) The Ice Convenor shall ensure that all LMHA teams receive a copy of their game and practice schedules in a timely manner.

#### **TOURNAMENT COORDINATOR**

- a) Shall present to the Board, the dates and names of all sanctioned tournaments hosted by LMHA, 2 weeks prior to the OMHA Annual General Meeting.
- b) May appoint tournament coordinators (subject to Board approval) for the organization of each tournament.
- c) Shall notify the Ice Convenor by June 1 of the intention to reserve the arena for specific dates of scheduled LMHA Tournaments.
- d) Shall maintain accurate records, with assistance from Treasurer, for each Tournament including all financial transactions.
- e) Shall prepare and submit an end of year report for Vice President of Hockey Operations to present at AGM.

#### **AWARDS CO-ORDINATOR**

- a) Shall recommend to the Board such awards as may be required.
- b) Shall be responsible for the maintenance of the LMHA Trophy Case to reflect accomplishments of LMHA teams and alumni.
- c) Shall be responsible for the organization and administration of LMHA Picture Day.
- d) Shall be responsible, in conjunction with Tournament Coordinator, for Tournament Awards.

### **LMHA BOARD MILEAGE REIMBURSEMENT**

LMHA Board members shall be reimbursed for mileage accrued while on LMHA business. The purpose of the trip shall be pre-approved by the Board. The mileage will be paid at the rate of \$0.40/km for all trips of greater than 20 kilometers (round trip) and shall be calculated using the Beamsville Arena as the beginning and ending point. When instances occur where multiple board members are attending the same function, members are encouraged to car pool to the utmost extent possible.

# **HOCKEY POLICIES**

## **OMHA CODE OF CONDUCT**

PLEASE NOTE: The OMHA Code of Conduct is updated on an annual basis. For the most current version of the Code please refer to the current year's OMHA Manual of Operations, this can be found online at [www.OMHA.net](http://www.OMHA.net)

The Code of Conduct identifies the standard of behaviour which is expected of all OMHA 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 activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behaviour which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of OMHA shall refrain from comments or behaviours which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behaviour which constitutes bullying, harassment, or abuse will not be tolerated, and will be dealt with under OMHA's Harrassment & Abuse policy.

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

## **LMHA CODE OF CONDUCT**

The Lincoln Minor Hockey Association 'CODE OF CONDUCT' identifies the standard of behaviour which is expected of all Lincoln Minor Hockey Association (LMHA) members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in any and all LMHA activities and events.

Lincoln Minor Hockey Association is committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the LMHA shall conduct themselves at all times in a manner consistent with the values of the LMHA, which include fairness, integrity and mutual respect.

During the course of all LMHA activities and events, members shall avoid behaviour, which bring the LMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.

LMHA members and participants shall at all times, adhere to the LMHA's operational policies and procedures, rules and regulations governing all LMHA events and activities and rules and regulations governing any competitions in which any member of the LMHA participates.

Members and participants of the LMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of Lincoln Minor Hockey Association shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under the Lincoln Minor Hockey Association 'Harassment and Abuse Policy'.

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

### **CONDUCT EXPECTATIONS**

Participation in any sport is comprised of inter-action between all members, team officials, parents, players and spectators. Conduct expectations of these individuals are comprised of – but not limited to the following:

### **BOARD CONDUCT**

- a) Board members will act in a professional manner when representing the Lincoln Minor Hockey Association in ANY interaction with the community, coaches, players, parents, referees, NDHL, NDLL, OMHA, OHF, and the HC.
- b) Board members will sign a code of conduct at the first meeting after being elected.
- c) Board members will uphold the rules and guidelines (as they apply to hockey related issues) of the LMHA, NDHL, NDLL, OMHA, OHF and the HC. Failure to comply with these rules will result in disciplinary action.
- d) Board members are able accept written/email complaints and advise the secretary in a timely matter in order to bring quick resolution to the matter. This will be done in the strictest of confidentiality.

### **ALL MEMBERS**

- a) Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity.
- b) Members should communicate and cooperate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of it's players.
- c) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- d) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- e) Members are expected to consistently display high personal standards both professionally and personally.
- f) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport
- g) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

### COACH AND OTHER TEAM OFFICIAL'S

- a) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- b) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the athlete.
- c) Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements which no one should evade or break.
- d) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- e) Be honest and consistent with athletes. They appreciate knowing where they stand.
- f) Be prepared to interact in a positive manner with administrators, league officials and parents.
- g) Be responsible people who are flexible and willing to continually learn and develop.
- h) Encourage athletes to be fit all year, every year and not just for the season.
- i) Follow the advice of a physician when determining when an injured player is ready to play again.
- j) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

### PARENTS

- a) Do not force an unwilling child to participate in sports.
- b) Remember children are involved in organized sports for their enjoyment – not yours.
- c) Encourage your child always to play by the rules.
- d) Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- e) Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- f) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- g) Do not publicly question the officials' judgement and never question their honesty.
- h) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- i) Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
- j) Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. **Public comments are not appropriate.**

### PLAYERS

- a) Play for the 'fun of it' – not just to please your parents or coach.
- b) Play by the rules.
- c) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- d) Control your temper – no 'mouthing off' – breaking sticks – throwing gloves or other equipment.
- e) Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- f) Be a good sport. Cheer all good plays, whether your team's – or the opponents'.
- g) Treat all players as you – yourself – would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- h) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- i) Cooperate with your coach, teammates and opponents, for without them, you don't have a game.

- j) Remember that you are representing yourself – your parents – your team – your Sponsor – and your Town – at all times – to and from the Arena.

### **SPECTATORS**

- a) Remember that children play organized sports for **their** own fun. They are not there to entertain you – and they are NOT miniature pro-athletes.
- b) Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
- c) Applaud good plays by your own team and the visiting team.
- d) Show respect for your team's opponents. These players are the sons/daughters of other parents like yourself. Treat them as you would have your son/daughter treated.
- e) Never ridicule or scold a child for making a mistake during a competition. Children are not perfect – they need to make mistakes in order to learn.
- f) Condemn the use of violence in all forms.
- g) Respect the officials' decisions. Right or wrong – it is their decision.
- h) Encourage players always to play according to the rules.

### **DEVELOPMENT**

LMHA is committed to excellence. We believe strongly that an ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams.

The development needs of the organization will be reviewed by the Development Co-ordinator on an annual basis and the development plan will be submitted to the Board for approval at the beginning of each season.

### **REP & A/E EVALUATION PROCESS**

Any player wishing to play BB or AE hockey in Lincoln MUST tryout for the BB travel team first. If this player is selected by the BB team he/she is not eligible to tryout for the AE team and if he/she chooses not to play for the BB team then that player will be assigned to the Local league of that division.

Underage players trying out for a travel team at a higher division MUST submit a "Request for division change" form before final registration is closed. (No underage player will be denied the opportunity to try out at a higher division). For an underage player to make a travel team at a higher division that player MUST be rated in the TOP 5 players of the team that he/she is trying out for. This determination of TOP 5 will be made by the appropriate Convenor, VP- Hockey Operations, President and any other independent evaluator(s) deemed necessary by the LMHA Board of Directors. Underage players not chosen in the TOP 5 will not be eligible to try out for the AE team of the higher division (player goes back to tryout for age appropriate BB team) but may be eligible to play on a higher division Local league team if registration numbers permit.

In Midget Rep dealing with the 3 year age bracket the eligibility of players is as follows:

1<sup>st</sup> year players- Minor Midget

2<sup>nd</sup> year players- have the option of playing Minor or Major Midget (can tryout for both Major and Minor)

3<sup>rd</sup> year players- Major Midget

## **GENERAL EVALUATION GUIDELINES**

The goal of the following guidelines is to allow the evaluations to be conducted in a manner that is fair, equitable and transparent to all participants

- a) No parent of a player trying out for a team (Head Coach excepted) shall be on the ice during any of the tryouts. LMHA will provide qualified assistants to aid in running tryouts if they are required.
- b) No coaching staff are to be named until they have been approved by the LMHA Board of Directors. Coaches may request board approval of staff members who do not have a child trying out for the team at any time.
- c) All players are to wear LMHA supplied evaluation jerseys.
- d) All players trying out shall be given equal opportunity to be selected.
- e) The Head Coach is required to utilize independent evaluators during the selection of their team. Each evaluation session must use a minimum of 3 evaluators. LMHA will provide a list of evaluators that may be used at the coaches discretion.
- f) Initial releases may be made after the second tryout and will be done in person and individually. This can be an intimidating experience for the players, and as such, Novice and Atom aged players are to be accompanied by a parent or legal guardian. All such meetings will be conducted by the Head Coach and an LMHA Board member.
- g) Evaluation sheets will be provided by LMHA and are to be retained by LMHA at the conclusion of the evaluations in case a player or parent wishes to have further discussions regarding evaluations.
- h) LMHA will ensure that there is a certified trainer for all on and off ice sessions conducted by our teams.
- i) All coaches will hold a pre-tryout meeting to consist of the following details:
  - a. Introduction of coach and approved staff
  - b. Identification of independent evaluators
  - c. Review of evaluation process and criteria
  - d. Review of selection process and release meetings
- j) Players must be properly registered (forms completed and full payment submitted) prior to attending any evaluation session.
- k) Novice through Bantam BB teams will be given 4 hours of ice in order for the coaches to evaluate the players trying out for the respective teams.
- l) Players cannot be released until after the 2<sup>nd</sup> tryout session for the team they are attempting to make whether they have attended two tryouts or not.
- m) Coaches must keep a predetermined number of skaters and goalies. These specific numbers will be conveyed to the Head Coaches prior to the beginning of the evaluations.
- n) Players released from the Atom through Bantam BB teams will be placed onto AE tryout rosters. Names of ALL players released from the BB teams must be conveyed to the LMHA registrar immediately upon their release.
- o) Minor and Major Midget BB teams will have 4 hours of ice in September in order to select their final rosters. They will be staggered such that the Minor Midget team will have 2 hours after the Major Midget team has completed their evaluations.
- p) Players entering their first year of Midget shall play Minor Midget while those in their second year may try out for either the Major or Minor Midget teams. Those 2<sup>nd</sup> year players that choose to try out for Major will be required to complete the tryout process and if released will be entitled to tryout with the Minor Midget Team.
- q) AE team evaluations will be scheduled such that they have 2 hours after the BB teams have been selected.

## **SUMMER ON ICE PRACTICES**

- a) On ice summer practices are only permitted after August 15<sup>th</sup>.
- b) Teams are allowed 4 summer on ice practices. These sessions must be completed before the fall BB and AE travel try outs begin.
- c) Practices are optional to all players and are not to be used as evaluation. Only players registered to LMHA and still on an active tryout roster are allowed to be on the ice. Siblings, players from other LMHA teams or other organizations are not allowed on the ice.
- d) A registered Coach and Trainer with LMHA must be present at all time. On ice help must meet OMHA requirements. A list of on ice help must be submitted to the LMHA Registrar.
- e) All summer practices must be approved by either the V.P. of Hockey Operations or the Rep Convenor.
- f) The practices must be made available to all rostered players. Coaches should keep records that all players were contacted and notice of any players who declined. Email records of players declining would be preferable.
- g) The practices must be booked through the Ice Convenor. This will ensure proper Insurance coverage for the sessions. It is not the Ice Convenor's responsibility to find the ice, this needs to be done by the coach and a list of time(s) and locations submitted to the Ice Convenor for booking. Request must be done at least 1 week prior to the practice.
- h) Teams must provide direct and full payment to the facility for all ice booked.
- i) Any team participating in summer practices will need to submit a statement of funds collected and paid, to the Rep Convenor. These sessions are not intended to raise funds to be used by the team during the season.

## **SUMMER OFF ICE ACTIVITIES**

- a) Off ice summer activities are only permitted after August 1<sup>st</sup>
- b) Teams are allowed 4 summer off ice activities. These sessions must be completed before the fall BB and AE rep try outs begin.
- c) All activities are optional to all players and are not to be used as evaluation. Only players registered to LMHA and still on an active tryout roster are allowed to be involved in the off ice activities. Siblings, players from other LMHA teams or other organizations are not allowed to be involved.
- d) A registered Coach and Trainer with LMHA must be present at all time. Off ice help must meet OMHA requirements. A list of all off ice help must be submitted to the LMHA Registrar.
- e) All summer off ice activities must be approved by either the V.P. of Hockey Operations or the Rep Convenor.
- f) The activities must be made available to all rostered players. Coaches should keep records that all players were contacted and notice of any players who declined. Email records of players declining would be preferable.
- g) Teams must provide direct and full payment to the facility for all off ice events booked.
- h) Any team participating in summer practices will need to submit a statement of funds collected and paid, to the Rep Convenor. These sessions are not intended to raise funds to be used by the team during the season.

## **DRESS CODE – REP/AE - PLAYER**

Dress Code of all members of LMHA Representative Teams shall be: dress shirt, tie, dress pants (no jeans or track pants). The dress code may also consist of an LMHA tracksuit/warm up suit and black turtleneck, provided the entire team co-ordinates the wearing of that attire so that each team member arrives uniformly clothed for a game or tournament, ***each team will hold a vote and the majority will rule.***

Players are reminded they should leave the arena looking the same as they did when they entered the arena, shirt neatly tucked in, ties done up properly, remember you are representing LMHA and the Town of Lincoln.

### **DRESS CODE – REP/AE/SELECT - COACHING STAFFS**

ALL team personnel will wear a dress shirt, tie and dress pants. NO running shoes are allowed. Female team personnel can elect not to wear a tie. *Trainers* can wear a tracksuit (preferably LMHA tracksuit) and running shoes due to the nature of their responsibilities on and off the ice. No team personnel will wear ball caps on the bench.

### **LOCAL LEAGUE EVALUATIONS AND TEAM SELECTION**

Players who have registered for Local League or were unsuccessful during the selection of the BB or A/E teams will be evaluated in all divisions where numbers dictate that there shall be more than one team in that age group.

Evaluations shall be directed by the Local League convenor with the assistance of the Head Coaches within that division and any other suitable evaluators as selected by the convenor. These evaluations will be done via a series of on ice drills.

Once players have been evaluated through the on ice sessions the Local League convenor will then compile a list of the ratings and determine an average rating for each player and goalie in that division. The players will then be ranked by position according to their individual ranking and a list will be compiled of the players names.

The only players assured of being on a particular Head Coaches team shall be that coaches child or children. The remaining team will then be selected by way of a draft until all players and goalies have been designated to a team.

The purpose of this is to produce two teams of relatively equal calibre. If the convenor feels that teams need to be adjusted after the draft, then they have the exclusive right to do so. If it is found that the teams are not equal then the convenor may at their discretion move players in order to balance the teams. The coaches of any teams that may require rebalancing will be consulted during this procedure, however, they may not prevent the rebalancing. Teams are to be set by the 15<sup>th</sup> of October of each playing season.

### **ICE ALLOCATION**

The current ice allocation policy and procedure for teams within LMHA is as follows:

#### **REP TEAMS**

- a) BB teams, up to Bantam, are allocated 2 one hour practice slots per week
- b) Minor and Major Midget BB teams are allocated 1 one hour practice slot per week
- c) AE teams are also allocated 1 one hour practice slot per week
- d) Juvenile travel teams will NOT be allocated a regular practice slot
- e) If a travel team is unable to use any of their allocated slots during the week they are encouraged to trade with one of the other travel teams to avoid turning back the ice to the ice convenor
- f) If they are unable to trade with another team then they must notify the ice convenor no later than 10 days in advance so that the ice time can be properly allocated in that weeks schedule

- g) Failure to notify the ice convenor in a timely fashion (10 days in advance) may result in loss of regular practice times in subsequent weeks

### **LOCAL LEAGUE TEAMS**

- a) Local league teams will NOT have a regularly scheduled practice time but rather a number of weekly one hour slots into which they will be allocated practice time
- b) The practice times will be allocated in an effort to give each team an equal number of practices throughout the season
- c) The ice convenor will provide the team contacts with a list of weekly practice slots. The team contacts will then supply the ice convenor with a list of which times will work for their team throughout the year. It is not advisable to simply select one slot and assume that it will be allocated to your team. Teams are advised to provide as many options as possible so that they stand a better chance of receiving ice every week. The ice convenor will then allocate the ice based upon requests and with consideration of equal practice times for all teams. The ice schedule will then be forwarded to all teams and posted on the LMHA website by Saturday night. Weekly schedules will cover times from Monday to Sunday of each week.
- d) All ice returned by LMHA travel teams will be offered to the Local League teams first. If the ice still remains open then it will be offered to ALL LMHA teams.

### **TOURNAMENTS**

Teams are to notify the ice convenor of the dates for ALL tournaments that they are entering as soon as they are identified but no later than 1 month in advance of the start date.

## **ROSTER SELECT TEAM SELECTION PROCEDURE**

If a Roster Select team is approved for a specific division within LMHA the following procedure shall be used for team selection.

- a) The Head Coaches of each of the Local League teams within the approved division shall provide a ranking of the players on their teams along with their positions. The number of names provided by each coach shall be determined by LMHA and shall be based upon providing a team of 15 skaters and two goalies.
- b) In conjunction with the coaches and the respective Local League Convenor, a ranking of the goalies shall also be determined.
- c) If it meets the approval of the Local League Convenor the players may be listed and ranked by position such that 9 forwards, 6 defencemen and two goalies are selected for the team.
- d) The players are then to be contacted by the Local League Convenor (or delegate) to determine the interest such that once 15 players and two goalies are found the search shall be halted. The inquiries must be done by an individual with no ties to the team. The cost per player as determined by the coaching staff as well as the seasons schedule must be provided to the person(s) making the player inquiries.
- e) The coaching staff for the Select team must be recommended by the Local League Convenor and approved by the LMHA Board as is the procedure for all LMHA teams.
- f) Roster Select teams are to ensure that they follow all OMHA guidelines.
- g) The Select team must have at a minimum a certified Head Coach, Trainer and Manager.
- h) The team shall be required to provide a financial reconciliation of their activities to the board as per the LMHA constitution.

- i) Roster Select teams shall not be provided with any ice time for practices unless there is open ice that cannot be returned to the Town.
- j) All requests for a Roster Select team must be received by LMHA no later than November 30 of the playing season.

### **AFFILIATED PLAYER POLICY**

In addition to the Affiliated Player Policy as outlined in this section, the rules set out from time to time by the OMHA and the NDHL/NDLL pertaining to the Affiliated Players will be adhered to.

It is the philosophy of the LMHA that the Affiliated Player (AP) system is an essential component of our program especially at higher age levels. We also believe that any opportunity for additional development of our players is welcome. As such, AP players are free to attend any and all practices with their affiliated team as determined by the coach(s).

- a) A team may sign up to 19 players on their AP list. Players at the Rep level may affiliate with Rep teams at their next level. Players at the AE level may affiliate with the Rep team (same level) or AE at their next level. Local League players may affiliate with local league teams in a higher age level or for their division's Rep or AE team.
- b) Coaches at Peewee and below shall not AP players for any games such that their number of skaters is greater than the number of players on their roster unless specific permission has been provided to the coach by the appropriate LMHA convenor. The size of teams roster for the purpose of this policy
- c) Coaches at Bantam and above may AP players for any games according to OMHA guidelines.
- d) In the case of teams with only one rostered goalie an AP goalie may be called up and used as per the coaches discretion. The appropriate LMHA convenor must be notified in advance of any AP goalie that will be used in a game.
- e) Coaches must identify each AP player on an approved OMHA form as provided by the LMHA Registrar.
- f) An AP player may not be used if there is a conflict in a schedule with the player's regular carded team, regardless of circumstances.
- g) No player can be signed to more than one (1) AP list.
- h) The Rep Convenor must be notified in advance of the use of AP players.
- i) Coaches are responsible to obtain permission from parents and the carded team coach for the player to be signed as an AP.
- j) Any violation of the policy or the intent of the policy may result in a two (2) game suspension for team officials and players as determined by the LMHA.
- k) Any AP policy of the NDHL or NDLL shall be followed in any case.

### **AFFILIATED PLAYER RESPONSIBILITIES**

- a) The AP player MUST attend all games and practices with his carded team in order to play for an Affiliated team and MUST remain loyal to his OMHA carded team.
- b) Affiliated player MUST receive approval/permission from his/her carded team coach in order to miss practice with his/her carded LMHA team.
- c) The AP understands that playing as an AP for any team is a PRIVILEGE, not a right, and this privilege may be revoked at any time by the AP's carded coach, affiliate coach, LMHA convenor, LMHA Board or OMHA.
- d) The AP understands that while playing for an Affiliate team he must still uphold the LMHA Code of Conduct.

## **AFFILIATED COACH RESPONSIBILITIES**

- a) The Affiliated coach must contact the coach of the player he wishes to call up, and get the coaches permission to call up any player BEFORE he calls the affiliated player.
- b) If the carded coach grants permission for the carded player to play for the affiliate team, the affiliate coach will then contact the affiliated player (or parent), appropriate convenor by phone or email.
- c) When requesting to use an AP, the affiliated coach must take responsibility to ask the carded coach if the AP is currently under suspension, or currently being disciplined by the carded coach, LMHA or OMHA.
- d) The Affiliated coach agrees not to call up AP's to "rest" his own players at any time throughout the season or playoffs.
- e) Affiliated coach understands that the AP policy is a PRIVILEGE, not a right and it maybe revoked at any time by the carded coach, convenor, LMHA or OMHA.
- f) It is the responsibility of the Affiliated coach to have the AP (or parent of AP) he wishes to play for his team, sign the AP form when he signs his AP roster sheet.

## **PLAYER AFFILIATION PROCEDURE**

The following details the procedure that is to be followed when getting a player added to a team's roster as an AP player.

- a) The Head Coach of the team wishing to AP the player (AP Coach) identifies the player to both the player's Head Coach (Head Coach) and the appropriate level Convenor.
- b) The AP Coach and Head Coach speak to the players parents to get their consent and signature on the AP form.
- c) The AP Coach and Head Coach speak to the player to get their consent and signature on the AP form.
- d) The AP Coach then has the Head Coach and appropriate LMHA Convenor sign the AP form.
- e) The LMHA Convenor then provides the completed form to the LMHA registrar for input into the HCR registry
- f) The LMHA registrar will then provide the AP team and appropriate LMHA convenor with a copy of the roster once it has been approved by the OMHA.

## **HARASSMENT AND ABUSE**

### **Harassment and Abuse Policy**

For convenience, this policy uses the term 'Complainant' to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint.

The term "Respondent" refers to the person against whom a complaint is made.

### **Policy Statement**

Lincoln Minor Hockey Association (LMHA) is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

### **Application and Scope**

This policy applies to all categories of members in LMHA, as well as to all individuals participating in activities of, or employed by, LMHA, including, but not limited to, players, officers, convenors, committee members, team managers, trainers, administrators and employees.

This policy applies to harassment which may occur during the course of all LMHA business, activities and events, including but not limited to competitions, team practices, team games, training camps, exhibition games, tournament games, meetings, and travel associated with these activities.

### **Definition of Harassment**

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

- a) Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- c) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- d) Unwanted or unnecessary physical contact including touching, patting or pinching.
- e) Any form of hazing.
- f) Any form of physical assault or abuse.
- g) Any sexual offence
- h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.
- i) Electronic, including but not limited to: facebook, email, youtube, web posts.

### **Abuse and Neglect of Minors**

When any person in authority has a reasonable belief that in the course of LMHA business, activities or events, a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the Executive Committee of having made this report.

LMHA shall take no further action until such time as the authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

### **Confidentiality**

LMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, LMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

### **Complaint**

A person who experiences harassment, any person who witnessed harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of LMHA and this policy.

If confronting the harasser is not possible, or if after confronting the harasser, the harassment continues, the matter should be reported to an official of LMHA. For the purposes of this policy, an 'official' is the LMHA President, Representative Convenor, Local League Convenor or Tyke Convenor.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor) and assisting in an informal resolution of the complaint, where this is appropriate.

If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to the LMHA Discipline Committee which is comprised of the Executive members.

If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to LMHA Discipline Committee.

### **Investigation**

The Chairman of the LMHA Discipline Committee who receives a formal written complaint shall advise the LMHA Discipline Committee members and a meeting of this committee shall be held within 2 days of receiving the written complaint to appoint an individual to conduct an investigation of the complaint. For serious matters, the investigator should be experienced in harassment matters and investigation techniques, and may be an outside professional.

The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the LMHA Discipline Committee.

Within seven days of receiving the written report of the investigation, the LMHA President shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.

### **Referral of Complaint to OMHA**

Upon receiving a complaint involving a member or members of Lincoln Minor Hockey Association, the LMHA Discipline Committee may direct that the complaint be handled by the OMHA Harassment and Abuse Committee in accordance with OMHA procedures. Furthermore, LMHA Discipline Committee shall maintain contact with the OMHA to ensure that the complaint is handled in an appropriate and timely manner.

### **Incidents Requiring Immediate Response**

This policy shall not prevent the LMHA President, or League Convenor from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment.

Harassment complaints arising during competitions may be dealt with immediately, if necessary, by an LMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

In the event that an alleged offense is so serious so as to possibly jeopardize the safety of others, the LMHA Discipline Committee may immediately remove the alleged offender from LMHA activities, pending an investigation of the complaint in accordance with this policy.

## **Hearing**

If the President of LMHA decides that the complaint shall be dealt with by means of a hearing, he/she shall appoint three individuals to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

The Panel shall govern the hearing by such procedures as it may decide, provided that:

- a) The complainant and respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing.
- b) All parties shall receive a copy of the Investigator's report.
- c) Both the complainant and respondent shall be present at the hearing.
- d) The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a Notary Public.

If, at any point in the proceedings, the complainant becomes reluctant to continue, it shall be at the sole discretion of the LMHA Discipline Committee to continue the review of the complaint in accordance with this policy.

After reviewing and deciding the harassment matter, the Panel shall present its findings in a written report to the President, with a copy provided to both the Complainant and the Respondent. This report shall contain:

- a) A summary of the relevant facts.
- b) A determination as to whether the acts complained of constitute harassment as defined in this policy.
- c) Disciplinary action to be taken, if the acts constitute harassment; and
- d) Measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

## **Sanctions**

When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- a) The nature and severity of the harassment
- b) Whether the harassment involved any physical contact
- c) Whether the harassment was an isolated incident or part of an ongoing pattern.
- d) The nature of the relationship between the complainant and harasser.
- e) The age of the complainant
- f) Whether the harasser had been involved in previous harassment incidents.
- g) Whether the harasser admitted responsibility and expressed a willingness to change.
- h) Whether the harasser retaliated against the complainant.

In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- a) Verbal apology
- b) Written apology
- c) Letter of reprimand from LMHA
- d) A fine or levy
- e) Referral to counselling
- f) Removal of certain privileges of membership or employment
- g) Temporary suspension with or without pay
- h) Termination of employment or contract
- i) Suspension of membership

- j) Expulsion from membership
- k) Publication of the details of the sanction
- l) Any other sanction which the Panel may deem appropriate

Failure to comply with a sanction as determined by the panel shall result in automatic suspension of membership in LMHA, OMHA or in organizations affiliated with OMHA, until such time as the sanction is fulfilled.

Notwithstanding the procedures set out in this policy, any individual participating in LMHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of LMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by LMHA in accordance with this policy.

### **Appeals Procedure**

Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel, in accordance with LMHA's Appeal Policy.

## **LMHA ZERO TOLERANCE POLICY**

LMHA continues to vigorously strive for the highest standards of sportsmanship in hockey. Every participant, whether player, coach, referee, official, administrator, parent or spectator has a responsibility to comply with and support ZERO TOLERANCE and to behave in a respectable manner.

ZERO TOLERANCE essentially means that everyone involved in ice hockey shall act in a respectful and sportsmanship-like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will NOT be tolerated. **Loss of control is NEVER ACCEPTABLE.**

### **1. ZERO TOLERANCE CLASSIFICATIONS** (including, but not limited to the following examples)

#### **A. CLASS 1**

INAPPROPRIATE VERBAL OR NON-VERBAL ABUSE NOT COVERED IN CLASS 2 OR CLASS 3 DURING LMHA RELATED FUNCTIONS AND ACTIVITIES (EG. NON-COMPLIANCE OF THE 24HR. COOLING OFF PERIOD).

#### **B. CLASS 2**

CONFRONTATION OR REACTION TO SPECIFIC EVENTS OR TRIGGERS DURING LMHA RELATED FUNCTIONS AND ACTIVITIES

- a) Excessive disputing or arguing with the decision of an official, coach, administrator, spectator, or player - whether on or off the ice
- b) Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing.
- c) Encouraging abusive or unsportsmanlike behaviour in any player, coach, official, administrator or spectator.
- d) Taunting or ridiculing of officials, coaches, players, administrators, or spectators.
- e) Throwing of any object directed in the spectator's viewing area, at a person, in the playing area (including bench area), the ice or as to create the potential of a safety hazard or issue.

- f) Not stopping ZERO TOLERANCE conduct once advised to do so.
- g) Not voluntarily leaving a facility once advised to do so by any official, administrator or security personnel.

**C. CLASS 3**

**COMPLETE LOSS OF SELF-CONTROL DURING LMHA RELATED FUNCTIONS AND ACTIVITIES**

- a) Off-ice physical violence or fighting or abusive physical contact while the person is upset or angry.
- b) Threats of any nature.
- c) Returning to a facility after being ejected.
- d) Any actions that require the use of third parties to control the conduct or situation, such as rink personnel, league personnel or security personnel.

**2. ZERO TOLERANCE PENALTIES**

**A. GENERAL**

- a) Penalties listed are minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or may remain at minimum if there are mitigating circumstances.
- b) Suspensions and any appeals must comply with Niagara District, OMHA and HC By-Laws, Rules and Regulations.

**B. CLASSIFICATION**

1. Class 1 Violation:

You will receive a written letter certifying that you are being warned of this behaviour and a copy will be kept on file by the Board. This warning will be accompanied by a 1 game suspension. Subsequent incidents will be dealt with as Class 2 Violations.

2. Class 2 Violations:

- a) 1st Occurrence - Minimum suspension 3 games - 5 games for those in official capacity (Board member, Coach, Manager, etc.)
- b) 2nd Occurrence - Minimum suspensions at least doubled (6 - 10 games as above).
- c) 3rd Occurrence - Minimum 30 day suspension

3. Class 3 Violations:

ONE year minimum suspension - Refer directly to OMHA.

**POLICY AND PROCEDURES MANUAL REVISION HISTORY**

DATE	REVISION
December 2009	<ul style="list-style-type: none"> <li>• AP Player Procedure added</li> </ul>
February 2011	<ul style="list-style-type: none"> <li>• Late Registration Policy added</li> <li>• Refund Policy amended</li> <li>• Equipment (Sweaters and Socks) Policy amended</li> <li>• General Fundraising Policy Amended</li> <li>• Banner Display Policy added</li> <li>• General Evaluation Guidelines added</li> <li>• AP Player Policy Amended</li> </ul>
March 2011	<ul style="list-style-type: none"> <li>• LMHA Job Descriptions added</li> <li>• General Fundraising amended</li> <li>• Spring Evaluations amended</li> <li>• Mileage reimbursement added</li> </ul>
April 2011	<ul style="list-style-type: none"> <li>• Waiting list procedure added to Registration &amp; Eligibility Policy</li> <li>• LMHA Association Pins Policy added</li> </ul>
September 2011	<ul style="list-style-type: none"> <li>• Removal of Spring Evaluation Guidelines</li> <li>• General Evaluation Guidelines amended</li> <li>• Rep BB/AE Hockey Philosophy Amended</li> </ul>