

**LOGAN LAKE MINOR HOCKEY ASSOCIATION**

***POLICY MANUAL***

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**Purpose**

The purpose of this Policy Manual is twofold. First it acts as a source of information that can be used by the Executive, Parents, Managers, Coaches and Players. Second, it is the regulatory document that outlines the rules by which Logan Lake Minor Hockey operates.

The Policy Manual supplements the by-laws that are in effect pursuant to the Society Act of the Statutes of British Columbia. It is anticipated that the Executive of Logan Lake Minor Hockey will keep the policies updated and current. Resolutions to amend or alter can only be made at an Annual General Meeting.

## **Minor Hockey in General**

Hockey is governed Nationally by the Canadian Amateur Hockey Association, Provincially by British Columbia Amateur Hockey Association, Regionally by Okanagan Mainline Amateur Hockey Association, and finally by Logan Lake Minor Hockey Association.

## **Player Movement**

LLMHA Steering Committee will place all players on teams at playing levels that commensurate with each players age, playing skills and experience. Every effort will be made to ensure this is achieved as fairly as possible with **NO SPECIAL CONSIDERATIONS TO BE MADE FOR ANY REASON.**

Note: Players may be moved up to a different level, numbers, skill and previous experience will be factored into a players placement. At no time will “lobbying to move up” be accepted. Should a parent or player disagree with their placement a formal request in writing to a steering committee member to have their child re-evaluated or for an explanation of player placement. In regards to player movement, numbers will take precedent over players requests. A player must prove to be an exceptional player in order to transfer to a higher division.

\*\* an exceptional player being a player who can make the top five in a higher division \*\*

In the competitive or development programs, a player may request a transfer only to a House team in a higher division at any time. Only under very rare or severe circumstances may a player transfer to a competitive team in a higher division.

## **Initiation**

This program is designed for beginners ranging in age from four to eight years of age. They progress at different rates. The emphasis is on **enjoyment and skill acquisition**. The objectives are to have fun, stimulate interest in hockey and a desire to continue participation, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, sportsmanship and leadership, encourage initiative and prepare players for further participation. In LLMHA, this is known as Initiation and Novice programs.

## **Recreation**

This program is the type of hockey played by the majority of amateur players. It is fun hockey with the emphasis on **fitness, relaxation and fellowship**. The objectives are to provide a game to fit the needs of the participants, be open to all ages, allow players equal ice time, de-emphasize the importance of winning, allow enjoyable participation for the fun aspect, assist in an individual's physical development, create a social environment, allow an individual to participate freely in other sports and activities and give alternative types of hockey. In LLMHA, this is known as house and begins at the Atoms level.

## **Competitive**

This program is designed for players who have the desire and ability to play at a high level of competition and who are willing to invest **a reasonable amount of time to on and off ice training**. This type of hockey begins at the Pee wee level. The objectives are to achieve a degree of excellence, according to the players interest and potential, provide an opportunity for achievement in an enjoyable and self-fulfilling environment, provide an opportunity to progress to a high level of competition (Program of Excellence), stimulate development both from an individual and overall sport point of view. In LLMHA the introduction to competitive hockey begins at Senior Atom/Atom Development while more intense competitive hockey begins at Pee wee. This hockey is known as Rep Hockey.

Senior Atom/Atom Development is an **introduction to Rep hockey**, but is not considered rep hockey so there will be equal ice time.

In rep hockey every player shall be played fairly, but fair doesn't mean equal ice time.

## **Program of Excellence**

This program is designed for players who have special talents. The objective is to produce the best players possible in order to compete successfully in International Hockey. Locally, this type of hockey is known as

the Under “17” and is provided and controlled by the BCAHA.

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### **General Objective and Philosophy of LLMHA**

- 1.1 The purposes of the Logan Lake Minor Hockey Association as outlined in the Constitution and By-Laws registered pursuant to the Society act are:

To foster, improve and perpetuate the playing of the game of hockey, and to foster sportsmanship

and good citizenship.

To ensure that minor hockey is played in accordance with the playing and registration rules as laid down by the Logan Lake Minor Hockey Association, the B.C. Amateur Hockey Association and Hockey Canada as and where applicable.

- 1.2 LLMHA recognizes, supports and provides an avenue for players to participate in the four streams of hockey as outlined by Hockey Canada.

League players: that is the purview of other organizations such as Junior and College Hockey. Parents are advised that if they have the objectives for their youngsters beyond that provided through the four streams of hockey, they are to look to an organization outside LLMHA.

- 1.3 LLMHA recognizes that players participate for a variety of reasons, which may differ from one individual to another. LLMHA will attempt to satisfy as wide a range of players as possible.
- 1.4 LLMHA will provide an equitable opportunity for every player regardless of ability or financial situation to play hockey. LLMHA reserves the right to determine at what level each player will participate through proper evaluation.
- 1.5 Every player shall receive fair ice time. No player shall sit out regular shifts to enable a coach to play stronger players more often. (Also refer to section on Rep Hockey - 3-11 and competitive hockey paragraph)
- 1.6 LLMHA intends to provide continuity from year to year with all teams and divisions working cooperatively to the benefit of the total hockey program within the Association.

### **Organizational Structure of LLMHA Executive**

- 2.1 The Executive of LLMHA governs the Association and all activities within it. Any matter not covered in this manual remains subject to the approval of the Executive.
- 2.2 The Executive consists of the President, Vice President, Secretary, Treasurer, Directors and all appointed personnel.

- 2.3 The term of office for all executive positions is one year and all members of the Association are eligible for election.
- 2.4 All members of the Executive must submit to a “Criminal History Report” through the RCMP. The President is authorized to impose restrictions deemed necessary if the RCMP question the suitability of an Executive member, coach or other official involved with the Association. (see Coaches 6-12)
- 2.5 Duties and responsibilities of the Executive and Officials are outlined in the LLMHA Constitution.

## **Organizational Structure of Divisions**

### **Initiation, Novice & Atoms**

- Objective: Emphasis on fun and skill development
- Age: Generally 4 - 10 years of age
- Coaches: Coach Level 1/Initiation, Speak Out, and will follow the Initiation Program or Nike skills  
Novice or Atom Manuals

### **Senior Atom/Atom Development**

Objective: Emphasis on fun and skill development, continue team concepts, introduce competitive hockey  
Age: Generally 9 - 10 years of age  
Coaches: Coach Level 1, Speak Out, Safety Training

### **Recreational - Pee Wee, Bantam, Midget**

Objective: Emphasis on recreation, equal ice time for all players  
Age: Generally; PeeWee - 11-12 yrs of age, Bantam 13-14 yrs of age, Midget 15-17 yrs of age  
Coaches: Coach Level 1, Speak Out, Safety Training

### **Competitive - PeeWee, Bantam, Midget**

Objective: Emphasis on competition and development  
Age: Generally; PeeWee 11-12 yrs of age, Bantam 13-14 yrs of age, Midget 15-17 yrs of age  
League: League competition in OMAHA  
Coaches: Intermediate/Development 1, Speak Out, Safety Training

( all coaches should be up to date on required levels {refer to Section on coaches} )

### **Rep Hockey**

- 3.1 All persons interested in coaching a Rep team shall apply in writing - outline qualifications, experience, personal hockey philosophy and references
- 3.2 Assistant Coaches for all rep teams shall have a minimum of Coach Level Coaching qualifications and minimum Intermediate Level/Development 1 for subsequent years
- 3.3 Each Rep team will appoint a team Manager who is responsible to the division director. It is the

team managers responsibility to handle off-ice activities and to act as a liaison between parents and coaches.

3.4 Players are to be selected by the Evaluation Committee in the following manner:

- The Head Coach shall prepare selection guidelines for all parents and players to outline what kind of team the coach is attempting to assemble, the coaching philosophy, how the players will be evaluated, who the evaluating assistants will be and what drills and/or games will be used during the evaluations.
- The Head Coach should have at least three assisting evaluators to observe each practice session.
- The Division Director shall approve the selection guidelines before they are given to the players and parents.
- The first three ice sessions are evaluation practises and no cuts will normally be made during these sessions.
- The number of players will be reduced before the first league game.
- The players on the bubble shall be considered Affiliate Players at the time of tryouts. The Head Coach or team Coach shall explain in person to each player why he/she is being cut and offer suggestions in which he/she can improve his/her areas of weakness and ultimately improve his/her overall skills.

3.5 All players must be carded through the Registrar and there shall be a minimum of twelve players carded one week prior to the first OMAHA League game.

3.6 Any changes to carded teams after the players have been carded require the approval of the Division Director and the Executive.

3.7 Changes to carded teams shall not occur after December 01 except for changes for reasons of discipline and/or transfer to or from LLMHA. Such changes require the approval of the Executive.

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3.8 If a player quits a Rep team or parent/guardian removes a player from a Rep team after December 01<sup>st</sup> without permission of the Executive, he will be assigned to the relevant Division at the discretion of the Division Director and the Executive for the balance of the season.

3.9 If a coach wished to remove a player from the team for disciplinary reasons for more than one game, the Division Director shall review the situation. Any discrepancies will be handled between the Division Director and Coach. If the problem is not resolved and all avenues have been exhausted, the matter will be handled by the Executive.

3.10 Any CAHA carded player can transfer to our Association and if added to any of our Rep teams will not replace an already an already carded player.

- 3.11 All carded players are to dress and are to be played fairly, however fair play does not mean equal play. It is also recognized that there will be occasions where the power play and penalty killing units are necessary.
- 3.12 Rep practices are to be used wisely and not wasted on excessive explanations of drills. Coaches should require players to be dressed early for drill instruction in the dressing room.
- 3.13 Rep teams play in the OMAHA League and are committed to play a set schedule. The team is responsible for any fines levied by OMAHA due to game commitments not being fulfilled.
- 3.14 All match penalties must be reported to the President and Division Director and the Referee in Chief immediately. The President and/or the Executive may take disciplinary action for match penalties received by players, coaches or team officials.
- 3.15 Game sheets for all home games, whether exhibition, league or tournament, or playoffs shall be sent to the OMAHA league director within 48 hours of the game being played. The team is responsible for any fines levied by OMAHA due to a game sheet not being sent in.
- 3.16 Uniforms shall be given out and collected at each game and shall be washed on a regular basis by a designated person.
- 3.17 The Coaches shall not themselves, nor shall they permit swearing, smoking, drinking, alcohol or drug use in the dressing room or on the bench. Coaches themselves, nor shall they permit abuse of officials or intimidation or abuse of opposing players, coaches, parents, etc.

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- 3.18 The coach shall have the authority to suspend a player for one game only. If the Coach feels further discipline is necessary, such discipline shall be determined by the Discipline Committee and the President. In addition, the Division Director shall also be informed as to any discipline taken with respect to any player. The team coach should also meet with the player's parents and explain the reason for the disciplinary action.
- 3.19 The Executive is authorized to police parents actions regarding abusive or otherwise unacceptable behaviour directed towards coaches, officials or opposing players. This type of behaviour will not be tolerated by LLMHA.
- 3.20 At all time there must be at least one member of the coaching staff or manager present in the dressing room to ensure team discipline is followed.

### **Discipline & Team First Contracts**

Players, coaches, managers, trainers, parents, spectators, officials and Executive are expected to conduct themselves in accordance with the Team First Contracts as set out below.

### **Fair Play Code - Player Contract**

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

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

I will control my temper - fighting or “mouthing off” can spoil the activity for everyone.

I will respect my opponents.

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

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

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

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

I will observe the rules of the BCAHA such as Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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## **Fair Play Code - Team Official's Contract**

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

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

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

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

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

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

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

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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### **Fair Play Code - Sports Administrator's Contract**

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

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

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

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

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

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

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

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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### **Fair Play Code - On-Ice Official's Contract**

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

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

I will maintain a healthy atmosphere and environment for competition.

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

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

I will handle all conflicts firmly but with dignity.

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

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

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

I will obtain proper training to upgrade my officiating skills.

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

I will observe the rules of the BCAHA such as Zero Tolerance to alcohol and banned substances.

I know that if I break this Fair Play Code, I will be subject to governing bodies' disciplinary procedures.

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### **Fair Play Code - Parent Contract**

I will not force my child to participate in hockey.

I will remember that my child plays hockey for his or her enjoyment, not mine.

I will encourage my child to play by the rules to resolve conflict 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 the game.

I will make my child feel like a winner every time by offering praise for competing fairly and hard.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I will not condone the athletic use of alcohol, drugs or banned performance-enhancing substances.

I will observe the rules of the BCAHA such as the Zero Tolerance to alcohol and banned substances.

## **General Code of Conduct**

- 4.1 When traveling to out of town games, teams must remember that they are not only representing the Logan Lake Minor Hockey Association, but are also acting as Ambassadors for the Village of Logan Lake and it is expected that they will conduct themselves both on and off the ice in a manner that is consistent with such representation.
- 4.2 No registered player will be permitted to drive him/herself or his/her teammates to or from any games or practice outside the geographic jurisdiction of the Logan Lake Minor Hockey Association.
- 4.3 Without limiting the generality of the foregoing following acts which are considered significant and flagrant breaches of the Code of Conduct of Logan Lake Minor Hockey Association when carried out at any arena or property where LLMHA has a license or lease for facility usage, or at any location outside Logan Lake where such breach occurs within an arena, will be dealt with severely and may include suspension for indefinite periods including life suspensions.
  - a) Use or sale of drugs
  - b) Vandalism

- c) Assault of a verbal, physical or sexual nature
- d) Theft
- e) Intimidation, extortion
- f) Excessive violence
- g) Illegal acts
- h) Possession of weapons or objects used as weapons ( Weapons may include firearms, knives, projectiles, martial arts paraphernalia, hockey sticks, etc.)

- 4.4 The Discipline Committee will hear and deal with all matters of a disciplinary nature.
- 4.5 The Discipline Committee will keep minutes of all hearings and meetings it conducts.
- 4.6 The Discipline Committee will hear evidence and will review each case on an individual basis taking into account any unique circumstances.
- 4.7 In the absence of a Discipline Committee, the Executive will have all the powers of the Discipline Committee as set out herein.

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## **Child Abuse**

- 5.1 Logan Lake Minor Hockey Association will ensure that the rights of children coming under the care and supervision of its teams are in no way compromised, thus endeavouring to protect children from physical, emotional and sexual abuse.
- 5.2 Should and member of Logan Lake Minor Hockey Association be reported to authorities as a suspect of abusing children, whether within the confines of the Association's program or not, that member shall be subject to suspension during the term of the investigation by authorities, with such suspensions being subject to further ratification following the outcome of such investigation.

## **Coaches**

- 6.1 Are responsible for assigning each player with a jersey and appointing a team parent or manager to get the jersey's out to games as well as returned to the lockers.
- 6.2 Shall contact Assistant Coach or Division Manager if unable to make a game or practise to ensure that someone is on the ice with his team.
- 6.3 Shall be prepared with an organized practise plan before going on the ice. The objectives as outlined in the Policy Manual for each division shall be followed. All coaches in Initiation and Atom Divisions shall use the Initiation Program.
- 6.4 Shall have in their possession at all times a copy of the team roster and Mutual Aid numbers(if applicable) to be kept in the First Aid Kit.
- 6.5 May not move players from one team to another in their divisions or move players up and down from one division to another. No player may play for any team other than his/her own unless approved by the Division Director and/or Executive.
- 6.6 Shall select assistant coaches and shall utilize assistant coaches in games and practises.
- 6.7 It is responsibility of coaches to ensure that each player has equal player has equal opportunity to enjoy the game of hockey by teaching them both individual and team skills and by stressing any

environment of good sportsmanship providing an atmosphere of fun and improving each players character should be the primary goal of every coach

- 6.8 Shall treat each player as an individual and fairly regardless of ability.
- 6.9 Coaches should develop team goals in conjunction with his players and hold a parent meeting to inform every one of these goals including discipline, attendance, attitude, personal expectations and team goals.
- 6.10 The overall improvement of the individual and team skill shall be placed far ahead of winning.
- 6.11 Shall ensure that all players use proper and safe equipment at all times.
- 6.12 All coaches are to submit to a Criminal History report that is processed by the Logan Lake RCMP(as applicable) independent from LLMHA.

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- 6.13 The Coach shall have the authority to suspend a player once for one game only. If the coach feels further discipline necessary, such discipline shall be determined by the Disciplined Committee and the Executive. The suspended player must attend the game with the required appropriate dress code for that players team.
- 6.14 All Team Officials must complete the Speak Out Program.

## **Operational Policies**

### General

- 7.1 All players must be registered with LLMHA and have a Mutual Aid number(if applicable) before participating in any on or off the ice activity.
- 7.2 LLMHA will issue refunds if a player transfers or parents have been relocated or for medical reasons. A \$40.00 administration fee comes off all fees before pro-rating a refund for any player. Any player registering after the August 20<sup>th</sup> deadline will have to pay a late charge fee of \$ 50.00. No cheques will be accepted without this late fee. Cheques can be post-dated up to and including October 15<sup>th</sup>. New players registering will not face the late fee. The Executive reserves the right to close off registration if teams within a division are filled to capacity. The Executive also reserves the right to change dates and late fees as required.
- 7.3 LLMHA will accept any new player who has moved from another Association provided that they are registered with Mutual Aid (if applicable) and pay a pro-rated registration fee.
- 7.4 Ice time shall generally be distributed to division on the basis of player registration allowing for two practices per week. Game times will be decided at first Executive meeting after registration is complete.
- 7.5 No player shall be allowed on the ice until a Team Official is on the ice for practices or at ice level for games and approval is given by that individual to go on the ice. This applies to all levels. Players will be supervised at all times when in the dressing room by a Coach or a Team Manager.

## 7.6 Pick Up Procedure

Should a House League team need to add a player to their roster for a game or tournament the following procedures must be followed:

1. The Coach or Manager shall make his request for extra players to the Head Coach of the team immediately below themselves.
  - There must be a need for extra players to be added to their roster.
  - It is understood that a players ***responsibility is to his/her own team first*** and his/her Coach will decide if it is reasonable for any player to play for another team on each occasion that arises.
  - Coaches will be responsible to keep records of all player transfers from their team to ensure all players get equal opportunity at extra ice times.
  - Rep Coaches are responsible to know and follow all rules and regulations for player pick-ups for carded team.

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- 7.7 Players that play in two different divisions on a rotation basis must be affiliated before October 31<sup>st</sup>. All players participating in the affiliation program must be cleared in writing by both team Coaches and by both team Managers and Division Directors.
- 7.8 Unless the Executive gives approval, LLMHA does not lend equipment to private individuals or groups.
- 7.9 Carded players can only play on a carded team.

## **Fundraising Guidelines**

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

AT ALL TIMES, THE PUBLIC IMAGE OF THE LLMHA MEMBERSHIP, CONDUCT AND APPEARANCE MUST BE ABOVE REPORACH.

Parents and players will be expected to make direct contributions to meet Association expenses through fundraising efforts.

-All team fundraising is registered to 50/50 draws throughout the season and Raffle tables at Home tournaments.

-Many Corporations make substantial contributions to our Association through Sponsorship of teams, tournaments and other Association programs. The Fundraising Committee will provide a list of these Corporate Sponsors.

**-Teams are not to approach these sponsors for additional funding.**

-All fundraising programs must be well supervised and controlled unless approved by the Executive, i.e. unless it is your place of work.

## **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 tournaments. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the League Coordinator for approval.

- All tournament arrangements must be in accordance with all CHA, BCAHA, OMAHA and LLMHA rules and regulations
- Tournament entry fees are paid through team budgeting and funding.
- Teams may enter only officially sanctioned and reputable tournaments in which LLMHA 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 all players, coaching staff and visiting parents, on ice, in arenas and elsewhere.

Well in advance of departure the following must be arranged.

- Through the Ice Ambassador, rescheduling of games during the away period.
- Through the LLMHA Executive travel permission **Must** be obtained before going into the USA.
- If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- Coaches or Managers are allowed to make tournament deals such as reciprocating participation but he/she must notify the Tournament Director before the deal will be valid.

## **Duties and Responsibilities of Trainers**

As a hockey trainer, your primary responsibility is to ensure that safety is the first priority at all times during all hockey activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all other involved with Amateur Hockey.

The following are some responsibilities, which the hockey trainers should assume:

1. Implementing an effective risk management program with your team, which strives to prevent injuries and accidents before they happen.
2. Taking on a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution.
3. Arranging for and collecting payment of Tournament Fees.
4. Ensure game write up including Sponsors name is submitted for publication to local media.
5. Make arrangements for all team fundraising in accordance with guidelines provided by LLMHA.
6. Carry out all team obligations regarding Association Tournaments, ticket sales, etc.
7. Telephoning players/parents as directed by the Coach or Manager.
8. Organizing extra team events such as pizza parties, sporting events, etc.
9. Shall sit on LLMHA Fundraising Committee.

**Duties and Responsibilities of Team Parent and/or Team Manager**

1. The Team Manager and/or Team Parent position will be the consensus of a vote held by the parents of the team at the start of the season.
2. Schedule parents for all home games to do 50/50 draws and Scorekeeping and timekeepers.
3. Arranging for and collecting payment of tournament fees.
4. Ensure game write up including Sponsors name is submitted for publication to local media.
5. Make arrangements for all team fundraising in accordance with guidelines provided by LLMHA.
6. Carry out team obligations regarding Association Tournaments, ticket sales, etc.
7. Telephoning players/parents as directed by the Coach or Manager.
8. Shall sit on the LLMHA Fundraising Committee.

## **Sponsorship Policies**

All team Sponsorships shall be the responsibility of the Fundraising Committee.

Team Sponsorship revenues are an important and integral part of the Association budgeting each year.

1. Potential New Sponsors should be referred to the Fundraising Committee.
2. Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the Fundraising Committee
3. Many corporations make contributions to our Association through Sponsorship of teams, tournaments and other Association programs. The Fundraising Committee will provide a list of these corporate sponsors. Teams should avoid approaching these sponsors for additional funding.
4. The Association will provide each sponsor's team with, Sweater name patches for teams and press coverage when available.
5. Team managers have the following duties regarding Sponsors:
  - A. Determine from the Director who the Sponsor is for your team.
  - B. Ensure that the Shoulder Crest on the team sweaters is uniformly Consistent with the name of the sponsor.
8. The Fundraising Committee has the following obligations to the Sponsors:
  - A. Maintain regular verbal or written contact with the Sponsor.
  - B. Deliver a framed team picture to the Sponsor(showing the team name, Sponsor name and year the picture is taken) prior to the end of the season.
9. In any press release given to local newspapers regarding team activities, the team Sponsor's name must be used.

## **Code of Discipline**

### **Suspensions**

1. A coach may suspend, for discipline, any player for up to one game.
2. Suspensions of more than one game must have the approval of the Discipline Committee or the Executive.
3. The Divisional Director shall be advised of all suspensions.

### **Complaints Re: Coaches and Team Officials**

1. Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the Divisional Director.
2. Fair Play concerns should be directed to the Divisional Director or Steering Committee.
3. When necessary, the Divisional Director may refer concerns to the Discipline Committee.

### **Complaints Re : Referees and Linesman**

1. This form 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 questioning interpretations of judgement calls.
2. Any serious concerns by coaching staff or others should be reporting, IN WRITING, to LLMHA Referee In Chief and a copy to the President.

### **Coaches**

1. Must report to their Divisional Directors all Major Penalties including all Hitting from behind penalties.

