

REGULATIONS & POLICIES OF THE ASSOCIATION

I. REGISTRATION:

- A. All players must be properly registered with LMHA and applicable registration and try-out fees paid before being permitted to try-out, practice or play with a Leduc team. Players not within the Leduc Hockey Area are required to provide a letter of permission to tryout from their local minor hockey association and if different, their previous year association. If the player not within the Leduc Hockey Area is successful in making a team that allows players from outside the Leduc Hockey Area then the applicable letter of release is required.
- B. Players within the Leduc Hockey Area are eligible to play for LMHA automatically, so long as no delinquent fees exist from prior years with LMHA or LJAC.
- C. The registrar shall maintain the records of LMHA registration, to include the registered player, birthdate, telephone number, parents, category, level, birth certificate number, tryout fee, imports, import fee, registration amount paid, AHC number, deposit date(s), address, mailing address, position, health concerns, rural land location (if applicable).
- D. The registrar shall mail the registration forms to players registered in the previous season by June 30th, which shall notify the fees for the upcoming season.
- E. The registrar shall provide notice of registration nights in the local newspaper:
 - for Atom, PeeWee, Bantam and Midget.
 - for Initiation, Tom Thumb, and Novice.
- F. The registrar shall organize the registration function with the appropriate directors, collecting the registration and fund raising cheques.
- G. The LMHA registration forms shall be three-copy forms, one for the registrar, one for the bingo coordinator and one to act as a receipt.
- H. The registrar shall make notice of the applicable (AAHA) age categories
- I. For new registrants a residency declaration will be required registration and try-out fees shall be made payable to LMHA, except for Midget "AAA" and Bantam "AAA" where the try-out fee will be payable to LJAC. The try-out fee must be paid before the player is allowed on the ice.
- J. For players that quit or are released or injured between the registration deadline and January 10th, a pro-rated refund will be given based on the number of days from the time the registrar is notified.
- K. The Executive will establish the dates for the two registrations, along with the registration deadline.
- L. The Registrar may suspend players for any unpaid fees.
- M. No player shall be carded or teams sheeted until all applicable fees to LMHA are paid.

II. PLAYER ELIGIBILITY:

- A. **A player is eligible to play in LMHA if they reside in the Leduc Hockey Area or are a successful import as allowed by LMHA.**
- B. **A player may not establish residency for the principal purpose of playing or practicing hockey as a non-import.**
- C. A player who is not a member of LMHA and resides outside of the Leduc Hockey Area, must:
 - 1. **properly complete the LMHA registration forms signed by the parent or guardian.**
 - 2. **have a properly signed tryout permission form by their previous association.**
 - 3. **have a properly signed release from the player's previous association (signed by the previous association's President and Secretary).**
 - 4. **be a player in good standing with Hockey Alberta.**
 - 5. **provide payment for the try-out, registration, and if applicable the import fee, as required.**
- D. Deemed resident is any player who has played as a resident in LMHA the previous year and the player does not impact the Provincial Categorization calculation at all.
- E. A written confirmation from Hockey Alberta must be provided to LMHA by the player's parent(s) or guardian(s).
- F. Imports are players residing outside the allowed boundaries as follows:

For the LJAC Midget "AAA" and Bantam "AAA" teams, imports are players that reside outside of the County of Leduc, where the County of Leduc shall include the city of Leduc, towns of Beaumont and Devon, and the villages of Warburg, Thorsby and New Sarepta.
- G. LMHA allows up to nine (9) imports for the Midget "AAA" team.
LMHA allows up to seven (7) imports for the Bantam "AAA" team.
LMHA allows up to four (4) imports for the PeeWee "AA" team as long as the imports do not move the team up a categorization level.
- H. For the LMHA PeeWee "AA" team an import is a player that resides outside of the Leduc Hockey Area but within the County of Leduc.
- I. LMHA Competitive Vice-President will review all applicable registrations ensuring the Bylaws, Rules and Regulations are adhered to, ensuring that the import rules and Provincial Categorization are maintained
- J. Any player who has an outstanding balance of registration fees or other obligations to LMHA will not be allowed to play until all obligations are satisfied.
- K. If a player residing inside the Leduc Hockey Area requests a release and is released and plays for another Minor Hockey Association, they will be assessed a fifty-dollar (\$50) additional re-registration fee when they return to LMHA.
- L. The VP committee or their delegate(s) must evaluate any player attempting to play at a higher age category. In order to play at the higher age category, the player must be rated by a majority of the VP committee as one of the top five players on the highest caliber team in the above age category. Otherwise they must return to their appropriate age category, except with the approval of the executive where the number of players per team is a major concern or issue to Leduc Minor Hockey.

III. TEAM AFFILIATIONS

- A. Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other causes of absenteeism. Affiliations will not be used with the intent of making a team stronger.
- B. LMHA teams will affiliate either by player or by team according to the LMHA Affiliation chart (Appendix N). Affiliations are non-restrictive and open to all registered players of LMHA provided the affiliation falls within the guidelines of the LMHA affiliation chart. If an affiliation is requested that conflicts with the affiliation chart it must be approved by a majority vote of the LMHA VP committee.
- C. LMHA supports the principle of affiliation and believes that if used wisely can be beneficial to both the teams and the players involved. It is not to be used to try and create two teams from the nucleus of one and one-half teams. LMHA does not support the concept that teams be formed with small rosters with the expectation that affiliated players will come up and fill the roster on a regular basis.
- D. Before a player can be affiliated both coaches (players regular coach and coach that requests affiliation) must agree that the player is capable of playing at the higher level. (refer to player affiliation agreement form – Appendix N). If an agreement cannot be reached then the player cannot be affiliated until the matter is resolved by the appropriate level director(s).
- E. The process of affiliation decision making will commence with the highest caliber team and work in descending order as per the affiliation chart. The coach of the highest caliber team will select either to affiliate with a lower caliber team or to affiliate up to 19 individual players within the LMHA affiliation chart. A team may participate in only one of the two above methods. For example if a player is affiliated off a team then the remaining players may not be affiliated to another team on a team to team basis, but they may be affiliated individually to teams that are permissible according to the LMHA affiliation chart.
- F. Affiliated players are to play a supportive role when brought up to play in games. Affiliated players are not to be used excessively (i.e. receive more ice time than regular players).
- G. Communication between coaches is required when using affiliations. Affiliation offers an opportunity for a player to play at a higher level, LMHA believes that our coaches should encourage their players to take advantage of this opportunity. The procedure to request an affiliated player is as follows:
- H. The coach requesting an affiliate must first contact the players coaching staff and obtain consent before contacting the player. If consent is not given then contact with the player should not be made. Reasons for not consenting should be carefully weighed.
- I. To alleviate risk management concerns all affiliates from the Atom level (no body contact) to the Peewee level (body contact) are required to have had instruction in body checking. The instruction may come from attending a checking clinic or attending practices at the Peewee level where instruction is specifically given to body contact prior to playing in any games.
- J. All affiliations must be submitted to the LMHA president by November 30th, the president will maintain a record and forward the affiliation forms to Hockey Alberta.
- K. Where a permanent position becomes available on a higher level team the coach will notify the appropriate level director. Any LMHA registered player in the proper age category may fill the vacant position. The selected player can be moved to a higher level team using the following procedure:
 - i. The coach of the higher level team contacts the player's current coach and informs him/her of the player movement. The coaches must agree on how this is to take place.
 - ii. If the coaches are in agreement then the appropriate director(s) must approve the decision. If the coaches cannot agree the VP of Competitive and the appropriate director(s) will decide the issue.

iii. A period of 10 days must elapse before any permanent movement takes place. (only exception is where Hockey Alberta deadlines do not allow 10 days). During these 10 days affiliation can still occur but the player remains a member of his original team.

- L. In the case where a player voluntarily or unilaterally quits a team, that player will not be allowed to practice or play for another team for a period of one week. This is intended to act as a cooling off period during which time he/she may reconsider and have an opportunity to rejoin the team.
- M. Up to January 10th of each season, a player who is properly affiliated may play with his affiliated team for a unlimited number of games. After January 10th, a player may play for a period of five (5) games and will be noted on the game sheet as an “AP”. After his sixth game he must remain up with the higher level team. Invitational tournament and exhibition games are not included in games played after January 10th of each season. The appropriate level director will be notified by the affiliated players coach when he is to be brought up for the fifth game. LMHA will not endorse the misuse of affiliated players by any coach with the intent of purposely exceeding the games played to allow the player the eligibility to play on the higher level team.
- N. Any infraction of the above rules will result in disciplinary action as determined by the LMHA executive.

IV. REQUIRED CERTIFICATION OF COACHES & TRAINERS

- Novice & Below
 - All on ice personnel must have Initiation Program Certification
 - One person from each team must have CHSP certification
- Atom & Above
 - One person from each team must have CHAH certification and be on bench
 - One person from each team must have NCCP Coach level and be on bench
 - One person from each team must have CHSP certification
 - One person from each team must have CHAH certification and be on bench
- Bantam “AAA” and Midget “AAA”
 - One person from each team must have Intermediate Level certification and be on bench for all games**
 - One person from each team must have CHSP certification
 - One person from each team must have CHAH certification and be on bench

All AAA teams in Leduc Minor Hockey Association will be required to have a certified Trainer with the team at all times.

HOCKEY ALBERTA RECOMMENDED COACHING EDUCATION

High Performance								*
Midget		*	*	*	*	*	*	
Bantam		*	*	*	*	*	*	
Pee Wee		*	*	*	*	*		
Atom		*	*	*	*	*		
Novice	*							
CLINICS	Initiation	Coach	Drill Design	Goal-tending	Checking	Player Selection	Intermediate	Advanced

V. COACHES SELECTION AND EVALUATION PROCESS

“We believe that all children are entitled to caring and qualified leadership in a positive environment.”

COACH RECRUITMENT

1. LMHA shall recruit coaches by placing advertisements in the local newspaper(s).
2. Anyone interested in coaching within LMHA must complete a LMHA Coaching Application form or provide a resume that at least covers all pertinent information on the LMHA Coach Application Form, to the applicable Director. The application must provide references.
3. If a large number of applications are received for a particular team or category, the committee shall screen the applications and establish a short list.
4. The Coach applicant will attend a LMHA Coach Interview with the selection committee, chaired by the applicable Vice-President ensuring fairness.
5. All coach references shall be followed-up.
6. All applicants will be contacted and advised of the selection.

INTERNAL RECRUITMENT

1. Coaches within the organization shall be contacted before the end of the season and encouraged to submit a coach application form by April 30th.
2. Any coach that requests to coach a specific division and/or category (i.e. Atom "AA") or Any coach that requests to coach the same group of players (born in specific year), this being players that are moving up a caliber or to older category, will have to meet the following criteria:
 - a) Committed to meet the certification requirements.
 - b) Has not coached this division/category/players for more than 2 consecutive years.
 - c) The prior year parents' evaluations were greater than 50% positive.
 - d) The prior year players' evaluations were greater than 50 % positive.
 - e) Willing to change any specific grievance provided in writing to LMHA and agreed to by LMHA.
 - f) No history of abuse and/or harassment.

EXTERNAL RECRUITMENT

External recruiting deals with attracting new coaches to LMHA by LMHA placing coaching advertisements:

- a) on local arena bulletin boards before the end of the season.
- b) within the association's newsletter.
- c) within the community newspaper.

COACH RULES

- 1) The coaching staff, the assistant coaches and manager require LMHA Director approval.
- 2) The coaching staff must comply with LMHA vision, mission statement and incorporate the LMHA value statements into their operation.
- 3) The Coach shall be the person responsible for the team on and off the ice.
- 4) Coaches are not allowed to solicit or tamper with players that reside outside of the LMHA boundaries as established for the following categories;

Initiation, Tom Thumb, Novice, Atom:	Leduc Hockey Area
PeeWee A, B, Bantam AA, A, B, Midget A	Leduc Hockey Area
PeeWee AA, Midget AA	County of Leduc
Bantam AAA, Midget AAA	League Boundary, otherwise residence closer to County of Leduc than the next association.

- 5) The Coach shall ensure that the Hockey Alberta and the applicable league rules & regulations shall be abided by.
- 6) Coaches may only allow players that are properly registered with LMHA, to try-out, practice, and/or play.

VI. PLAYER EVALUATION PROCESS

1. The purpose of the Evaluation and formation process is to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based upon their hockey (athletic) skills, behavior (compliance to Codes of Conduct), and work ethic (commitment), when compared to athletes of the same age and category.
2. The **Competitive Teams** will be made up of evaluated players so as to ensure the most competitive team possible for the league that it will be playing in. Players (and Parents) trying out for these teams will be made aware of the extra expense and time commitments required at this level.
3. **The Recreation Level teams will be made up of evaluated players so as to ensure the most equal teams possible.**
4. **The Player Evaluation and Team selection process is described in detail in the manual.**

VII. NUMBER OF GAMES AND TOURNAMENTS

1. Following is the LMHA table of maximum games (excluding tournaments) and tournaments by age category: (This excludes Provincial Games)

<u>Age Category</u>	<u>Maximum Games</u>	<u>Max. Tournaments</u>
Initiation	Not Applicable	Not Applicable
Tom Thumb	Twenty-five (25)	Five (5), 5th with permission.
Novice	Thirty-five (35)	Five (5)
Atom	Forty-five(45)	Five (5)
PeeWee	Forty-five (45)	Five (5)
Bantam	Forty-five (45)	Five (5)
Midget	Forty-five (45)	Five (5)

2. The applicable director and Vice-president must approve any exceptions.
3. As stipulated by AAHA, teams can only participate in properly sanctioned tournaments. Any LMHA team that hosts a tournament must obtain a Tournament Sanction Permit from AAHA.
4. The executive has the right to levy ice rental or officiating expenses against any LMHA team playing in Leduc. Tournament hosts are responsible for these costs.
5. Any team traveling out of Zone 4 to play an exhibition or tournament game are required to complete the Travel Permit Request Form from the Zone 4 representative.

VIII. SPECIAL ASSISTANCE

1. LMHA recognizes that there may be a hardship case, LMHA does not subsidize nor guarantee any assistance, following is the process:
2. The player's parent or guardian to be considered as a hardship case shall contact LMHA President.
3. The President shall appoint an executive member to meet with the person making the request in order to evaluate the request. The person requesting to be considered as a hardship case shall agree to provide information necessary to complete the evaluation. If the need for assistance is confirmed, then the appointed executive makes a recommendation for the President to go ahead and seek a sponsor.
4. The process is to remain confidential among the parties involved.

IX. ARENA & EQUIPMENT POLICY

Equipment

1. LMHA shall supply the following equipment to all LMHA teams (non-LJAC): Two (2) sets of LMHA uniforms (Blue, Yellow and White), jersey bags (2), first aid kit, and thirty (30) pucks (15 new and 15 old). The LJAC is responsible for providing the LJAC teams with the required equipment, but are required to have the LMHA colors. LMHA shall supply goalie sticks for Initiation, Tom Thumb and Novice teams. LMHA shall supply scoresheets to the teams that require them.
2. LMHA shall supply goalie equipment to any recreational goalies or competitive goalies (except for Bantam "AA" and "AAA", Midget "AA" and "AAA") that require any of the following equipment; goalie pads, chest protector, glove and blocker and a throat protector.
3. A deposit of \$150 will be required from the parent or guardian of the goalie, but the goalie's parent or guardian shall agree that they are responsible for the total loss or damage of any of the equipment provided.
4. LMHA shall follow an equipment replacement plan established by the Vice-President of Business Operations and the Equipment Director, and approved by the Board.
5. LMHA shall not provide water bottles to any of the players, the coaches shall instruct and ensure that each player brings their own water bottle.

Arena

1. Only authorized personnel (players, coaches and officials) properly registered will be allowed on the ice, players boxes, timekeeper's box and penalty boxes during a practice or game.
2. No player shall be allowed on the ice or in the player's box until the ice cleaning equipment/machine has left the ice surface and the gate is closed.
3. No player shall be allowed on the ice surface without wearing all the required necessary equipment as specified by AAHA.
4. LMHA teams that observe a risk concern pertaining to any arena, shall notify the arena attendant and complete the arena checklist form that shall be forwarded to their applicable Director, who shall ensure to notify AAHA if necessary.

X. RISK MANAGEMENT POLICY

Administration

1. No player shall be allowed to play or practice without being properly registered and insured.
2. All on bench personnel shall be properly carded or team sheeted for the purpose of insurance.
3. All injured players requiring medical attention shall complete an injury report form and not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries otherwise written parental approval is required.
4. All coaches must be certified to coach the level at which they are coaching.
5. All players, team officials and spectators shall conduct themselves in a manner that respects the safety and rights of all persons in the arena.
6. No player, coach or team official shall consume or be under the influence of alcohol, illegal drugs or performance enhancing drugs at any time within the arena.
7. "Hazing" or any initiation rite is not tolerated and will be dealt with by the LMHA executive and Hockey Alberta.

8. All persons transporting players or team officials to or from any team function must carry adequate personal liability insurance, in the amount of at least \$1,000,000).
9. No team shall be in the dressing room or on the ice without the supervision of a coach or team official.
10. All teams shall submit to the Treasurer, a budget and financial statement for all team operations for audit.
11. Players and team officials shall be personally responsible for damage to any facility they play in.
12. LMHA will not be responsible for property lost or stolen in the arena.
13. No players, team officials or executive members shall make statements to the news media except game description (scores) and details of upcoming games without the direction from the President.
14. Players will be financially responsible for the loss or willful damage of equipment or uniforms supplied by LMHA.
15. All play will be as per regulations of Hockey Alberta and CHA.
16. All executive and team members will not conduct themselves in a matter which causes LMHA legal or financial liability.

Health and Safety

1. All players shall purchase and use their own personal water bottle.
2. No players shall be on the ice without complete and approved equipment for any on ice function. All equipment must be CSA approved.
3. Goaltenders of all ages must wear a complete set of equipment at all times.
4. Any guest coach or demonstrator who is a member of LMHA or under the age of eighteen (18) years must be in full equipment.
5. Hygiene and dressing room safety will be promoted in accordance with the Hockey Trainers Safety Program.

XI. TEAM BANK ACCOUNTS POLICY

The LJAC teams shall follow the financial policies of the LJAC.

LMHA teams shall not solicit any business if that business is a sponsor of a LMHA team.

No team shall keep a separate bank account.

Each team shall provide a statement of receipts and disbursements at the end of the year and whenever requested by the applicable Director. (Appendix S)

Any team raising funds through a fundraising event must obtain approval from their applicable director, indicating the reason for raising the funds, the expected amount and how the money is to be spent.

The applicable director will maintain ledger accounts for each team.
Team Ledger will be properly completed.

All cheques received pertaining to LMHA or a LMHA team event shall be made payable to LMHA or applicable LMHA Imprest Account.

All funds received for LMHA by teams shall be spent in accordance with Alberta Gaming and Liquor Commission and LMHA guidelines.

A cheque requisition is to be properly completed and submitted to the applicable director.

Receipts:

- 1) Team accounts are funded from the following sources:
 - a) Bingo credits allocated from the LMHA general account on the basis of twenty-five dollars (\$25) per registered player.
 - b) Sponsorship allocations from corporate & clubs as determined by the Board.
 - c) General team donations including parent contributions.
 - d) Team fund raising efforts.
- 2) Deposit Summary shall be properly completed with the depositing of the team's receipts.

Restricted Expenditures:

- 1) Team account funds allocated to teams (player bingo credits and sponsorships described in Receipts above are restricted to the following expenditures:
 - a) Out-of-town tournament entry fees.
 - b) Out-of-town travel costs (i.e. bus charters).
 - c) Year-end team wind-ups.
 - d) Local tournament shortfalls.
 - e) Ice scheduling "no shows".

Less Restricted Expenditures:

- 1) Team account funds raised by teams (including donations) are less restrictive but should only be used for team related items or activities (i.e. team jackets or T-shirts as approved by LMHA, special ice rentals, tournaments).
- 2) Moneys raised by teams can be used to purchase items that will be retained by teams or can be used to purchase items that will be retained by individual players, however, good judgment is stressed when these expenditures are made.
- 3) Please note that LMHA will not advance money to teams for fund raising activities.

Local Tournaments:

- 1) All Leduc-hosted tournaments should be funded from sources outside of team account funds.
- 2) Tournaments are generally funded from entry fees, donations, and sponsorships.
- 3) Team accounts, however, are charged or credited with any tournament shortfall or profit.
- 4) All tournament ice rental and ice official charges will be paid directly to the LMHA immediately following the tournament.
- 5) It is the responsibility of the level director to ensure that these charges are collected from the participating teams and that these costs are budgeted for when planning tournaments.

Team Account Surplus (if any):

All monies left in team accounts as at June 15th of each year are not carried forward to the new fiscal year but simply become part of the LMHA general operating account surplus.

Team Account Responsibilities:

- 1) Coaches and managers are directly responsible for their respective team accounts.
- 2) Teams are not allowed to maintain their own bank accounts.
- 3) All funds (including fund raising receipts) and expenditures have to be channeled through the respective level director.
- 4) At the conclusion of the season the team managers shall present their own team financial statements to the parent(s) or guardian(s) of the team.

XII BINGOS

- 1) LMHA is a member of the Rapid Bingo Association.
- 2) LMHA requires each family to work one bingo per player, to a maximum of two bingos per family per season. Executive members are exempt.

- 3) With registration a Bingo deposit cheque is required. If a parent chooses not to or is unable to work their Bingo, their Bingo deposit cheque will be deposited.
- 4) The bingo year runs from September 1 to August 31. If your bingo(s) have not been worked by August 31st, your cheque will be dated and deposited. All efforts are made by the Bingo Co-ordinator to accommodate families in fulfilling their bingo commitment.
- 5) Each parent is responsible to contact the Bingo coordinator and arrange to work a Bingo selected from the options available for that age group
- 6) The responsibility is with the parent to sign up for their bingo. They will be called to confirm their time and duty during the week of their bingo.
- 7) An afternoon bingo is a time commitment from noon to 4:15pm. It is required that all bingo workers be on time as all positions must be in place by 11:45pm. There will be no exceptions for leaving early.
- 8) An evening bingo is a time commitment from 5:30pm to 10:15pm. Again, be on time and clean up is required afterwards. There will be no exceptions for leaving early.
- 9) If you send your child, who must be at least eighteen (18) years old, to work a bingo and the child does not do the job (i.e. has to be asked to circulate for bonanzas) your cheque may be deposited at the discretion of the chairperson.

XIII. CONCERNS - COMPLAINTS

Any concerns pertaining to LMHA must be submitted to the President in writing and signed by the concerned. The concern will then be dealt with at the next executive meeting, and if need be, brought to the membership.