



Lac du Bonnet Minor Hockey Association

Policies & Procedures

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1. Purpose

The purpose of this Policy and Procedure Manual is to aid in providing direction to those who are responsible for the operating needs of Lac du Bonnet Minor Hockey Association.

2. Structure

The Lac du Bonnet Minor Hockey Association (LDBMHA) is the organization that is responsible for all minor hockey activities within the Lac du Bonnet boundaries. LDBMHA is part of the Eastman Minor Hockey Association, Hockey Manitoba, and Hockey Canada. LDBMHA is affiliated with the Eastman Minor Hockey League.

All players will be placed on teams by LDBMHA at playing levels commensurate with each player's age, and where applicable, playing skill and experience.

All minor hockey participation in LDBMHA is governed by the following:
Hockey Canada "Constitution, Bylaws, Regulations" and "Official Hockey Rules"
Hockey Manitoba's "Constitution, Regulations & Rules of Competition"
The Constitution of the Eastman Hockey League
The Constitution of Lac du Bonnet Minor Hockey Association

3. Player Registration

Registrations will be completed online, as per Hockey Manitoba, through the Hockey Canada Registry website.

All players trying out for regional teams (AA & AAA) must first register with LDBMHA. No player may participate in Association activities or Eastman Minor Hockey League activities (including tryouts for regional teams) unless they are properly registered with LDBMHA.

Registration dates and fees will be set at the Spring Semi-Annual General Meeting.

A player is registered when:

- i. a completed on-line LDBMHA registration form has been filed with the Registrar and registration fees have been paid, or arrangements made for the time payments as per LDBMHA policy.
- ii. In the case of a missed payment or failed credit card transaction, payment must be paid in full (in addition to any administration fees) within five banking days of notification by LDBMHA, or registration will be suspended until payment is received.

- iii. Request to age advance or hold back must be made in writing and submitted at the time of registration.
- iv. A late fee of \$100 will be assessed to individuals who register after October 31. Exception being a player moving to the area during the season.

Amounts Owning:

- i. Any player who has an outstanding account (registration, reconciliation amounts or fines) from the previous hockey season will need to have all accounts paid in full to LDBMHA before current registration will be accepted. A player will not be allowed to take part in any tryouts, practices or games under LDBMHA jurisdiction until all outstanding accounts are up to date.

Refunds:

- i. Reimbursement of fees paid will only be considered before December 1st of the corresponding year. The reimbursement will be prorated according to the number of days played, minus any unrecoverable fees (i.e. Hockey Manitoba Member Fees, Hockey Canada Member Fees, insurance, etc.). A reimbursement after December 1st shall be determined by the LDBMHA Executive.
- ii. There will be no refunds for any players under suspension from LDBMHA, EMHA or Hockey Manitoba.

4. Team Selection and Tryouts

Tryouts are REQUIRED when LDBMHA Executive determines that registration numbers require two teams within a division/age category. LDBMHA endeavors to select persons that are the most appropriate, best qualified, and most responsible for the fair evaluation and assigning of players to teams. The Association Executive may aid in final assignments. To assess and categorize each player, the following tryout procedure has been adopted:

- i. Each tryout hour should be limited to a maximum number of players of the ice, to avoid confusion and to allow proper evaluation.
- ii. Each player is assessed while performing basic or advanced hockey skills.
- iii. Player assignment should be done within 24 hours of the last tryout session. Team officials or the Coach Convenor will notify the players of the team assignments to each individual player in privacy. This can be done by either phone or email. Parents will be informed of expected notification time and method.

- iv. Sensitivity, respect, and consideration to the self-image of the player should be foremost.
- v. The Executive will choose the evaluators based on their hockey experience and ability to assess player skills.
- vi. No player is guaranteed a position on a team if they have played on that team in a previous year.

5. Player Movement

- i. All player releases must be signed off by the President of LDBMHA, EMHA and Hockey Manitoba
- ii. If a player requests to be either moved up a tier or stay at current tier for a season parents/legal guardian must contact LDBMHA President and the LDBMHA Core Executive will determine the validity of the reasoning and if valid, will forward request on to EMHA & Hockey Manitoba for approval.

6. Affiliation Policy

- I. Affiliated Players will be allowed to a maximum of (regardless of roster size):
 - i) 11 Skaters and 2 Goalies for U9 and U11
 - ii) 12 Skaters and 2 Goalies for U13
 - iii) 15 Skaters and 2 Goalies for U15
 - iv) Goalie positions are defined and may not be substituted for an additional skater.
- I. Authorization must be granted from the head coach of the AP's registered player or permission granted by the Association President.
- II. An all-female team may only AP female players.
- III. A player may only AP to a rostered team up to a maximum of 10 league games which includes playoffs

7. Code of Discipline

- I. *Suspensions*
 - i. A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must be approved by LDBMH Core Executive.
- II. *Complaints about Coaches or another Team Official*

- i. Complaints about a Coach, Assistant, Safety or Manager must be first addressed with the team manager after 24 hours and if complaint is unable to be resolved at that level, then it shall be addressed IN WRITING to LDBMHA Coach Convenor and addressed with the Core Executive.

III. Complaints about Referees and Linesmen

- i. The forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, no is it for questioning interpretations or judgement calls. Any serious concern by coaching staff, or others, should be reported in writing to LDBMHA Referee-in-Chief.

8. Equipment

Goaltending Gear:

- i. Will be approved by LDBMHA President & Equipment Manager prior to purchasing
- ii. Parent/Guardian will purchase the equipment for the goalie and submit receipt to LDBMHA Treasure for full reimbursement
- iii. Once equipment has been “grown out of” or goalie no longer participates in LDBMHA the gear will be returned to LDBMHA.

To ensure goalie development LDBMHA has agreed to a \$200.00 allowance per goaltender annually for goaltending training camps, personal goaltending sessions or others approved by the LDBMHA Core Executive.

9. Hockey Jerseys

The equipment manager shall issue team jerseys to each team manager for distribution.

- i) Each manager will record the players’ names and jersey numbers on the Jersey Distribution Form.
- ii) Each division will receive a set of home and away jerseys. Jerseys will be distributed based on sizes required not by jersey number.
- iii) Player name bars may be sewn on the back of the jerseys using a long stitch to prevent damaged.

- iv) Team managers are to return the entire sets of jerseys by the end of season wind up. They are to be clean, and all name bars removed.
- v) The player will be responsible for the replacement costs of any missing or damaged jerseys. These fees will be due prior to registration for the following year.

10. Hockey Socks

- I. Players shall purchase their own Game Socks from team managers/ LDBMHA Registrar at time of registration according to the team colors and style. Game socks are mandatory.

11. Pucks

- I. Pucks will be supplied by LDBMHA for games and practices. Pucks must be returned to the Equipment Manager at the end of the season. In EMHA, it is the responsibility of the home team to provide the pucks for the visiting team during the warm-up

12. Water Bottles and First Aid Equipment

- I. Players must provide their own water bottles.
- II. A first aid kit will be distributed to the team safety at the start of the season by LDBMHA.

13. Wind-up and Trophies

- I. Wind up shall be agreed upon within the LDBMHA Board for location and catering. Dinner and awards shall be provided by the LDBMHA and paid for by each individual team. Exceptions for financial assistance can be made on a yearly basis and voted on by the LDBMHA prior to event.
- II. Awards shall be awarded to players of each category by their respected coaches. The coaching staff of each team shall decide recipients of awards and inform LDBMHA by Feb.28.
 - i) *U7 Awards* shall be: Medals for every player
 - ii) *U9 Awards* shall be:
 - i) Heart of the Team (MVP)
 - ii) Most Dedicated

- iii) Most Improved
 - iii) *U11 Awards* shall be:
 - i) Heart of the Team (MVP)
 - ii) Most Dedicated
 - iii) Most Improved
 - iv) *U13 Awards* shall be
 - i) Heart of the Team (MVP)
 - ii) Most Dedicated
 - iii) Most Improved
 - v) *U15 Awards* shall be:
 - i) Heart of the Team (MVP)
 - ii) Most Dedicated
 - iii) Most Improved
 - vi) *U18 Awards* shall be:
 - i) Heart of the Team (MVP)
 - ii) Most Dedicated
 - iii) Most Improved
- III. In addition to these awards, LDBMHA shall decide the recipients of 4 additional awards:
 - i. *Laurel Phillips Volunteer of the Year Award*- awarded to the individual who went above and beyond during the course of the minor hockey season. LDBMHA Board shall determine the recipient.
 - ii. *Heiden Neurenberg Memorial Award*- This award is to be presented to a player from Lac du Bonnet in the U18 age category that shows and exemplifies commitment, sportsmanship, dedication, and a passion for the game of hockey. Nomination letters to be received and recipient shall be voted by the LDBMHA Board.
 - iii. *Brian Boulanger Memorial Award*- The recipient of this award will be presented to a player in the U15 age category and who is a Lac du Bonnet resident, consistently hardworking, team-oriented individual, not necessarily “Most Valuable” and someone who sets a good example as an “all-around player”. Nomination letters to be received and recipient shall be voted by the LDBHA Board.
 - iv. *Coach of the Year*- Shall be presented to the coach who exemplifies leadership within the organization. Who showed exceptional character and selflessness in ensuring players not only thrived during the season but

bolstered an exceptional environment. The recipient will be recommended by the LDBMHA Coach Convenor and voted on by the Minor Hockey Board.

14. Team Officials

Coaches

- i) Each LDBMHA team will have 2-3 registered coaches prior to season commencing
- ii) Each Coach must complete all applicable training for certification by Dec.1
- iii) It is the responsibility of the Coach Convener to appoint coaches. In the event multiple volunteers are present, The Coach Convener along with the Core Executive shall be responsible for appointing coaches into their respective roles.

Managers

- i) Each LDBMHA team will have a Team Manager appointed by the Coach Convenor and/or the Core Executive. That person shall be responsible for exhibition game scheduling, ensuring ice time slots are booked, cancellation of games, tournament registrations, etc. and ensure all communication with EMHA & LDMHA Executives.
- ii) Managers along with LDBMHA Registrar will ensure that ALL LDBMHA parents complete Respect in Sport Training prior to season commencing.

Safety

- i. Every registered team in LDBMHA must have a designated Safety Person registered before Dec.1
 - ii. A Safety Person can only be registered to a single team. If they want to be on two teams, they must apply to Hockey Manitoba for an exception by Nov 30th.
 - iii. The Safety Person shall complete all certification by Dec.1
 - iv. A safety medical bag will be provided to each Safety Person for each team registered within LDBMHA at the start of each year.
 - v. The Safety Person must be present at all ice times with regards to their registered team.
- I. Team Officials are the only persons permitted on the bench during any game. Exception will be given to parent/ guardian of a player injured during play

If situations arise otherwise listed above in aforementioned document; LDBMHA will under the guidance of EMHA adopt their constitutional policies to rectify the circumstances.