



# **Huron-Perth Lakers AAA Policy Handbook**

**Updated January 2020**

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“*Association/Lakers*” shall mean the Huron Perth Lakers Hockey Association.

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# TEAM STRUCTURE

## 1. Coach Selection

### 1.1. Application Process

In December of each hockey year, the Lakers Executive will begin requesting applications for Head Coach positions for the next playing season. Head Coach positions will be available for all categories for which the Lakers intend to enter a team. Advertisements requesting these applications will be on the Lakers website and may be posted in every arena within the Lakers zone, and advertised in local newspapers throughout the zone.

These advertisements are to include the expected minimum qualifications.

Applications are to be collected by the Director of Hockey Operations, Director of Player/Coach Development and the President and interviews of all candidates possessing the minimum qualifications will be conducted by the Coaches Selection Committee or a sub-committee appointed by that Committee.

During the interview process, candidates shall be provided with the full list of expectations that come with the position. These expectations are to include not just the Lakers Executive expectations, but also those of the players and parents of that particular team.

### 1.2. Guidelines for Assessing Applications

The Lakers organization will not accept applications from:

- i) Any person who has outstanding criminal charges of any sort;
- ii) Any person who has been convicted of an offence involving sexual misconduct.
- iii) Any person who has had a Criminal Code conviction in the 10 years prior to the application;
- iv) See Section 4 of the Vulnerable Sector Checks.

In any other case an Applicant may be considered appropriate upon considering the following:

- i) the type of offence;
- ii) the position being applied for;
- iii) age of the conviction;
- iv) efforts made towards rehabilitation;
- v) achievements since conviction;
- vi) references from other organizations;
- vii) whether or not conditions be imposed upon the Applicant to address concerns relating to the Sector check.

If an Applicant with a prior Sector is accepted the Applicant shall be encouraged to obtain a Pardon.

In all cases where such an Applicant is accepted the parents of the children on the particular Lakers team shall be notified.

### **1.3. Term Limits**

An individual may only hold the position of Head Coach for the same birth year team for two (2) consecutive years. In the third year, such individual shall not act as an on-ice team official in any capacity (on-ice includes any and all bench personnel).

If an individual has held the position of Head Coach for two (2) consecutive years for the same birth year and the Coaches Selection Committee cannot find a suitable replacement, the Executive may appoint the individual in question for one (1) additional year. Any additional term for this individual will be reviewed amongst the Executive on a year by year basis.

An individual who has held the position of Head Coach for the same birth year team for two (2) consecutive years is eligible to hold the position of Head Coach (or other bench personnel position) with any team of a different birth year.

### **1.4. Coaching Appointments**

After the interview process, the Director of Player/Coach Development will present to the whole Executive a list of recommended candidates for the Head Coach positions available. The Executive will ratify those selections as they see fit.

## **2. Head Coaches**

### **2.1. Coaching Philosophy Statement**

Prior to the commencement of try-outs, all Head Coaches must submit to the Director of Player/Coach Development a written "Coaching Philosophy Statement" for the upcoming season. This document must respect all other Lakers policy and must detail the Head Coach's approach to items such as ice time allotment, dress codes if any, tournament plans and team discipline. The Director of Player/Coach Development with the support of the Director of Hockey Operations must approve this Statement before publication and may request changes. Once approved, the Statement is to be available to all prospective parents throughout the try-out period.

## 2.2. Inaugural Team Meeting

Within six weeks of the conclusion of spring tryouts, the Head Coach shall convene a meeting of all team parents to discuss:

- i) his coaching philosophy
- ii) player expectations
- iii) parent expectations
- iv) team finances and fund-raising opportunities
- v) appointment of team officials
- vi) participation in tournaments and exhibition games
- vii) team rules
- viii) such other matters as he deems appropriate

## 2.3. Head Coach's Responsibilities

The Head Coach will appoint his Assistant Coaches, Trainers, Team Manager, Treasurer, Parent Representative and Website Manager subject to approval by the Lakers Executive.

The Head Coach shall develop and implement a hockey program which balances the need for development of hockey skills with a sense of competition and fair play. He will attend all games and practices or he will appoint a delegate in his absence. He will ensure that players receive fair ice time based on the player's ability, attitude and behaviour.

The Head Coach is responsible for overseeing all team functions both on and off the ice. Day to day operation of these functions may be delegated to other team officials subject to his supervision. He is responsible for the care and maintenance of all Lakers team equipment.

The Head Coach must also ensure that the team operations adhere to all Lakers, Alliance, OHF and Hockey Canada rules and regulations and he should familiarize himself with these rules and regulations. At all times while engaged in Lakers functions or while acting as a representative of the Lakers the Head Coach shall adhere to the Coaches Code of Conduct.

The Head Coach is responsible for all decisions regarding player selection, registration, release and affiliation of players, subject to oversight by the F1 Committee.

The Head Coach will attend all Coaches meetings or appoint a delegate to attend in his absence. He will co-operate with the Director of Player/Coach Development. He will also co-operate with and follow the direction of the Executive and provide assistance to them as it may be necessary to aid in the development of the Lakers hockey program.

## 2.4. **Non-Parent Coaching Staff**

Non-Parent coaches make an extraordinary commitment in terms of time, energy and financial resources for the players on their team. They receive some compensation from the Lakers, but that may not be enough to cover their expenses and mileage in some cases. It is reasonable to expect that the parents on the team recognize this commitment and cover their tournament expenses.

## 2.5. **Tournament Expense Compensation for Non-Parent Coaching Staff**

The policy for Non-Parent Coaching Staff for tournament play is as follows:

(a) Hotel accommodation per night/coach: team will pay only for a maximum of 2 rooms for the non-parent coaching staff at the hotel where the team is staying.

(b) Meal Allowance: \$60 in meal allowance per day for each day playing in the tournament. The team will pay meal allowance for a maximum of 4 committed non-parent coaching staff.

(c) Mileage is covered in their compensation package provided by the Association. However, if the team is travelling to a tournament/event where the team is travelling together ie. Bus or plane, the non-parent coaching staff expenses will be paid for by the team.

Reimbursement would be made after the tournament is over when the non-parent coaches submit their receipts for (a), (b) and (c).

## 2.6. **Mileage Expense Compensation for Non-Parent Coaches**

Teams may vote to provide additional compensation for mileage above the Association stipend. This amount should be presented with the team budget and passed with a majority vote on an annual basis.

# 3. **Team Officials**

At the inaugural team meeting the Head Coach will meet with all team parents to introduce and/or choose team officials for the upcoming season.

Each Lakers team shall have qualified and responsible adults (parents or non-parents) to fill the following team official positions:

*Head Coach* - overall responsibility for team players/officials

*Trainer* - responsible for health and safety of the players

*Assistant Coaches* - coaching support during practices and games

*Manager* - responsible for administering team rosters and organizing tournaments

*Treasurer* - responsible for transparent management of team's operating finances

*Parent Rep* - liaison for parent/coach issues or disputes

*Website Manager* - responsible for updating team portion of the Lakers website. (this may be done by the manager)

On ice team staff may be comprised of no more than (7) accredited officials. (1 head coach, 2 trainers, 1 manager, 3 staff).

Hockey Canada specifies that there be at least one accredited Trainer and one accredited Coach on the bench for every game. The maximum total number of team officials on a bench during a game is five - this includes all coaches, trainers, managers, etc.

All team officials must abide by the Lakers Code of Conduct.

#### **4. Vulnerable sector checks**

All team officials must have acceptable Vulnerable Sector checks current to within two years. This requirement pertains to not only the official positions listed above but also to any on-ice helpers that may be used regularly for practices or for anyone else who has or will have access to the players on a regular basis. Guests invited by a Lakers coach to interact with the team do not need to provide a Vulnerable Sector check providing that they do not have any unsupervised contact with any player.

These Vulnerable Sector checks must be provided to the Director of Risk Management on or before September first each year. Failure to provide them by this date will result in a suspension of duty for that official until such a time as they provide the Vulnerable Sector check. Team officials may be reimbursed for the cost of Vulnerable Sector checks at the discretion of the Executive. Any such reimbursements will be paid by the Association.

#### **5. Trainers**

Trainers will be appointed by the team Head Coach subject to approval by the Executive. All trainers shall maintain their certification in accordance with all Alliance rules and regulations. The trainer's duties shall include but not be limited to the following:

- i) Provide proper first aid to any injured player and where appropriate arrange for further emergency medical care.
- ii) Make a report to the Lakers team manager and the players parent when the player's
- iii) Injury is more than trifling or transitory.
- iv) Adhere strictly to the Lakers Concussion and Return to Play Policy.
- v) Maintain current health information forms for all players including affiliated players as they are used from time to time.
- vi) Maintain a complete supply of first aid materials that shall be readily available at every team game and practice.
- vii) Complete Alliance injury reports as required.



## 6. Managers

Each Lakers team Head Coach shall appoint a Team Manager as soon as practicable. The Manager shall be responsible for generally managing the team. The Manager's duties shall include, but not be limited to the following:

- i) Oversee the registration of all team officials and players in accordance with Alliance and OHF requirements.
- ii) Register all affiliated players with the Alliance in accordance with the Lakers Affiliation Policy.
- iii) Organize attendance at and arrange team accommodations for all Lakers team tournaments.
- iv) Act as a liaison between the Coaching staff and other Lakers officials such as the Ice Scheduler and the Alliance Rep.
- v) Apply for and receive all required travel permits for exhibition games and tournaments from the Lakers Alliance Hockey Rep
- vi) Take possession of and ensure the accuracy of all game sheets immediately following each game. The game sheets should be filed as required with the Alliance and game scores reported within 24 hours.
- vii) To oversee, with the Team Treasurer all team finances and fund-raising endeavours.
- viii) To oversee, with the team website manager, the updating of the Lakers team website.
- ix) File injury reports with the Alliance Rep.

## 7. Treasurer

- i) Each Lakers team Head Coach shall appoint a team treasurer. This should be someone other than the manager.
- ii) The team treasurer will open a team bank account in the name of the team and its respective birth year (e.g. Huron-Perth Lakers 95).
- iii) The team bank account will require two signing officers who are neither married to each other nor living together. Both signatures shall be required for all cheques and all withdrawals.
- iv) The team treasurer shall prepare a draft team budget which shall be filed with the Lakers Executive on or before September 15<sup>th</sup> of the current year.
- v) All cash receipts shall be deposited immediately into the team bank account and shall not be used to pay team expenses prior to deposit. The team account deposit book shall identify the source of all deposits.
- vi) With the exception of payments to referees all team expenses shall be paid by cheque drawn on the team account.
- vii) Payments to referees may be made in cash if the referee signs a written acknowledgment providing his or her name, the centre from which he or she travelled the date and the amount of the cash payment.

- viii) A final team financial statement shall be prepared and filed with the Lakers Treasurer prior to tryouts. A copy of this financial statement shall be provided to all the respective Lakers team parents.
- ix) Extraordinary team expenses must be approved by a vote among the Lakers team parents at the inaugural parent meeting. The family of each player shall have one vote and on a team consisting of 17 players, a minimum of 13 votes in favour is required for the expense to be approved.

## **8. Team Website Manager**

Each Lakers team Head Coach shall appoint a Team Website Manager who will be someone with a computer with internet access and who has, at a minimum, basic computer and word processing skills. The Team Website Manager is responsible for ensuring the team's portion of the Lakers website is up-to-date and therefore the duties include, but are not limited to, the following:

- i) Ensuring the Lakers Website/Email Administrator has a current list of the team members' email addresses.
- ii) Team news articles: - posting a minimum of one article per month in the pre-season and one article per week during the season (an article after each game/tournament is preferred).
- iii) Entering the following information:
  - a) team staff information
  - b) team events
  - c) team sponsors
  - d) player bio information
  - e) game results (ASAP but within 24 hours)
  - f) player sponsors
  - g) tournament information (description, schedule, recap)
  - h) team accomplishments
  - i) Player statistics (if available).
  - j) Posting documents to the team library.
  - k) Creating team polls (optional).
  - l) Adding additional webpage's as appropriate (such as the playdown/play-off chart).

## **9. Parent Reps**

Parent Reps are to be appointed at the first general parent meeting following tryouts. The parent rep is the principal liaison between all parents and the Head Coach. As such, the parent rep with the exception of the Minor Atom parent rep must have experience in the Lakers organization as a parent or other team official so that they can understand the expectations of players/parents as well as the dynamic environment of coaching AAA hockey. The parent rep must be mutually acceptable to the coach and a clear majority of parents.

### 9.1. Parent-Coach Communications

- i) Head Coaches are encouraged to provide clear direction and feedback to players throughout the season. Head Coaches, at their initiative, may choose to include parents in those communications as they see fit.
- ii) Parents who have concerns about a specific issue relating a game or practice must wait 24 hours before initiating contact with any other parents or team officials regarding their concerns. This waiting period is a recognized “cool off” period throughout the hockey community and it allows both parents and coaches to view past events with a more reasonable approach.
- iii) The cool off period does not apply to potential allegations of misconduct, abuse or harassment which should be reported immediately to the Lakers President as per the discipline policies and procedures detailed in the Individual Discipline and Prevention Policies section of this handbook.
- iv) If parents want to pursue certain issues after the waiting period, their first contact shall be with the Team Parent Rep. This is also the method by which a parent can raise a more general concern with a Head Coach. After receiving and making notes on the parent’s concern or complaint, the Parent Rep shall contact the Head Coach to bring forward the issue. If the issue constitutes a contravention of the Head Coach’s “Coaching Philosophy Statement”, the Head Coach must re-establish the operating protocol as described in that Statement.
- v) If the issue is specific to a certain player, the Head Coach and the Parent Rep can decide whether the appropriate response shall come from the Head Coach directly or through the Parent Rep. After the Head Coach communicates his position on the issue, the Parent Rep shall follow up with the concerned parents to determine whether they accept that the issue and/or corrective measure is consistent with the coaching Statement. If the parents and/or Parent Rep do not accept that the Head Coach’s position on the issue is consistent with the Statement, the Parent Rep shall refer the matter to the Director of Hockey Operations.
- vi) If a parent concern or complaint regarding a Head Coach is brought to the Parent Rep and the issue is more general in nature, the Parent Rep should consult with other parents on that team to determine if the concern is widely held. If so, the Parent Rep shall convene a parent meeting to discuss the issue.

- vii) While the Head Coach shall be advised of such a meeting, they may or may not be invited at the Parent Rep's discretion. If it is determined at the parent meeting that the concern is shared by only a small number of parents, the
- viii) Parent Rep shall report that to the Head Coach and begin the process as described above for a specific player only the process would include all the parents concerned. If it is determined at the parent meeting that the concern is shared by a significant number of parents, the Head Coach shall be asked by the Parent Rep to respond to the issue by communicating to all parents as a group. If the Parent Rep determines that the Head Coach has failed to satisfy the concerns of this significant number of parents, the Parent Rep shall refer the matter to the Director of Hockey Operations.

## **PLAYER PARTICIPATION**

### **10. Tryouts**

- i) Lakers tryouts are open and do not require an invitation. With the exception of the Major Midget category, all Lakers teams hold tryouts for the coming season in April. Each year, the OHF sets an early date before which no official or unofficial tryouts are to be held. The Lakers schedule 6 tryouts for each age category commencing the week after the OHF approved date. An exhibition game during the tryouts may be considered a tryout for the purposes of this section.
- ii) The tryouts are 80 minutes in duration. The on-ice structure of the tryout sessions are left to the discretion of the Head Coach for each age category.
- iii) Any player who is registered on or before the second scheduled tryout date will be entitled to a minimum of two tryouts within the first three tryouts before they can be released. Any player who registers on the third scheduled tryout date or any date thereafter can be released after one tryout skate.
- iv) There is an On-Line Try Out registration fee for all players wishing to Try Out for a Lakers Team. If players choose to register at the Try Out Desk, the fee is increases. This fee is payable regardless of the number of tryout sessions the player actually attends. Fees will be posted annually on the Lakers website.

- v) A Head Coach may schedule one or more exhibition games within the calendar time frame of their six tryout sessions and the costs associated with those games are to borne by participants and/or the team.
- vi) The Try Out fee does allow the players who continue to advance through tryouts to participate in up to the 6 tryouts provided.
- vii) No player will be allowed to skate in a tryout without a completed and authorized "Permission to Skate" as issued by the Alliance and a completed
- viii) Lakers Registration Form. Home center "blanket" authorizations are not permitted.
- ix) Shortly after the conclusion of the sixth tryout session, each Head Coach shall provide a roster for the selected team to the Director of Hockey Operations.

## 11. Registration

The registration of players and team officials is a joint process conducted by both the Team Manager and the Lakers Registrar.

Team Managers are responsible for getting all necessary documentation to the Lakers Registrar in a timely manner.

### 11.1 Team Jersey Numbers

All Lakers players will choose jersey numbers from 2-20. The Goalies will wear 1 or 31.

Players returning to play for the same Lakers team will have first choice to keep the same jersey number they wore the preceding year. (First right of refusal).

## 12. Player "Playing Up" Policy

The Association has a "Playing Up" policy for players wishing to "play up" out of their age group as follows:

- i) A player and their parent(s) or legal guardian(s) must provide written notice prior to commencement of tryouts that the player wishes to be permitted to try out for an older age team. This written notice must be given to Director of Hockey Operations and the President. Upon receipt, the Director of Hockey Operations or the President will inform the Head Coach of the older age team the player wants to try out for and the Head Coach of the player's birth year team. A player requesting a tryout for an older age team must begin the tryout process at his/her own level for the

initial 2 tryouts prior to moving up to the older age. While attending the older team's tryouts, it is recommended that the player still attend tryout sessions for the birth year team as well.

- ii) A player may only be selected to an older age team if that player is assessed (by a panel selected by the Executive) to be a "HIGH IMPACT" player on the older age team the player is trying out for.
- iii) The Head Coach of the older age team must apply for a "HIGH IMPACT" status evaluation for the younger player with the President and Director of Hockey Operations before the player's second tryout with the older age team.  
This policy does not apply where there is no birth year Lakers team for a player.
- iv) In addition, players playing up a year because there is no birth year Lakers team will be required to be assessed as a "HIGH IMPACT" player if the player wishes to be eligible to play for the older age team the following year. "HIGH IMPACT": A player who makes an immediate difference to the older age team. Considered a TOP LINE (starter) player and performer.

Example: A top three forward, a top two defenseman or a number one goaltender.

Definitions and notes:

"Older Age Team": A team for players a year older than a player's birth year. For example, a team for players born in 1998 that a player born in 1999 wishes to try out for.

"HIGH IMPACT" criteria clause would be waived if the birth year team does not have a roster spot for the player.

Head coaches and/or their staff are not allowed to recruit, pursue or in any way try to influence players from a younger age group to play up a year.

### **13. Player "Out of Zone" Policy**

The Association has an "Out of Zone" policy for "Out of Zone Players" wishing to play for the Lakers Organization.

- a) Head Coach needs to apply to F1 Committee for permission to sign Out of Zone Player(s).
- b) Coach would need to state his case on why a F1 "Out of Zone Player" should take the place of an "In Zone Player"

## **14. Fundraising**

### **14.1. Team Fundraising Guidelines**

It is expected that Lakers families may wish to raise funds to offset ongoing team expenses. Any fundraising that exceeds team expenses is not permissible. It is important to remember that while fundraising, players and parents are representing the Lakers and should not engage in practices or behaviours that are detrimental to the Lakers brand.

All Lakers team fundraising projects require approval by the Director of Special Events/Fundraising. Prior to commencement of the project an application should be made to the Director of Special Events/Fundraising. This application should include the following information:

- i) a full description of the project or event;
- ii) commencement and completion dates;
- iii) location;
- iv) name of a team contact person;
- v) a statement of expected expenses and potential revenue;
- vi) whether or not a lottery licence is required.

### **14.2. Banner and Team Webpage Advertising**

Proceeds of sales of banner and team webpage advertising are credited to each Lakers player's account. Team treasurers should keep a Sector of all advertisers. In the event that a player either quits a team or is unable to complete his season such that he is eligible to receive a refund of his registration fees, any refund of banner and team webpage funds should be paid directly to the advertisers. Monies paid for advertisements on Lakers banner/team web page will not be refunded once they are completed.

These funds are credited to the player's account to offset the player's portion of team expenses. Any moneys remaining in players accounts must be paid out to all families before April 1.

### **14.3. Sponsorship Opportunities**

Lakers teams may also wish to solicit funds from sponsors. Various opportunities are outlined in the Lakers Welcome Package.

#### **14.4. Gifts and Donations**

Lakers teams may accept cash donations and gifts in kind to offset team expenses. If a donation is made to offset a specific team expense such as team apparel or tournament expenses such as OHF Championship fees, excess funds must be returned to the donor unless the donor directs otherwise. Gifts and donations may only be used to offset team expenses actually incurred and may not be distributed to team parents at the end of the year.

### **15. Dress Codes**

All bench personnel are expected to dress for games in a manner which does not detract from the Lakers brand. All bench personnel are encouraged to wear Lakers gear. During practices, all on-ice officials shall wear Lakers gear and helmets.

Head Coaches may at their discretion, impose dress codes on players for games. It is strongly recommended that any dress codes include the use of Lakers gear.

Lakers gear is that clothing approved for use by the Lakers Executive.

### **16. Team Player Numbers and Composition**

Each Lakers team (not including Major Midget) shall consist of 15 skaters and two goaltenders. Head Coaches may apply to the Executive to have this requirement waived for any reason.

Each Major Midget Lakers team shall consist of 20 players (including goaltenders).

#### **16.1. Affiliation and Participation of Affiliated Players (APs)**

Teams are expected to affiliate 19 players, 6 of which (5 skaters and one goalie) may be non-Lakers players from within the Huron-Perth zone. The remaining affiliate positions may be filled with players from the roster of the Lakers team of the age category below.

The Minor Atom Lakers entry has no limit on non-Lakers affiliates. Non-Lakers affiliates must have the same birth year as the Lakers team with whom they are affiliated.

Prior to participation, an affiliate must be registered with the Alliance through the Lakers Registrar which means that they must first provide a copy of their birth certificate, a complete Alliance AAA affiliation form, a letter of permission from their home center and a player registration card if not electronically registered.

Non-Lakers players cannot be registered as affiliates in the fall until their home center registers their card with their league Convenor.



Teams may vote to charge affiliates \$20.00 per player per practice with the revenues going to the team account. This should be presented to the families with the team budget and voted on and passed with a majority vote on an annual basis. Fees for tournament appearances by affiliates are at the discretion of team officials.

Affiliated players may only be used in games if a regular player is:

- i) ill
- ii) injured
- iii) under suspension
- iv) unable to attend because of personal reasons
- v) such other circumstances as approved by the Executive

## 16.2. Alliance Handbook Affiliated Player Rules 20-23

- 20.1 The affiliated player must be eligible for the team by age but cannot be from any team of a higher category.
- 20.3 A team from a Centre/Zone may affiliate 19 players from within that centre/zone who are registered on an approved electronic roster. Affiliated players must be eligible for the Centre/Zone by residence or home centre. A player is only permitted to participate as an affiliated player with one Minor Hockey team of a higher division or category during the playing season. Prior to participation as affiliated player, the players name must appear on the team's electronic roster filed within the Branch. If a player is released off an affiliated player list they cannot be assigned to another one in the same season.
- 21.1 Any player participating as an affiliated player must be indicated on the game sheet by the notation "AP" beside his/her name. Appearance of the players name on the official game sheet shall be considered participation in the game except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game sheet.
- 22.1 An affiliated players list must be filed and approved by January 10 of the current season.
- 22.2 Failure to file an affiliated players list prior to January 10 will result in the team not being allowed to use any affiliated players for the remainder of that season.
- 22.3 A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may there-

after affiliate an unlimited number of times. Tournament and exhibition games shall not count as part of the five games.

- 22.5 No player may be used as an affiliated player without the consent of his/her ALLIANCE Hockey approved team.

## 17. Refund Policy

### 17.1. Injury, Illness or Relocation

A player who is insured/ill, but plans to complete his/her season and play the game of hockey shall be responsible for his/her share of the team expenses while he/she is injured/ill.

A player who is unable to complete his/her season and play the game of hockey due to the following reasons:

- i) injury
- ii) illness
- iii) parental relocation, or
- iv) such other reason as approved upon application to the Lakers executive shall be entitled to a refund of fees. In the case of injury or illness a medical doctor must confirm in writing that the condition exists and that the player is unable to return to complete the season.

Refunds shall be made upon the following basis:

If last day on the ice is prior to August 15<sup>th</sup> player is entitled to a full refund less a \$100.00 administration fee:

- i) last day prior to September 15<sup>th</sup> - 70% of total Registration fees refunded
- ii) last day prior to October 1<sup>st</sup> - 60% of total Registration fees refunded
- iii) last day prior to October 15<sup>th</sup> - 50% of total Registration fees refunded
- iv) last day prior to November 1<sup>st</sup> - 40% of total Registration fees refunded
- v) last day prior to November 15<sup>th</sup> - 30% of total Registration fees refunded
- vi) last day prior to December 1<sup>st</sup> - 20% of total Registration fees refunded
- vii) last day prior to December 24<sup>th</sup> - 10% of total Registration fees refunded
- viii) last day after December 24<sup>th</sup> - no refund.

### 17.2. Player Leaving by Choice (Minor Atom through to Minor Midget)

A player who gives written notice to his head coach that he is quitting a Lakers team and who does not qualify for a refund under clause A shall be entitled to a refund of fees as follows:

- i) notice received prior to May 15<sup>th</sup> – 100% of total Registration fees refunded
- ii) notice received prior to August 15<sup>th</sup> - 80% of total Registration fees refunded
- iii) notice received prior to September 1<sup>st</sup> - 75% of total Registration fees refunded
- iv) notice received prior to October 1<sup>st</sup> - 50% of total Registration fees refunded
- v) notice received prior to November 1<sup>st</sup> - 25% of total Registration fees refunded
- vi) notice received after November 1<sup>st</sup> - no refund

Suspended players are not eligible for refunds until re-instated.

In both cases above refunds due are calculated on the assumption that the full amount of registration fees have been paid.

### **17.3. Player Leaving by Choice (Major Midget ONLY)**

Any player who gives written or verbal notice to his head coach that he is quitting the Major Midget Lakers team after signing a Commitment Letter and or Player Contract to play does not qualify for a refund unless the player is offered a Jr. B. level or Jr. A level card and the opportunity to develop at a higher level.

Suspended players are not eligible for refunds.

Refunds due are calculated on the assumption that the full amount of registration fees and accrued team expenses have been paid.

### **17.4. Team Expenses**

In all cases above the player shall also be responsible for his share of team expenses to the date on which he is last on the ice or he delivers written notice as the case may be.

## **SEASONAL PLAY**

### **18. Regular Season**

Lakers teams play in the Eastern Division of the Alliance Pavilion AAA league with the exception of the Major Midgets who play in the governing format set out by Alliance Hockey for that particular year. The regular season consists of approximately 30 to 32 games. Scheduling takes place in mid-August with games beginning any time after the Labour Day weekend. Scheduled play concludes in late January or early February depending on the playoff format for each age category.

#### **18.1 Game Cancellation Policy**

Regular season games can only be cancelled by the Lakers Ice Scheduler in conference with the Ice Scheduler from the opponent's association.

Weather related cancellations can only be determined 90 minutes prior to the normal departure time for the road team. The Ice Scheduler makes the final determination based on road closures.

## **19. Exhibition Games**

Head Coaches may schedule exhibition games at their discretion. Additional exhibition games should not amount to a number that would materially alter the normal game-practice ratio of their team.

Prior to play, exhibition games must be registered with the Lakers Alliance Rep, the Lakers Ice Scheduler. Appropriate notice must be given. A travel permit must be obtained from the Alliance Rep.

Any additional fees for referees, ice rental, etc. is to be borne entirely by the Lakers team participating.

## **20. Tournament Limits**

As per Alliance Hockey rules teams are permitted 4 tournaments plus one at Christmas during regular season play. No tournaments are permitted during the Playdowns/Playoffs. All Lakers teams shall participate in a minimum of 3 tournaments.

Tournaments out of province or out of country, as well as a team wishing to attend 5 tournaments, must be approved by a vote among the Lakers team parents at the inaugural parent meeting. The family of each player shall have one vote and on a team consisting of 17 players, a minimum of 13 votes in favour is required for the tournament to be approved.

## **21. Spring Hockey**

Players or teams participating in Spring Hockey tournaments shall not be entered under the Lakers name nor shall they wear Lakers uniforms.

Lakers hockey is a major time commitment for players and parents from mid-August to mid-March. Head Coaches shall respect a player's off-season and not demand or infer that participation in spring or summer hockey mandatory.

Participation in summer sports other than hockey is encouraged by the Lakers organization.

Players participating in non-sanctioned hockey tournaments, such as spring hockey, are not covered by Hockey Canada insurance. It should be clear that such games have no standing regarding suspensions or discipline and the Lakers organization takes no responsibility for any Lakers player while they are participating in non-sanctioned events.

## **22. Practices**

Each Lakers team is provided on average 12 hours of practice time per month on a pro-rated basis beginning in mid-August. Head Coaches are expected to use all ice time allotted to their team.

Practices will continue for teams until such time as their playoff participation is concluded. Teams that have scheduled tournaments after playoff play will be afforded 1 practice time per week at the discretion of the Ice Scheduler and Director of the Hockey Operations.

### **22.1 Fitness Testing and Dryland Training**

The Lakers and/or the Teams may hold fitness testing sessions. The Head Coaches may hold dryland training sessions at their discretion. Intention to do so should be disclosed in the Inaugural Team Meeting. Coaches are reminded that they must apply for and obtain separate insurance coverage for dryland training. Application may be made through the Lakers Registrar.

In either case, the schedule or travel load on Lakers families must be taken into consideration. As such, these sessions should be held in conjunction with scheduled practices.

## **23. Concussion Policy**

**Dr. Patricia Van Boekel, MD, CCFP-EM, SEM**

Stratford Rotary Complex  
Room 136- 353 McCarthy Road  
Stratford Ontario, N5A 7S7  
Phone: 519-271-3030 Fax: 519-271-3038

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### **Return to Play Protocol**

NO athlete with suspected concussion should be allowed to return to play on the same day as the injury, no matter what the level of play. Proper identification and early management will increase the chance of successful recovery.

Once acute symptoms have improved and the athlete has been medically cleared by a physician, he or she may begin a stepwise progression of activity as outlined below. Each step should take 24 hours, but if any symptoms return, the athlete should drop back to the previous level and try to progress again after a 24 hour period of rest.

For the younger athlete, it is recommended to follow a more prolonged return to play protocol with 48 hours per step. As well, it is suggested that a student athlete needs to return to school successfully before trying to engage in returning to their sport.

## **RETURN TO PLAY PROTOCOL:**

**For all steps: If you experience symptoms, return to rest until symptoms have resolved for 24 hours and then restart at the previous level. If symptoms persist, consult a physician. If you do not experience any increase in symptoms or signs during the activity or for 24-48 hours following, you may proceed to the next step.**

**Step 1** No Activity (stay at this step until you are symptom free at rest).

**Step 2** Light Aerobic Exercise (Walking, swimming, or stationary cycling - maximum intensity of <70%). No resistance training or weight lifting.  
Supervised by someone who can monitor for signs and symptoms.  
Gradual increase in duration/intensity of aerobic exercise if no signs or symptoms in 24 hours.

**Step 3** Sport Specific Exercise (Skating drills in hockey, running drills in soccer. No head impact/jarring activities such as high speed stops or hitting a baseball).

**Step 4** Non-contact Training Drills (Progression to more complex training drills – eg, passing drills. May start progressive resistance training). Medical clearance by a medical professional should be obtained before progressing to Step 5 and 6.

**Step 5** Full Contact Practice (Participate in normal training activities)

**Step 6** Return to Play (Normal game play)

## **INDIVIDUAL DISCIPLINE AND PREVENTION POLICIES**

### **24. Discipline Policy**

#### **24.1. Introduction**

Participation in the activities and administration of the Association brings with it many benefits and privileges. At the same time members and participants expected to fulfill certain responsibilities and obligations, including but not limited to complying with the Lakers Codes of Conduct and the policies, rules and regulations of the Association. Persons who violate these standards of conduct may be subject to the disciplinary sanctions in this Policy.

## 24.2. Application

This policy applies to all members of the Association as well as to all persons participating in activities within the Association including but not limited to players, parents, coaches, team officials, volunteers, executive members, committee members and administrators.

This policy applies to discipline matters which may arise during the course of all Lakers business, activities and events, including but not limited to competitions (including exhibition games and tournaments), practices, training camps, meetings and travel associated with these activities.

## 24.3. Types of Infractions

Under this policy there are two types of infractions that may warrant discipline.

1. Minor Infractions - these are infractions under the Huron-Perth Lakers Code of Conduct which are not severe but may warrant immediate corrective action as specified in this Policy.

Examples of Minor Infractions:

- i) a single incident of disrespectful, offensive, abusive, profane, racist or sexist comments or behaviour directed towards others;
- ii) unsportsmanlike conduct such as angry outbursts or arguing;
- iii) non-compliance with rules and regulations governing Lakers events.

2. Major Infractions - these are infractions under the Huron-Perth Lakers Code of Conduct which are more severe and may warrant disciplinary action as specified in this Policy.

Examples of Major infractions:

- i) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour;
- ii) repeated unsportsmanlike conduct such as angry outbursts or arguing;
- iii) pranks, jokes or other activities which endanger the safety of others;
- iv) deliberate disregard for the rules and regulations of the Association;
- v) conduct which brings the reputation of the Association into disrepute including the abusive use of alcohol;

- vi) any use of alcohol by persons not authorized by law to consume;
- vii) use of illicit drugs and narcotics.

#### **24.4. Discipline Procedures for Minor Infractions**

Discipline for these infractions is intended to be informal and dealt with quickly by the person having authority over the situation. This may include but not be limited to executive member, committee chairperson, coach or team official

Sanctions for Minor Infractions may include:

- (a) verbal reprimand;
- (b) written reprimand;
- (c) verbal apology by offender;
- (d) written apology by offender;
- (e) suspension from team competition for no more than two games.

#### **24.5. Discipline Procedures for Major Infractions**

A complaint alleging a major infraction shall be delivered to the President as soon as possible after the incident. The President shall form a committee as required, to determine if the complaint will proceed as a minor infraction or a major infraction.

A major infraction occurring within competition may be dealt with immediately by a Lakers person in authority providing the offender is notified of the infraction and given a chance to respond. Sanctions shall be for the duration of the competition only. If further sanctions are required a hearing shall be held in accordance with this section.

#### **24.6. Hearing**

Upon review of the infraction if the Complaint Committee decides that a hearing is required they shall appoint a hearings panel and conduct a hearing in accordance with the procedures contained in section 26.5 of the Abuse and Harassment Policy.

#### **24.7. Sanctions for Major Infractions**

The hearings panel may apply the following sanctions:

- (a) written reprimand;
- (b) written apology by the offender;
- (c) suspension for specified Lakers events or competitions;
- (d) a monetary penalty;
- (e) suspension from all Lakers events and competitions;
- (f) expulsion from the Lakers Association;



- (g) such other sanctions as are appropriate.

## 25. Player Conduct and Discipline

From time to time it may be necessary for a Coach to discipline a player for behaviour during team functions on or off the ice. The purpose of the discipline is not just punishment but to modify the players behaviour.

The rehabilitative aspect of discipline is lost if the players and parents are not aware of the rules being broken. It is imperative that every Coach have a clearly defined set of team rules.

The following formal disciplinary steps are recommended:

### 1. Verbal Reprimand

This type of discipline is appropriate for minor incidents and is a first step in attempting to correct problems. The Coach should arrange a meeting with the players, another member of the team staff and the player's parents. As the purpose of the discipline is rehabilitative the meeting should be as positive as possible. The player should be informed of the Coach's concerns, expected future behaviour and the action to be taken if the behaviour continues. Document the meeting for future reference.

### 2. Benching

This type of discipline may occur when the players behaviour continues despite a verbal reprimand or in the case of a more violation of a team rule. The Coach should ensure that the player knows why they are being benched and what will occur if the behaviour persists. The player's parent should also be informed. Document these actions.

### 3. Suspension

With the approval of the Executive a Coach may suspend a player for up to two games. Prior to imposing this suspension the Coach must arrange a meeting with the player, the player's parents and a member of Complaints Committee. The player should be informed of the reason for the suspension and what will occur if the behaviour persists. The meeting should be documented.

### 4. Removal

A player may only be removed from a team by action of the Lakers Executive. Such action may only be taken if it is in the best interests of the Association. A Coach may request removal based upon persistent behaviour in the face of progressive discipline or for serious incidents involving violence, abuse, harassment or criminal activity.

#### 5. Discipline Policy

No player will be suspended for more than 2 games or removed from the Association unless given a hearing pursuant to either the Discipline Policy or the Abuse and Harassment Policy.

## 26. Abuse and Harassment Policy

### 26.1. Policy Statement

It is the policy of the Lakers that there be no harassment, abuse or bullying of any participant in any of its programs. The Lakers organization expects every coach, team official, executive member, parent, and athlete and volunteer to take all reasonable steps to safeguard the participants against harassment, abuse and bullying.

This policy applies to all categories of members in the Lakers organization as well as to all individuals participating in activities of the Lakers.

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

### 26.2. Definitions

#### ***Abuse***

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children is an abuse of power or authority and/or breach of trust.

Child abuse is an issue of child protection. Protection refers to the Children's Aid Society of the country in which the child resides.

#### ***Harassment***

Harassment is conduct, gestures or comments which are considered to be insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive and which create a hostile or intimidating environment or which negatively affect performance. Harassment must involve discrimination against a person because of their race, ethnic origin, age, religion, family status, sexual orientation, gender, disability, marital status

or pardoned conviction. Harassing behaviours among children less than 12 years of age may be defined as bullying.

***Bullying***

Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude. Bullying can occur between children under the age of 12 years or it may be behaviour between youths or between adults that is not harassment.

***Misconduct***

Misconduct refers to the behaviour or a pattern of behaviour that is found by a formal or informal process to be contrary to the Huron-Perth Lakers Code of Conduct.

***Child***

Child means a person between the age of 0 and 16 years.

***Youth***

Youth means a person between the age of 16 and 18 years.

***Adult***

Adult means a person over the age of 18 years.

**26.3. Receiving a Complaint**

A formal written complaint shall be directed to the President of the Association. Upon receipt of the complaint the President will convene a meeting of the Complaint Committee which will consist of the President, the Director of Hockey Operations and a person as deemed by the President so appointed by him. This committee will assess the nature of the complaint and determine the appropriate course of conduct.

When it is determined that the complaint alleges abuse of a child participant there will be no further investigation and the matter will be referred to the police or the appropriate child protection agency.

The committee may decline to deal with a complaint if it:

- i) could more appropriately be dealt with under another policy or rule;
- ii) is frivolous, vexatious or made in bad faith;
- iii) is based entirely on occurrences that are more than 6 months old.

**26.4. Investigation**

If the committee decides that a complaint has merit and requires investigation the committee shall appoint an individual to conduct an investigation of the complaint. For serious matters the investigator should be experienced and may be an outside professional. The investigator shall carry out the investigation in a timely manner and shall submit a written report to the committee. Within seven days of receiving the investigator's report, the committee shall

decide if the complaint should be dealt with directly, without a hearing, in which case it shall direct the appropriate response and the matter shall be concluded, provided the subject of the complaint is fully informed and given the opportunity to respond.

### **26.5. Hearing**

If the committee decides that the complaint shall be dealt with by means of a hearing they shall appoint three individuals to serve as a hearings panel. One of these persons shall be appointed as Chairman and not more than one Complaint Committee member may be appointed to the hearings panel.

The Panel shall conduct the hearing by such procedures as it sees fit provided that:

- (a) the Complainant and Respondent shall be given written notification of the date, time and place of the hearing;
- (b) all parties shall receive a copy of the investigator's report;
- (c) both the Complainant and the Respondent shall have the right to be present at the hearing.

The Panel shall report its conclusions to the committee in writing with a copy to the Complainant and Respondent. The report shall contain,

- (a) a summary of the facts;
- (b) a conclusion as to whether or not the behaviour complained of constitutes harassment, bullying or misconduct;
- (c) disciplinary action to be taken.

Nothing in this policy shall prevent the Complaint Committee from taking immediate, informal, corrective and appropriate disciplinary action in response to incidents deemed to be minor and not part of a persistent course of conduct.

### **26.6. Confidentiality**

The Association recognizes the potentially sensitive nature of complaints of this type and will attempt to keep matters relating to a complaint confidential. The right to confidentiality is not absolute and must be balanced against the need to conduct a full and fair investigation as well as the Respondent's need to know the full extent of the complaint made against him or her.

### **26.7. Report to Alliance**

In any case where disciplinary action is found to be warranted a report shall be made to the Alliance office detailing the nature of the complaint, the person against whom the complaint was made and the disciplinary action undertaken.

## **26.8. Appeals**

Any person subject to disciplinary action has a right to appeal. A Notice of Appeal in writing must be delivered to the President no later than 14 days after receipt of the decision to be appealed. The notice of appeal shall contain the reasons for the appeal. An appeal shall be conducted by the Lakers Executive sitting as a whole and in such a manner as they may determine.

## **27. Blog & Internet Policy**

### **(17.0 ALLIANCE Hockey Code of Conduct Blog Internet Policy)**

Members of ALLIANCE Hockey shall refrain from comments or behavior that is disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated and will be dealt with under the ALLIANCE Harassment, Abuse and Bullying policy.

With the explosion of the internet chat lines, text messaging, Facebook and other forms of information transfer we wanted to make all ALLIANCE members including coaches, trainers, managers, players, parents, chaperones, directors, volunteers, employees of ALLIANCE Hockey aware of the above regulation governing this form of communication.

#### **Policy Statement:**

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Constitutional By-Law of ALLIANCE Hockey including the opportunity to participate in ALLIANCE activities and events both present and in the future.

If complaints are received ALLIANCE Hockey will investigate those complaints and if the investigation process substantiates the complaint the individuals responsible may be subject to suspension.

Complaints must be received on the "Complaint Intake Form" in the ALLIANCE Hockey Risk Management and Speak Out Policy Manual, 14.0.

**End of Policies**