

LAKERS POLICY HANDBOOK

UPDATED OCTOBER 2021



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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

After each hockey season, the Lakers Executive will begin requesting applications for Head Coach positions for the following season. Head Coach positions will be available for all categories the Lakers intend to enter a team. These applications will be made available on the Huron-Perth Lakers website. Applications are to be collected by the Director of Hockey Operations, Director of Player & Coach Development, and the President.

The Coaches Selection Committee will conduct interviews of all candidates possessing the minimum qualifications. During the interview process, prospective candidates shall be provided with the complete list of expectations that come with the position and any relevant information regarding the program.

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 ten (10) years prior to the application;

In any other case, the applicant may be considered appropriate upon consideration of 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) conditions imposed upon the applicant to address concerns relating to the Vulnerable Sector check.

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**.

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 Coaches Selection Committee will present a list of recommended candidates for Head Coach positions to the Executive. The Executive will ratify those selections as they see fit.

2. Head Coaches

2.1. Coaching Philosophy Statement

Before the commencement of tryouts, all Head Coaches must submit to the Director of Player & Coach Development a written "Coaching Philosophy Statement" for the upcoming season. This statement must respect all Laker's policies and must also detail the Head Coach's approach to items such as ice time, dress codes, 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. Once approved, the statement will be made available to all prospective parents of that team during the tryout process.

2.2. Inaugural Team Meeting

After the conclusion of tryouts, the Head Coach shall convene a parent meeting to discuss the following:

- a) his coaching philosophy;
- b) player expectations;
- c) parent expectations;
- d) team finances and fund-raising opportunities;
- e) appointment of volunteers;
- f) participation in tournaments and exhibition games;
- g) team rules and regulations;
- h) other matters deemed appropriate.
- i) A board member that is a Non-Parent **MUST** be present at the meeting

2.3. Head Coach's Responsibilities

The Head Coach will appoint 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 program that balances development with a sense of competition and fair play. They will attend all games and practices or appoint a delegate in their absence. They will ensure that players receive fair ice time based on 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 operations of these functions may be delegated to other team officials subject to his approval. They are responsible for the care and maintenance of all Lakers provided equipment.

While engaged in team functions or acting as a representative of the Lakers, the Head Coach shall adhere to all Policies and Code of Conduct outlined in the Lakers, Alliance, OHF and Hockey Canada Policies.

The Head Coach is responsible for all decisions regarding selection, registration, releases, and affiliation of players **(subject to oversight by the Lakers Executive)**.

The Head Coach will attend all coaches' meetings or appoint a delegate in their absence. They agree to co-operate and follow the direction of the Director of Player & Coach Development. They will also follow the advice of the Lakers Executive and provide feedback as it may be necessary.

2.4. Non-Parent Coaching Staff

Non-Parent coaches make an extraordinary commitment 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. It is reasonable to expect that the parents on the team recognize this commitment and cover any additional expenses related to the team's operations.

2.5. Travel Expense Compensation for Non-Parent Coaching Staff

The compensation policy for Non-Parent Coaching Staff for travel is as follows:

- a) **Hotel Accommodations:** The team will pay for a maximum of 2 rooms per night for the non-parent coaching staff at the designated hotel where the team is residing.
- b) **Meal Allowance:** The team will pay the lesser of \$20 per meal or \$60 per day in meal allowance for all events requiring travel. Travel is defined as out-of-town games, tournaments, or approved team events.
- c) **Team Charters:** The team will pay the non-parent coaching staff's travel expenses if the group travels together. In all other cases, the Mileage Expense Compensation policy outlined below will apply.

2.6. Mileage Expense Compensation for Non-Parent Coaches

All teams may vote to provide compensation for mileage. This amount should be presented in the team budget, reviewed, and passed with a majority vote on an annual basis at the start of the season. A maximum of two (2) vehicles may be budgeted for Non-Parent Coaches whenever carpooling is not feasible.

3. Team Officials

At the inaugural team meeting, the Head Coach will convene with all team parents to introduce and select 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 - Responsible for all team players and officials

Trainer - Responsible for the health and safety of all participants

Assistant Coaches - Provide support to the Head Coach during practices, games, and team functions

Manager - Responsible for day to day operations of the team, rosters, and game sheets

Treasurer - Responsible for transparent management of team's operating budget

Parent Rep - Liaison between the parents and coaches for internal issues or disputes

Website Manager - Responsible for updating the team portion of the Lakers website

Bench Staff may be comprised of no more than **(7) Approved Team Officials**. Hockey Canada required at least one (1) accredited Trainer, and one (1) certified Coach on the bench for every game.

The total number of Team Officials permitted on a bench during a game is **five (5)**. This includes all coaches, trainers, managers, and team officials. All Bench Staff must have the appropriate certifications and qualifications per Hockey Canada rules and regulations.

Note: All Team Officials must be approved by the Executive and abide by the Lakers Policies and Code of Conduct.

4. Vulnerable Sector Checks

All Bench Staff must submit a Vulnerable Sector check dated within **two (2) years**. This requirement pertains to Bench Staff and any frequent on-ice helpers or persons who will regularly have access to players. Special guests invited by a Lakers coach to interact with the team do not need to provide a Vulnerable Sector check provided they do not have any unsupervised contact with players at any time.

Vulnerable Sector checks must be provided to the Director of Risk Management before the start of each season. Failure to provide this will result in a suspension of duty for that Team Official until such a time where they can provide a Vulnerable Sector check.

Note: The Association will reimburse team Officials for the cost of Vulnerable Sector checks at its discretion.

5. Trainers

Each Lakers team Head Coach shall appoint a Trainer (**subject to approval by the Executive**). The Trainer shall maintain their certifications per all Hockey Canada rules and regulations.

The Trainer's duties shall include but are not limited to the following:

- a) Provide first aid to any injured player and, where appropriate, execute emergency protocols;
- b) Report to the Head Coach and Parents when a severe injury is suspected;
- c) Strictly adhere to the Lakers Concussion and Return to Play Policy;
- d) Maintain current health information forms for all players (including affiliated players);
- e) Maintain a complete supply of first aid materials that shall be readily available at every game and practice;
- f) Complete Alliance injury reports as required.

6. Managers

Each Lakers team Head Coach shall appoint a Manager at the first inaugural parent meeting. The Manager shall be responsible for the team's day-to-day operations and provide necessary communication to parents regarding all team functions.

The Manager's duties shall include, but are not limited to the following:

- a) Oversee the registration of all team officials and players with the Lakers Registrar;
- b) Submit an affiliated players list to the Lakers Registrar per Alliance policies;
- c) Organize and arrange travel accommodations for all tournaments and team events.;
- d) Act as a liaison between the Coaching Staff and Executive such as the Scheduler or Alliance Rep;
- e) Submit and maintain required travel permits for exhibition games and tournaments;
- f) Submit and ensure the accuracy of all digital game sheets immediately following each game;
- g) Oversee, with the Team Treasurer, all team finances and fund-raising opportunities;
- h) Oversee, with the Team Website Manager, the updating of relevant team information on the website;
- i) Submit Alliance injury reports with the Alliance Rep when required.

7. Treasurer

Each Lakers team Head Coach shall appoint a Treasurer at the first inaugural parent meeting. This should be someone other than the Manager. The team bank account will require two signing officers who are neither married nor living together. Both signatures shall be required for all cheques and all withdrawals.

The Treasurer's duties shall include, but are not limited to the following:

- a) Open a bank account in the name of the team and its respective birth year (Huron-Perth Lakers 2006)
- b) Maintain the team budget, which shall be approved and filed with the Lakers Executive;
- c) All cash receipts shall be deposited immediately into the team bank account and shall not be used to pay team expenses before deposit.
- d) The team account deposit book shall identify the source of all deposits;
- e) Payments to referees may be made in cash if the referee signs a written acknowledgment providing their name, the center from which they travelled, the date, and the amount of the cash payment;
- f) A final team financial statement shall be prepared and filed with the Lakers Treasurer at the end of each season.
- g) A copy of this financial statement shall be provided to all the respective Lakers team parents;
- h) All team expenses must be budgeted and approved by a vote amongst the families 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 budget to be approved.

8. Team Website Manager

Each Lakers team Head Coach shall appoint a Team Website Manager at the first inaugural parent meeting. The Team Website Manager is responsible for ensuring the team's portion of the Lakers website is up to date.

The Team Website Manager's duties shall include, but are not limited to the following:

- i) Ensuring the Director of Communications has a current list of all team members' email addresses;
- ii) Posting articles and team accomplishments to the designated team page.

Entering the following information on the website:

- a) Team Staff information
- b) Approved Team Events
- c) Team Sponsor Information
- d) Player Biographies
- e) Tournament Results
- f) Individual Player Sponsors
- g) Tournament Information & Matchups

9. Parent Reps

Each Lakers team Head Coach shall appoint a Parent Rep at the inaugural parent meeting. The Parent Rep is the primary liaison between the Parents and Bench Staff. As such, the Parent Rep must be well versed with all Lakers Policies and manage conflict appropriately and impartially. If the Parent Rep cannot obtain a mutual agreement between both parties, they must notify the Director of Hockey Operations for assistance with the issue.

9.1. Parent-Coach Communications

- i) Head Coaches are encouraged to provide clear direction and feedback to players throughout the season. Head Coaches may choose to include parents in such communications as they deem necessary.
- ii) Parents who have concerns about a specific issue relating to a game or practice must wait **24 hours** before initiating contact with the Parent Rep or Team Officials. This waiting period is recognized as a "cooling off" period throughout the hockey community, and it allows all parties to view past events with a more reasonable approach.
- iii) The "cooling off" period does not apply to potential allegations of misconduct, abuse, or harassment which should be reported immediately to the President and Director of Risk Management.
- iv) If a parent wants to pursue a specific issue after the 24 hour waiting period, their first contact shall be with the Parent Rep. This is also how a parent can raise a more general concern with the 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 and receive a response.
- v) If the issue is specific to a particular 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 parent(s) to determine whether they accept that the solution or corrective measure is acceptable. If the parents and Parent Rep do not believe that the Head Coach's position on the issue is acceptable, the Parent Rep shall refer the matter to the Director of Hockey Operations.
- vi) If a 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 the other parents on the team to determine if the issue is widely held. If so, 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 provide an acceptable resolution, the Parent Rep shall refer the matter to the Director of Hockey Operations.

PLAYER PARTICIPATION

10. Tryouts

- i) Laker's tryouts are open and do not require an invitation. The Lakers will schedule tryouts for each age category commencing after the OHF approved date. An exhibition game during tryouts shall be considered a tryout for this section.
- ii) The on-ice structure of tryouts is left to the discretion of the Head Coach for each age category. The Head Coach may choose to play exhibition games or run skills assessments with their allotted ice.
- iii) Any player who is registered before the first scheduled tryout date will be entitled to a minimum of two tryouts before they can be released. Any player who registers after this date can be released after one tryout skate.
- iv) All players must register for tryouts using the Registration Form on the Huron-Perth Lakers website. This fee is payable regardless of the number of tryout sessions the player attends. Tryout fees for each age category will be posted annually on the Lakers website.
- v) The initial tryout fees allow players who continue to advance through the tryout process to participate in as many evaluations as the Head Coach deems necessary. No further payment will be required.
- vi) No player will be allowed to participate in tryouts without a completed and authorized "Permission to Skate" or "OHF AAA F1 Waiver" from their home center.
- vii) After the conclusion of tryouts, the Head Coach must submit a "Declaration of Intent to Play" form signed by all players offered a position on the team. This form shall be forwarded to the Lakers Registrar and Director of Hockey Operations. The Head Coach must also submit a list of Team Officials to be approved by the Executive.

Note: All Team Officials must be approved by the Lakers Executive.

11. Registration

The registration of players and team officials is a collaborative process conducted by both the Team Manager and the Lakers Registrar. Team Managers are responsible for getting all necessary documentation to the Lakers Registrar promptly.

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 may keep the same jersey number (first right of refusal). Players in the U10 age category shall provide a list of 3 preferred numbers to the Head Coach for consideration.

12. Player "Playing Up" Policy

The Association has a **"Playing Up"** Policy for players wishing to participate in an older age category:

- i) A player and their parent(s) or legal guardian(s) must provide written notice before the commencement of tryouts that the player wishes to try out for an older age category. This written notice must be given to the Director of Hockey Operations and the President for consideration. Upon receipt, the Director of Hockey Operations or the President will inform the Head Coaches of both teams the players request to try out for the older age category.
- ii) Requests to participate in an older age category will only be authorized if that player is assessed to be a "High Impact" player by an independent panel selected by the Executive. The Panel will determine whether the player's development will be more significant by participating in the older age category or intended age category.
- iii) The Head Coach of the older age category team must apply for an evaluation of the younger player with the President and Director of Hockey Operations before tryouts. This evaluation policy does not apply when the Lakers provide no appropriate team for the intended age category of the player.
- iv) Players must apply for "High Impact" consideration every season and will not be entitled to remain with the older age category team without an assessment each year. Players deemed to be "High Impact" must be top performers in the more senior age category team to be given this consideration.

Definitions and Notes:

"Older Age Category": 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.

"Intended Age Category": The player's appropriate age category based on their birth year.

"High Impact": A player capable of performing at an older age category while being a top performer on the team. For example, a top three (3) forward, top two (2) defenseman, or a number one (1) goaltender.

Note: Head coaches cannot recruit or 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) The Head Coach needs to apply to the Director of Hockey Operations to sign Out of Zone Player(s).
- b) The Head Coach needs to state why an "Out of Zone Player" should take the place of an In Zone Player.

The Director of player and coach development will form a panel and they will make a recommendation to the board and the board will vote to accept or deny the F1's. If a board member has a player in the age group that the F1 player is applying for they will be excluded from the vote.

14. Fund-raising

14.1. Team Fundraising Guidelines

It is expected that Laker's families may wish to raise funds to offset team expenses. Any fund-raising that exceeds team expenses is not permissible. It is important to remember that while fund-raising, players and parents represent the Lakers and should not engage in practices detrimental to the Lakers brand.

All team fund-raising events require approval by the Director of Fundraising and Special Events. All teams must submit a Fund-raising Request form outlining the proposed event before the commencement of such event. This application is available on the Huron-Perth Lakers website and shall include the following:

- i) a complete description of the project or event;
- ii) commencement and completion dates;
- iii) location of the event;
- iv) team contact information;
- vi) whether a lottery license is required.

14.2. Team Banner and Webpage Advertising

Proceeds from the Team Banner and Team Webpage Advertising are credited to each player's account. Team Treasurers shall keep a record of all fund-raising and sponsorship income throughout the season. Fund-raising income may never exceed the player's team and registration expenses. If a player quits the team or cannot complete the season, any excess funds will be refunded to the advertisers.

Monies paid for advertisements on the Team Banner or Webpage will not be refunded once completed. Any funds remaining in the player's accounts will be paid out to the appropriate families after the Treasurer completes a final statement at the end of each season.

14.3. Team Sponsorship Opportunities

Lakers teams may also obtain funds from corporate sponsors to be applied to the entire team. All funds raised as part of a Team Sponsorship shall be distributed equally amongst all players on the team. If a sponsor wishes to support a specific player, all funds raised will go directly to that individual's account to cover their registration and team fees.

Note: The sponsor must specify whether their sponsorship should apply to the entire team or a specific player.

14.4. Gifts and Donations

Lakers teams may accept cash donations and gifts in kind to offset team expenses. Any excess funds must be returned to the donor if a donation is made to offset a specific team activity or expense unless the donor directs otherwise. If the donor does not wish to have the funds returned, the excess funds will be distributed equally amongst all families.

Note: Gifts and donations may only be used to offset team expenses incurred.

15. Dress Codes

All bench personnel are expected to dress for games in a manner that does not detract from the Lakers brand. This may include Laker's branded apparel or formal attire. The Executive must approve all Laker's branded apparel.

Head Coaches may, at their discretion, impose dress codes on players for games. This can include but is not limited to formal dress clothes or Laker's branded apparel such as wind suits. All players must wear Black Helmets, Black or Lakers Gloves, and Black Lakers Pants or Shells. The only exception will be the goaltender's equipment. All players must also carry all gear in Lakers bags.

16. Team Player Numbers and Composition

Each Lakers team (except for U18) shall consist of fifteen (15) skaters and two (2) goaltenders. Head Coaches may apply to the Executive to have this requirement reconsidered for any reason.

The U18 team shall consist of a maximum of twenty (20) players (including goaltenders).

16.1. Affiliation and Participation of Affiliated Players (APs)

Teams are expected to affiliate up to nineteen (19) players. These players can consist of non-Lakers players or Lakers players from the age category below. Non-Lakers affiliates must have the same birth year as the Lakers team with whom they are affiliated.

The U10 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

Before participation, an affiliated player must be registered with the Alliance through the Lakers Registrar. The player must provide a copy of their birth certificate and a signed affiliation form from their home center.

Non-Lakers players cannot be registered as affiliates until their try-outs have been completed and they are carded with an official Hockey Canada team.

Teams may opt to charge affiliates per session, with the revenue going to the team account. This amount may not exceed \$20.00 per session and may include games, tournaments, and practices.

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 20.0

.1 In any ALLIANCE series, a team from a Centre/Zone may affiliate with nineteen (19) players registered in that centre on ALLIANCE or HC/ALLIANCE Hockey Team Rosters, but not playing in the same series. The affiliated player must be eligible for the team by age but cannot be from any team of a higher category.

.2 A team from a Centre/Zone may affiliate nineteen (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. Before participation as an affiliated player, the player's 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.

.3 All affiliation must comply with Hockey Canada Rule E.

NUMBER OF GAMES A PLAYER MAY PLAY IN HIGHER DIVISIONS OR CATEGORIES

E35. a) A player of a team of a lower Division or Category of the same Club, or an affiliated team, or specifically 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 after that affiliate an unlimited number of times.

b) Exhibition or Tournament games, which are not part of regular league games or playoff games, are excluded from the number of games referred to in Regulation E35. a).

PLAYDOWN AND PLAYOFF INTERPRETATION AS IT RELATES TO E-35

ALLIANCE Hockey terminology for participation after League play is Playdowns, where teams compete for an ALLIANCE Hockey, OHF or Provincial Championship. Once defeated from Playdowns, teams compete in what is referred to within ALLIANCE Hockey as Playoffs, and by Hockey Canada's definition, this is referred to as competition that prolongs a team's season. This level of competition, by definition, would be the same as Exhibition or Tournament games and would be excluded from the number of games referred to in Regulation E35. a).

An affiliated player that participates on a team that has been eliminated from playdowns is eligible to participate in games that may put the player over the 10-game maximum. The player is still responsible to his carded team for tournament or playoff games but is eligible to affiliate once their Regular Season and Playdowns are complete.

17. Refund Policy

Any request for a refund must be presented to the Executive for consideration and approval. All refunds will be calculated and provided based on the decision of the Executive and always on an individual basis based on the underlying circumstances.

SEASONAL PLAY

18. Regular Season

Lakers teams play in the Eastern Division of the Alliance Pavilion AAA league. The regular season consists of approximately 30 to 33 games, depending on the age category. Teams will also participate in both Playdowns and Playoff elimination rounds after the regular season has concluded.

18.1. Game Cancellation Policy

The Lakers Ice Scheduler can only cancel regular-season games in conference with the Ice Scheduler from the opponent's Association. Weather-related cancellations can only be determined 90 minutes before the expected departure time for the road team. The Ice Scheduler makes the final determination based on safety considerations.

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 team's regular game-to-practice ratio. Before play, all exhibition games require a travel permit submitted to the Ice Scheduler for approval.

Note: Any additional fees for exhibition games are to be paid for by the Lakers team participating.

20. Tournament Limits

As per Alliance Hockey, teams are permitted a maximum of four (4) tournaments. No tournaments are permitted during the Playdowns or Playoffs. All Lakers teams are required to participate in a minimum of three (3) tournaments each season.

A vote amongst the parents must approve Out-of-province tournaments 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 out-of-province tournament to be approved.

21. Spring Hockey

Players or teams participating in Spring Hockey tournaments shall not be entered under the Laker's name or wear Laker's uniforms. Head coaches shall respect a player's off-season and not demand or infer that participation in spring or summer hockey is mandatory. Participation in summer sports other than hockey is encouraged by the Lakers organization and helps reduce player burnout.

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. The Lakers organization takes no responsibility for any player while participating in non-sanctioned events.

22. Practices

Each Lakers team is provided on average twelve (12) hours of practice time per month on a pro-rated basis. Head Coaches are expected to use all ice time allotted to their team by the Ice Scheduler.

Practices will continue for teams until such time that their playoff participation is concluded. Teams that have scheduled tournaments after playoffs may be afforded one (1) practice time per week at the discretion of the Ice Scheduler.

22.1. Fitness Testing and Dryland Training

Lakers teams may conduct Fitness Testing and Dryland Training sessions. The intention to do so should be discussed at the inaugural parent meeting. In either case, the travel load on Laker's families must be taken into consideration. As such, it is recommended that these sessions be held in conjunction with scheduled practices whenever possible.

23. Concussion Policy

All Team Officials & Parents must adhere to the following policies each season:

- 1. Concussion Code of Conduct**
- 2. Removal & Return To Sport Protocols**
- 3. Rowan's Law Acknowledgement Form**

All Team Officials must sign and complete the forms listed above and designate who will ensure the policies are followed. These forms must be submitted to the Director of Risk Management before the start

of each season.

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)

If a team official suspects a concussion has taken place, they must immediately remove the athlete from play and follow the "Removal & Return To Sport" protocols outlined in the Lakers Policies.

The Director of Risk Management must be notified when a player has completed the Return-to-Sport protocols and received medical clearance before returning to play with the team.

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 are expected to fulfill specific responsibilities and obligations. These include but are not limited to complying with the Lakers Codes of Conduct, Policies, and Regulations. Persons who violate these standards of conduct may be subject to the disciplinary sanctions outlined in this policy.

24.2. Application

This policy applies to all members of the Association and all persons participating in activities within the Association. This includes but is 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 all Laker's 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, two types of infractions 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 outlined in this policy.

Examples of Minor Infractions:

- i) a single incident of disrespectful, offensive, abusive, profane, racist, or sexist behaviour;
- 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 outlined in this policy.

Examples of Major infractions:

- i) repeated incidents of disrespectful, offensive, abusive, racist, or sexist 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 negatively affects the reputation of the Association 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 informal and dealt with quickly by the person having authority over the situation. This may include but not be limited to an Executive Member, Committee Chairperson, Head Coach, or Team Official.

Sanctions for Minor Infractions may include:

- i) verbal reprimand;
- ii) written reprimand;
- iii) verbal apology by the offender;
- iv) written apology by the offender;
- v) 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 and Director of Hockey Operations as soon as possible. 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 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 per this section.

24.6. Hearing

Upon review of the infraction, if the appointed Committee determines a hearing is required, they shall appoint a hearings panel to conduct a hearing per the Abuse and Harassment policy 26.5

24.7. Sanctions for Major Infractions

- i) written reprimand;
- ii) written apology by the offender;
- iii) suspension for specified Lakers events or competitions;
- iv) a monetary penalty;
- v) suspension from all Lakers events and competitions;
- vi) expulsion from the Lakers Associations;
- vii) such other sanctions as deemed 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. The purpose of discipline is not just punishment but to modify the player's behaviour. The rehabilitative aspect of discipline is lost if the players and parents are not aware of the broken rules. It is imperative that every Coach has a clearly defined set of team rules and communicates this in the inaugural parent meeting.

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 correcting problems. The Coach should arrange a meeting with the players, another team staff member, 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 action if the behaviour continues.

2. Benching

This type of discipline may occur when the player's behaviour continues despite a verbal reprimand or in the case of a severe 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 parents should also be informed.

3. Suspension

With the approval of the Executive, a coach may suspend a player for up to two (2) games. Before imposing this suspension, the coach must arrange a meeting with the player, the player's parents, and a member of the Executive. The player should be informed of the reasoning for the suspension and what will occur if the behaviour persists.

4. Removal

A player may only be removed from a team by the action of the 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 of severe incidents involving violence, abuse, harassment, or criminal activity.

5. Discipline Policy

No player will be suspended for more than two (2) games or removed from the Association unless given a hearing according to 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, athlete, and volunteer to take reasonable steps to safeguard all participants from these behaviours.

This policy applies to all categories of members in the Lakers organization and all individuals participating in activities of the Lakers. This policy applies to behaviour that may occur during all Laker's business, activities, and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings, and associated travel.

26.2. Definitions

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that 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 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 is conduct, gestures or comments that are considered insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive, and which create a hostile or intimidating environment or 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 twelve (12) years of age may be defined as bullying.

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

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

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

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

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 which will consist of the President, the Director of Hockey Operations, and any person deemed necessary by the President. 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:

- i) it could more appropriately be dealt with under another policy or rule;
- ii) it is frivolous, vexatious or made in bad faith;
- iii) it is based entirely on occurrences that are more than six (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 investigate the complaint. For severe matters, the investigator should be an experienced outside professional. The investigator shall investigate promptly and shall submit a report back to the Committee.

Within seven (7) 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. The subject of the complaint shall be fully informed and allowed to respond before the matter being adjourned.

26.5. Hearing

If the Committee decides that the complaint shall be dealt with through a hearing, they shall appoint three (3) 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:

- i) all parties shall be given written notification of the date, time, and place of the hearing;
- ii) all parties shall receive a copy of the investigator's report;
- iii) all parties shall have the right to be present at the hearing.

The Panel shall report its conclusions to the Complaint Committee in writing with a copy given to all involved parties.

The report shall contain the following:

- i) a summary of the facts;
- ii) whether the behaviour constitutes harassment, bullying or misconduct;
- ii) 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 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 alleged parties need to know the full extent of the complaint made against them.

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 whom the complaint was made, and the disciplinary action executed.

26.8. Appeals

Any person subject to disciplinary action has a right to appeal the decision. A Notice of Appeal in writing must be delivered to the President no later than fourteen (14) days after receipt of the decision. The appeal shall contain the reasons for the appeal and why the decision rendered was not deemed acceptable. The appeal shall be conducted by the Lakers Executive as a whole and in such a manner as they may determine necessary.

27. Blog and Social Media Policy

Alliance Hockey Blog Internet Policy 17.1

17.1 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.

“SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc. ALLIANCE Hockey understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of ALLIANCE Hockey, and the future of ALLIANCE Hockey players.

ALLIANCE Hockey holds the entire ALLIANCE Hockey community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print. Inappropriate behavior using SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken.

Policy Statement:

ALLIANCE Hockey considers behaviour that constitutes harassment, abuse or bullying through “Social Networking” an equivalent to an “Intent to Injure” and as such, individuals found in violation of this policy will be subject to an immediate 4-game minimum suspension pending an investigation.

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.

17.2 1. Official Guidelines for Social Media at Minor Hockey Alliance of Ontario (ALLIANCE Hockey).

1.1 If you're an ALLIANCE HOCKEY employee, volunteer(s) or student intern creating or contributing to blogs, social networks, virtual worlds, or any other kind of social media both on and off www.alliancehockey.com — these guidelines are for you. We expect all who participate in social media on behalf of ALLIANCE HOCKEY to be trained, to understand and to follow these guidelines. Failure to do so could put your future participation at risk. These guidelines will continually evolve as new technologies and social networking tools emerge.

2. When you Engage?

2.1 Emerging platforms for online collaboration are fundamentally changing the way we work and participate in hockey activities offering new ways to engage with coaches, officials, players, members, partners, and the world at large. It's a new model for interaction and we believe social computing can help you to build stronger, more successful relationships; it's also a way for you to take part in global conversations related to the work we are doing at ALLIANCE HOCKEY and the things we care about.

2.2 If you participate in social media, please follow these guiding principles:

2.2.1 Stick to your area of expertise and provide unique, individual perspectives on what's going on at ALLIANCE HOCKEY and in the hockey community.

2.2.2 Post meaningful, respectful comments—in other words, no spam and no remarks that are off-topic, offensive or contrary to ALLIANCE HOCKEY codes of conduct.

2.2.3 Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.

2.2.4 Respect proprietary information and content, and confidentiality.

2.2.5 When disagreeing with others' opinions, keep it appropriate and polite.

3. Rules of Engagement.

3.1 Be transparent.

3.1.1 Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are blogging about your work or activities at ALLIANCE HOCKEY, use your real name, identify that you work or represent ALLIANCE HOCKEY, and be clear about your role.

3.1.2 If you have a vested interest in something you are discussing, be the first to point it out, transparency is about your identity and relationship to ALLIANCE HOCKEY. You still need to keep confidentiality around proprietary information and content.

3.2 Be judicious.

3.2.1 Ask permission to publish or report on conversations that are meant to be private or internal to ALLIANCE HOCKEY. All statements must be true and not misleading and all claims must be substantiated and approved. Please never comment on anything related to legal matters, litigation, or any parties we are in litigation with without the appropriate approval. Also, be smart about protecting yourself, your privacy, and ALLIANCE HOCKEY'S confidential information. What

you publish is widely accessible and will be around for a long time, so consider the content carefully.

4. Write What you Know.

4.1 Stick to your Expertise.

4.1.1 Make sure you write and post about your areas of expertise, especially as related to ALLIANCE HOCKEY, its programs and services. If you are writing about a topic that ALLIANCE HOCKEY is involved with but you are not the ALLIANCE HOCKEY expert on the topic, you should make this clear to your readers, and write in the first person. If you publish to a website outside of ALLIANCE HOCKEY, please use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent ALLIANCE HOCKEY'S positions, strategies, or opinions." Also, please respect brand, trademark, copyright, fair use, trade secrets, confidentiality, and financial disclosure laws; if you have any questions about these, see the ALLIANCE HOCKEY Executive Director. Remember, you may be personally responsible for your content.

4.2 Perception is reality.

4.2.1 In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an ALLIANCE HOCKEY employee or representative, you are creating perceptions about your expertise and about ALLIANCE HOCKEY by our members and the general public and perceptions about you by your colleagues. Be sure that all content associated with you is consistent with your work and activities with ALLIANCE HOCKEY'S values and professional standards.

4.3 It's a conversation.

4.3.1 Talk to your readers like you would talk to real people in professional situations. In other words, avoid overly pedantic or "composed" language. Don't be afraid to bring in your own personality and say what's on your mind, consider content that's open-ended and invites response and encourage comments. You can also broaden the conversation by citing others who are blogging about the same topic and allowing your content to be shared or syndicated.

4.4 Are you adding value?

4.4.1 There are millions of words out there; the best way to get yours read is to write things that people will value. Social communication from ALLIANCE HOCKEY should help our members, partners, and coaches at large; it should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, solve problems, or understand ALLIANCE HOCKEY better—then it's adding value.

4.5 Your Responsibility:

4.5.1 What you write is ultimately your responsibility. Participation in social computing on behalf of ALLIANCE HOCKEY is not a right but an opportunity, so please treat it seriously and with respect.

4.6 Create some excitement.

4.6.1 ALLIANCE HOCKEY is making important contributions to the amateur hockey community, let's share with the world the exciting things we're learning and doing—and open up the channels to learn from others.

4.7 Be a Leader.

4.7.1 There can be a fine line between healthy debate and incendiary reaction. Do not denigrate our partners or ALLIANCE HOCKEY, nor do you need to respond to every criticism or barb. Try to frame what you write to invite differing points of view without inflaming others. Some topics slide more easily into sensitive territory, so be careful and considerate. Once the words are out there, you can't really get them back, and once an inflammatory discussion gets going, it's hard to stop.

4.8 Did you screw up?

4.8.1 If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

4.9 If it gives you pause, pause.

4.9.1 If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what's bothering you, then fix it. If you're still unsure, you might want to discuss it with the Executive Director. Ultimately, what you publish is yours—as is the responsibility, so be sure.

5. Moderation Guidelines.

5.1 Moderation is the act of reviewing and approving content before it's published on the site (This applies to social media content written on behalf of ALLIANCE HOCKEY, whether the site is on or off www.Alliancehockey.com). ALLIANCE HOCKEY does not endorse or take responsibility for content posted by third parties, referred to as user generated content (UGC). This includes text input and uploaded files (video, images, audio, executables, documents).

5.2 While we strongly encourage user participation, there are some guidelines we ask you to follow to keep it safe for everyone.

6. Balanced Online Dialogue.

6.1 Whether content is pre-moderated or community moderated, follow these three principles: The Good, the Bad, but not the Ugly. If the content is positive or negative and in context to the conversation, then we approve the content, regardless of whether it's favorable or unfavorable to ALLIANCE HOCKEY. But if the content is ugly, offensive, denigrating and completely out of context, then we reject the content.

END OF POLICIES