



Policies and Procedures

May 2010

1.0 GENERAL POLICIES

1.1 TEAM NAME/LOGO/ COLOURS

1. The LLGHA logo will be adopted as the Association's logo.



2. The use of the LLGHA name, logo or any other Association identifying maker or reference shall only be permitted upon approval of the Board.
3. All house league and competitive game jerseys must have the following:
 - a. The Association logo on the front.
 - b. Stop sign located on the back top of each jersey
 - c. Travel jerseys must have Canadian flag on left shoulder or right chest per OWHA.
4. League colours will be royal blue and black and white.
5. The Association has full responsibility for the hanging of championship banners.
6. All clothing purchased is exclusive to Belle River Source for Sports. Permission of the Board is required to produce or print the official logo on any other item of clothing or likewise.

1.2 FINANCES

1. The auditors are to be determined by the Treasurer subject to Board approval.
2. Reimbursement of expenditures made on behalf of LLGHA by Association members will only be processed upon authorization of the Board. Expense forms are located on the web site and must be completed and submitted to the treasurer for approval.
3. Mileage reimbursement will be paid for OWHA, EKGIHL and LLFHL, WOGHL league meetings. This does not apply to scheduling meetings for individual teams or divisions. Completed expense form must be forwarded to the Board for approval.

1.3 CERTIFICATION

1. Police clearances must be provided by all board members, all team staff members and den moms.
2. Coaches, trainers, managers & den moms are responsible to acquire necessary certification through the appropriate courses.
3. The Association will reimburse all certification fees.

1.4 MISCELLANEOUS

1. The Director of Travel will be the Association's contact to deal with OWHA on all competitive team matters.
2. The Director of House League will be the Association's contact to deal with the E.K.G.I.H.L. for the interlock issues.

2.0 BOARD OF DIRECTORS

2.1 MEETINGS

1. The board of directors will meet monthly or as deemed necessary for the operation of the league. Conveners will be requested to attend meetings as needed.

2.2 MISCELLANEOUS

1. The signing authorities for the Association shall include the Director, Past Director and Treasurer.
2. Legal expenses can only be incurred with the approval of the Board.

3.0 REGISTRATION

3.1 ELIGIBILITY

1. Players must be in good standing with LLGHA to be eligible for registration. Application for registration may be denied at the discretion of the Board if it is determined that membership would not be in the best interest of the Association.
2. All fees must be paid in full prior to becoming a member of the association. This is an annual fee.

3.2 FEES

1. Registration must be done online, through the link provided on the LLGHA website. IT Sports Net will be used for registration as per the OWHA guidelines. The registration fee is set at by the Board of Directors prior to registration.
2. Payments received after June 1st will be subject to late fee of \$50.00, except for new registration with the association.
3. The registration fee can either be paid by cheque or money order in full and mailed or dropped off at Lakeshore Arena in the registration mail box located on Rink B. The cheque must be made payable to Lakeshore Lightning Girls Hockey. Current NSF fees will be reimbursed to the association. A registrant is not accepted into the LLGHA until payment is received in full.

4. Compassionate assistance for payments may be considered and approved by the Board on an individual basis.
5. A player is not allowed to go on the ice after August 31st if the player is not registered and paid in full.
6. All players wanting to play travel must be registered online and registration fees submitted prior to tryouts.
7. Families with three or more registered children in the LLGHA or combined three or more children with LLGHA and BRDMHA will be entitled to a discount for the girls registered within the LLGHA.

3.3 ACCEPTANCE POLICY

1. You will receive an email stating that your daughter(s) has been accepted once registration and payment has been confirmed.

3.4 REFUNDS

1. All refunds must be communicated directly to the Registrar in writing.
2. For calculation of refunds, the date of withdrawal will be based on the date that the request was received in writing by the Registrar.
3. Refunds will be processed only upon confirmation of receipt of any property or equipment belonging to the Association.

Refund Schedule

Travel players withdrawing prior to Sept. 1 are subject to a \$50.00 displacement fee. House League players withdrawing prior to Sept. 15 will receive a full refund unless they have utilized Lakeshore Lightning ice.

House League & Travel

Withdrawal Sept 15-30	\$50.00 deducted from Registration
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Withdrawal Oct 1-31	75% Registration funds refunded
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All refund requests received after October 31 shall be reviewed on an individual basis and will only be granted in exceptional circumstances as deemed by the board. **Late fees are non refundable.**

4.0 TEAM RULES

4.1 TEAM STAFF

1. All team staff including coaches, assistant coaches, trainers and managers and den moms must be 18 years of age or older.
2. Practice helpers must be registered members of the LLGHA or BRDMHA, must be a minimum of 14 years of age, must wear gloves, helmets and skates, and may only help with divisions below their own age group.

4.2. OWHA Rules

- A. All OWHA rules shall be followed, except where LLGHA has more restrictive rules which may be adapted for league play.
Egg. LLFHL or EKGIHL
- B. All equipment must meet the CSA standards.
- C. All players must be dressed in the approved hockey equipment when on the ice practicing or playing a game.
- D. Players that have been approved to coach another team shall not be required to be dressed in the full approved hockey equipment, but must adhere to the minimum equipment for coaches.
- E. Coaching staff minimum equipment requirements include; helmet, gloves, skates.
- F. League travel jerseys shall only be used for games, use is prohibited during practice unless an exhibition game is scheduled.

4.3. House league Playing Rules

- A. All games shall be three stop time periods of 10-10-12.
- B. Games will be subject to curfew.
- C. Players shall be dressed in full equipment and ready to play or practice a minimum of 10 minutes before the scheduled start time so coaches can conduct a pre-game or pre-practice meeting.
- D. The home team provides the game sheet. Teams must also provide volunteers to score/time keep.
- E. The home team manager will be responsible for submitting the game sheet to the Division Convener within 24 hours. EKGIHL scores must be submitted by Monday following the weekend games. Loss of points may occur for non-conformance.

4.4 Travel Team Playing Rules

- A. Competitive team playing rules must follow the league in which the respective team plays.

5.0 TRAVEL TEAMS

5.1 AGE APPROPRIATE LEVEL

1. All Travel players will be required to play at their appropriate age level. This means that the following would apply:
Midget – 15/16/17; Bantam – 13/14; Pee wee -11/12;

5.2 LEAGUE PLAY

1. It is recommended that all travel teams play in the Lower Lakes Female Hockey League and that the house league teams participate in the Essex Kent Girls Interlock Hockey League. The Board shall have final approval for placement of all teams into appropriate leagues.

5.3 TEAM FINANCES

1. Teams are allowed to raise additional monies through team sponsorship or fundraising. All fundraising must be pre-approved by the Fundraising Convener prior to fundraising event.
2. All teams participating in any fundraising must present a detailed team finance list to the treasurer at the completion of the season and no later than May 15 of the applicable year.

5.4 TEAM APPAREL

1. All clothing must be approved by the Board. The LLGHA team uniform shall be Kobe Blue Jackets and black pants. Information concerning purchase price and location will be available on the web site.

5.5 TRAVEL TRYOUTS

1. Only registered players will be eligible to try out for travel teams. All participants must be residents of the Town of Lakeshore or played for the Association of Lakeshore Lightning. This may be exempt under special circumstances deemed by the Board of Directors.
2. Resident players from other centers must present a permission to skate prior to skating in any travel tryout.
3. The tryout dates will be made available three (3) weeks prior to tryouts.
4. The cost of the tryout is to be set as a result of ice costs and will be a one time set fee. This fee will give each player a minimum of 3 hours of ice which starts at the first available ice time set for her division.
Example: If the ice is set for Friday, Saturday and Sunday and the following Wednesday and Thursday, no cuts will be made until after Sunday's skate (the third tryout). If you miss the first or second ice time, you are not guaranteed three skates but can be cut after the Sunday (or third scheduled ice time) and you also have to pay the full 'tryout' fee that is set.

5.6 PLAYER SELECTION – Travel Teams

1. Team make up will be up to fifteen (15) skaters and two (2) goalies providing the number of girls trying out exceed these numbers.
2. Teams are to be selected in its entirety following the last tryout. This does not matter if it is a spring tryout or a fall tryout. This means fifteen (15) skaters and two (2) goalies are to be chosen (goalies may be exception).
3. The coach will provide the L.L.G.H.A. board of directors a list of players which they have selected as members of their team. This will be known as the official roster.
4. The official roster cannot be changed without the board of directors' approval. Any changes, the coach of the said team and the parents of the affected player and at least two (2) board members must meet to discuss this move. The board members at this meeting will report back to the board of directors and the board of directors will vote to accept or deny any roster changes.
5. Once a player accepts a position on one of our travel teams, a release from their center (if other than Lakeshore) must be presented to the registrar within 48 hours. There will be a \$50.00 cancellation fee if that player chooses not to play on said team after accepting a position. This fee applies from the time they accept until September 1 of the current season start. Then the refund schedule as laid out will apply in addition to this cancellation fee.
6. If a player cannot fulfill their commitment to travel hockey, this player can only be replaced with a registered member of the L.L.G.H.A. This change has to be made by the end of September, unless there are circumstances such as a geographical move, extended medical condition or such that the board would approve replacement of a player at any other time.

5.7 TRAVEL TEAM OPERATION

1. If early tryouts occur, a team may practice throughout the summer at their own expense. L.L.G.H.A. will provide ice time from the beginning of the hockey season until the end of their playoff run and will support some ice time passed the regular season for any travel team going to Provincials up to the weekend of Provincials.
2. Any team wishing to fundraise may do so and must get the board of directors' approval on any fundraisers not already pre-approved on an appropriate fundraiser list. This list will be provided to all teams.
3. Fundraisers are to be used to support the team and no monies can be reimbursed to a parent over and above the amount they have contributed to the team.
4. At season's end a full detail financial report is to be handed to the treasurer of the L.L.G.H.A. by the date requested by the treasurer. The manager or coaching staff are responsible to answer any questions the board of directors may have regarding their reports.
5. Travel fees will be set at the beginning of each season and will represent the additional cost travel adds above the normal local league costs.

6. Travel players must supply a post dated cheque for one hundred and fifty dollars (\$150.00) for the use of the travel jerseys which will be given back to them once the jerseys are returned in good condition at the end of each season.

5.8 COACH APPLICATIONS/SELECTION

1. Coaches evaluation forms can be completed by March 1. The forms will be available on the website.
2. Coach applications will be made available online all season. The date will be posted for the deadline in which the applications will be accepted. That date will be determined annually by the board of directors.
3. Applicants will be reviewed by a coach selection committee which will be made up of any board members or peers of our L.L.G.H.A. A minimum of three (3) people chosen by the board of directors will make up that committee. Substitute committee members may be required if any coach selection would be considered conflict of interest for the parties involved.
4. The appointment of the Head Coach of each team shall be made by the Board of Directors. The Coaches selection Committee shall present their recommendation to the Board. Each applicant must complete and submit the required application form as designated by the Board of Directors.
5. Upon approval, coaches must supply the L.L.G.H.A. with a valid copy of their coaching certificate, PRS number and must submit application for a police clearance if it has not been updated in the past two years.
6. Coaching Staff must be approved by the board of directors prior to being allowed to represent L.L.G.H.A. on their team roster.
7. Once the full coaching staff is approved, a copy of their documentation is to be provided to the registrar. Documentation needed would be coaches' certification, trainer's certification, PRS numbers and an up to date police clearance. **A Den Mom is part of the coaching staff, even though they may not be rostered staff and need Speak Out (PRS #) and a police clearance.**

5.9 PLAYER DRAFT IN HOUSE LEAGUE

1. The number of re-selected coaching staff will be limited to 3
2. Ride requests will no longer be accommodated unless the players are sisters.
3. All players will be drafted according to their player ratings.
4. Final staff positions will be completed after player draft is finalized to a maximum of 5 rostered staff per team.

5.10 FEES

1. The association will pay league fees for travel teams
2. The association will cover the cost of Provincial Bonds.

6.00 CODE OF ETHICS, COMPLAINTS & DISCIPLINE

6.01 COACHING CODE OF ETHICS

1. Abide by the constitution of the LLGHA, EKGIHL , OWHA and LLFHL or any other league currently enrolled in.
2. Exemplify the highest moral character, behavior and leadership. Never ridicule or yell at players for making mistakes or for performing poorly.
3. Respect the integrity and personality of each individual athlete.
4. Abide by the rules of the game in letter and in spirit.
5. Respect the Integrity and judgment of the officials.
6. Demonstrate a continuing interest in coaching principles and techniques through professional growth and improvement.
7. Encourage athletic participation that is free of violence.
8. Display modesty in victory and graciousness in defeat.
9. Promote ethical relationships among coaches.
10. Encourage the highest standards of conduct among all players.
11. Strive to develop in each athlete the qualities of leadership and good judgment.

6.02 CODE OF CONDUCT

1. To foster reasonable behavior, to enhance Sportsmanship and to make competition a developmental experience, the corporation requires its players and parents to meet minimum standards of behavior.
2. The members of this corporation will not condone nor encourage violence, bad manners or bad language on or off the ice.
3. Failure of a game official to call an otherwise obvious infraction does not absolve the coach or manager from enforcing the penalties. It is the responsibility of the coach, manager or other Board member to bring such incidents to the attention of the Director. In any team situation, in or around ice surface, dressing rooms or arenas, proper behavior is expected of all corporation players, parents and coaching staff. Acts of violence, use of offensive language and/or the consumption of alcoholic beverages or drugs are not acceptable behavior.
4. Coaches are expected to discourage improper player language by means of immediate verbal reprimand followed in case of repeated or serious occurrences, by loss of shift or shift suspension for a period, or removal from the hockey game or practice. Continuous infractions are to be brought to the Director and the board where suspensions would be encouraged. Coaches and managers are expected to strongly enforce this guideline in each category from Atom to Intermediate (The standard of what is acceptable is what is deemed acceptable in the presence of anyone)

5. Consumption of alcoholic beverages or drugs, by players, coaching staff or parents in a game or practice situation, or arriving inebriated in such a situation, is grounds for discipline. Players, parents or members of the Corporation who do not meet these standards will be encouraged not to attend games. Failure to comply could result in suspension or expulsion from the hockey program.

6.03 COMPLAINTS

1. Any member of the Corporation who has a complaint, objection or advise, must go through the following route;
 - A. Speak to your coach privately after a 24 hour waiting period. If not resolved,
 - B. Speak to your team manager privately. If still not resolved,
 - C. Contact the Past Director in writing or email.If the above steps are not taken the complaint/issue will not be dealt with.

6.04 DISCIPLINE

1. Failure to comply with the Coaching Code of Ethics will result in the discipline of the team official involved.
 - Procedure
 - A. Person concerned with a coach's failure to comply shall notify the Director in writing or email.
 - B. Upon receipt of such registered concern the Director will convene a meeting of the Board. The meeting will include the director of House League or Travel.
 - C. The committee upon review may dismiss the complaint and if so inform the complainer in writing or email. Begin a formal investigation and interview all parties involved. Upon conclusion of the investigation, issue discipline if the findings warrant it.

7.0 EQUIPMENT

7.01 MOUTH GUARDS

1. LLGHA strongly suggests the use of mouth guards but will not make them mandatory in accordance with OSHA regulations.

7.02 DEPOSITS

1. Any goalie equipment or travel jersey supplied by the LLGHA will require a refundable deposit cheque made payable to Lakeshore Lightning Girls Hockey. The equipment convener will retain the cheque until the equipment or jersey is returned in good condition at the end of the season.

