



LA CRETE
MINOR
HOCKEY
ASSOCIATION
HANDBOOK

2017

LUMBERJACKS
HOCKEY

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MISSION STATEMENT

The MISSION of La Crete Minor Hockey Association is to promote, foster and provide a competitive, high quality and organized hockey experience for all of its participants, with Family Values, Teamwork, Sportsmanship, Leadership, and Respect being the ultimate priority.

The purpose of this handbook is to give players, parents and coaches a quick reference guide to the operation of the La Crete Minor Hockey Association (LCMHA). This handbook does not cover every scenario, policy, bylaw, rule or guideline that may be presented to us, and it may be necessary from time to time for decisions to be made that will contradict this handbook. If and when these kinds of decisions are made they will be thoroughly discussed within the Board Members and voted on with a majority vote deciding these decisions.

MEMBERSHIP/ PLAYER ELIGIBILITY/BOUNDARIES/REGISTRATION

All players, parents of players, coaches, managers, officials and all other volunteers are considered members of the La Crete Minor Hockey Association. The association provides programs for players, ages 4-17 years,(maybe younger, depending on circumstances) including resident players, non-resident players and import players as defined below.

Resident Player – A player whose family or legal guardian has their primary residence within our defined boundaries, as set forth by Hockey Alberta. (MAP TO BE ADDED AT LATER DATE)

Non-Resident Player – A player who does not live within our defined boundaries and is not offered an opportunity to play in his/her appropriate age category by his/her home association (no team at that level). This player does not affect Provincial categorization.

Import Player – Any player who does not meet the above residential requirements. An import player will add his/her association's registration "numbers" for Provincial categorization. Import players will have to be approved through The Board of Directors majority vote.

Player Movement Forms are required for new players who have played in other associations the previous year.

Refunds for players withdrawing from LCMHA will be paid upon written application to the President. For players withdrawing voluntarily for personal reasons or injury, amount will be calculated as follows:
Cost of Yearly Player Registration WILL BE POSTED ON WEBSITE, DUE EVERY YEAR ON SEPTEMBER 30 OR BEFORE FIRST ICE TIME.

ALL GOALIES DO NOT NEED TO PAY ANY REGISTRATION FEE, STARTING AT THE ATOM LEVEL AND UP.

Any late registrations MAY be charged a late fee, and if teams are deemed full, may not be accepted at all. NO PLAYERS WILL BE ALLOWED TO BE PART OF ANY TEAM ACTIVITY UNTIL REGISTRATION FEE IS PAID IN FULL.

A \$40.00 handling fee will be charged to all refund applications after the first week of Hockey. (NOT REGULAR PRACTICE SCHEDULE)

The remainder of the registration fees will be refunded as follows:

Before November 10th – 2/3 of registration fee less the \$40.00 handling fee.

Before December 10th – ½ of registration fee less the \$40.00 handling fee.

Before January 10th – 1/3 of registration fee less the \$40.00 handling fee.

After January 10th – No refund.

No refunds will be issued to players suspended or expelled for disciplinary reasons.

TEAMS / AFFILIATION / UNDERAGE PLAYERS/ PLAYER EVALUATIONS

Our goal is to create at least two (2) hockey teams at every division including: Atom, Peewee, Bantam and Midget for the ALL PEACE HOCKEY LEAGUE. Novice may make two equal teams if so desired. This would include making smaller teams when necessary. With careful consideration being made to all teams being formed, priority should be made to the Atom level and up due to teams playing competitive hockey in the All Peace League.

11 Players per team is considered enough in Novice, Atom and Peewee.

Some Basic Guidelines to help decide on making more than one team are as follows:

Atom/Peewee – Minimum of 11 players, Maximum of 17.

Bantam – Minimum of 13 players, Maximum of 17

Midget – Minimum of 15 players, Maximum of 19

Team sizes for Bantams and Midgets will be evaluated on a year to year basis.

Any players that go through the evaluation process at Atom, Peewee, Bantam and Midget and are not placed onto “A” or “B” team would be encouraged to join Shinny Hockey.

“A” teams and including instances where there is only one (1) team are eligible to compete in League, Tournament, Exhibition and Provincial play and any other Hockey Alberta sanctioned provincial type play downs.

“B” teams (second team in a division) are eligible to compete in League, Tournament and Exhibition play. “B” teams will not be allowed to join provincial play downs. LCMHA’s Initiation (Tom Thumb) program will normally consist of one team and play in a house league style setting. At the Novice division the goal is to form two competitive teams that would compete in tournaments.

LCMHA supports the principle of affiliation and believes that if used wisely can be beneficial to both the teams and the players involved.

Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other reasons of shortage of players. It may also be used as a tool for competitiveness to fulfill a team’s need, but only under very careful consideration of all affected by this. This should be discussed and decided as a common team objective. (Parents and Coaches Meeting) Affiliations may be used at the discretion of coaches, but only with much consideration/communication with all people involved.

Communication between coaches is required when using affiliations. Affiliation offers an opportunity for a player to play at a higher level; LCMHA believes that our coaches should encourage their players to take advantage of this opportunity. The procedure to request an affiliated player is as follows:

The coach requesting an affiliate must first contact the player’s coach (through Managers or direct contact between coaches) and obtain consent before contacting the player. If consent is not given then contact with the player should not be made. Reasons for not consenting should be carefully considered. Division Director may need to be contacted to help resolve conflict.

Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an “Ineligible Player”. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team, the player may thereafter affiliate an unlimited number of times. For affiliation purposes LCMHA will automatically affiliate the team immediately below any given division. For example the Bantam A team will be affiliated to the Midget B team and the Bantam B team affiliated to the Bantam A team.

In Novice and Initiation Divisions, teams will be picked by the coaches under the supervision of the Evaluation committee. When necessary all evaluation information will be tabulated and the ranking of each player will be made available to the coaches prior to the draft to ensure all teams are balanced at the start of the season.

Underage Players in the divisions Novice and higher shall be permitted to try out for the division immediately above their age group as an underage player by invitation or approval by Association. This is also dependant on number of players needed and how lower division team is affected.

Since the evaluation process is very important, LCMHA has developed an Evaluation Manual consisting of the

guidelines to be used in the evaluation process. The purpose of the evaluation process is to provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions. Evaluations assess such things as skating, puck control, hockey sense, knowledge of the game, drive, and sportsmanship to various degrees depending on the division being evaluated. However, coaches also take into account factors like size and coach-ability (attitude, desire, commitment, etc.) in their selections. The selection process overwhelmingly reflects on-ice performance during the evaluation period. The evaluation manual also outlines the guidelines for the divisions Atom and up. Goalies are not evaluated at Novice and Initiation levels as it is expected all players will be encouraged to try the position of goal at these age levels. Members of our Board will not be involved in any decision making regarding their son or daughter.

EVALUATION MANUAL IS POSTED ON OUR WEBSITE.

INITIATION (Tom Thumb) PROGRAM

Start Date: Beginning-October (May start last week in September)

End Date: End of February/beginning of March

LCMHA's main focus for our Initiation program will be on player skill development as per Hockey Canada's player development guidelines. **(HALF ICE IS MANDATORY FOR 2017/18 SEASON)**

Two practice times per week will be provided. This may or may not include shared ice with the other initiation team(s).

Typically 1 Home Tournament and 2-3 Way Tournaments are scheduled, along with a few possible games.

Goals for the LCMHA Initiation age category are:

Fun

Introduction of basic skills

Reviewing of basic skills

Refining of basic skills

The LCMHA recommends the following practice time allotment for our Initiation Program:

85% technical skills

15% individual tactics

0% team tactics

0% team play

0% strategy

NOVICE PROGRAM

Start Date: Beginning-October (May start last week in September)

End Date: End of February/beginning of March

LCMHA's main focus for our Novice program will be the continued development of players' skills with an introduction to team tactics.

Two practice times per week will be provided. This may or may not include shared ice with the other Novice team(s).

Travel will be permitted. Game limits are at the discretion of team Management and coaching staff

1 home tournament will be allocated for the LCMH Novice program per season. There may or may not be extra available ice time for additional home games.

Goals for the LCMHA Novice age category are:

Fun

Reviewing of basic skills

Refining of basic skills

The LCMHA recommends the following practice time allotment for our Novice Program:

75% technical skills

15% individual tactics

10% team tactics

0% team play

0% strategy

KITCHEN HOURS

It is encouraged by LCMHA for all parents to participate in working kitchen hours. The kitchen is a vital part of our organized efforts to maintain funding for our Minor hockey Association. For more information please contact our Kitchen Manager.

FUNDRAISING POLICY

Each individual team should decide this on their own. Any major fundraising should be discussed with you Division Director. Any team raffles would need a charitable number from your Registrar.

TOURNAMENTS

Teams are allowed to host one (1) tournament per season. Away tournaments are at the discretion of team managers/parents/coaches.

Novice or Tom Thumb need to host their tournament before Christmas break each year. Both tournaments cannot be scheduled before Christmas; one of the two has to be after Christmas. Discussion between managers may need to happen to coordinate this properly; otherwise, it would be a first come first serve basis.

HOSTING PROVINCIAL TOURNAMENTS

Teams will submit proof to the LCMHA Executive that there is 51% or more of parents in favor of hosting a Provincial tournament. Teams that have obtained a favorable vote of 51% or more shall submit in writing their intentions to the LCMHA Executive prior to midnight on October 31st of the season that Provincials will be hosted. The LCMHA Executive will have the final say and The LCMHA Administration will submit a bid on behalf of the team wishing to host a Provincial tournament if accepted. The bid preparation will be done by the team committee elected by the team that wants to host. Teams that submit a bid will be notified of a successful bid on December 15 of the current season.

PRACTICES

Each team within LCMHA will be entitled to two (2) practices per week of a maximum of one (1) hour each. Shared ice or half practices may be necessary and count as one (1) practice.

PLAYER GAME ICE TIME

LCMHA believes in fair ice time NOT EQUAL ICE TIME for all players. This means that all players may not get the same amount of ice time in each game. We have trust in our system, and we believe that all coaches will operate on the basis of our Mission Statement, and all other rules and guidelines set forth by our Association and Hockey Canada. What this means is that some players from time to time may not play at all during a game. We recognize that from the Atom Level and up, we play in a competitive hockey league, and want our coaches to be able to freely at their discretion use their best judgment based on the flow of the game, and the importance of a game. Other factors like team rules, and disciplinary actions deemed necessary may also affect ice time. When it come to Tom Thumb and Novice level, there should be a more equal ice time approach considered, but again if the coach decides to not play a child,(or less ice time) it may be due to necessary action taken for disciplinary reasons.

COACHES/ TEAM MANAGERS RESPONSIBILITIES

People wishing to coach must complete a Coaching Application form and be approved by the executive. Coaches may be required to provide a Criminal Investigation Report if the Board deems one is necessary.

The Directors will conduct the coach selection process based on the coaching application, resume, interview process and previous coaching experiences. *In divisions Atom and up, if there are multiple teams, a parent coach cannot be appointed as the head coach of a team until the child of the potential coach qualifies him for that team.*

TEAM MANAGERS will be selected by parents of each division at a parent meeting to be held at the beginning of each hockey season. If there is more than one candidate for manager then a vote by secret ballot of the parents present at the meeting will be conducted to determine the manager. Parents will be limited to one (1) vote per child on the team. **NEW FOR 2017 – MANAGERS WILL BE RESPONSIBLE FOR ENTERING STATS ON ALL PEACE WEBSITE.**

Responsibilities:

Coordinate Security Personal and Penalty Box Personal for all home games. Ensure game sheets are completely and correctly filled out. For Atom and up, All Peace League will issue fines if the games sheets are not correctly done.

Help to coordinate volunteers for a tournament. Get sanction number from Registrar in order to invite teams.

Act as a liaison between parents and coaches and parents and LCMHA. **(DIVISION DIRECTOR)**

Ensure LCMHA and team information is distributed to all parents.

Have a team list of players, coaches and managers into the Registrar ASAP after the beginning of the season. This list should include player names, parent name(s) and phone numbers.

COACHES are expected to be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that hockey is not their only activity and that family and educational responsibilities come first. Remember that kids play hockey for the fun and enjoyment of the game and that winning is only part of it. It is important that the players feel accepted as a member of the team and feel good about themselves and their contribution to the team. Deal fairly with players at all times.

Coaches must recognize their responsibilities as **leaders, educators** and **ROLE MODELS** for young players. Players need a coach they can respect and look up to. Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity and make a spectacle of themselves by abusing game officials and in general degrade themselves and the game.

Coaches must ensure proper supervision of the team before, during and after all games, practices and other team functions and accept reasonable responsibility for the conduct, safety and well-being of their players. Coaches must make a personal commitment to keep informed on sound coaching principles and the principles of growth and development of in children. Coaches must attain the appropriate certification for the level they wish to coach.

Coaches and team management are expected to operate the team within established policy and guidelines set forth by local, provincial and national hockey associations. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged. All teams shall hold a meeting of parents and coaches prior to October 15th of each season.

Items to be covered include:

Coaching Philosophy

Time commitment including number of tournaments, practices and off-ice activities planned.

Discipline procedures should problems occur, and develop a set of team rules. It is highly recommended that there be some player involvement in making a set of team rules.

Establish an ongoing method of communication with Team Manager.

PLAYER'S EXPECTATIONS

Players are expected to:

1. Comply and obey all reasonable directions of the coach and team officials providing such direction does not transgress normal moral, ethical or religious standards.
2. Comply with all Association, League, Hockey Alberta and All Peace Hockey League rules.
3. Arrive for games, practices, and other team functions at the time specified by the team.
4. Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment well in advance of the activity.
5. Demonstrate respect for the game officials, teammates, and opposing players by refraining from profanity, verbal, physical and other abuse at all times.
6. Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is prohibited and subject to disciplinary action.
7. Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code.
8. Strictly refrain from the use alcohol, tobacco or other banned or illegal substances while driving to or from or while at a Minor Hockey function. Violations of this policy will result in disciplinary action by LCMHA.
9. Recognize that road trips are a team activity and behavior in hotels, restaurants, and other arenas is to be consistent with the above expectations.
10. Follow team rules as set by Coaching staff.

PARENT & FAN RESPONSIBILITIES

Parent responsibilities are centered on commitment and support. Registering with LCMHA means you have not only made a commitment to your child, but have made a commitment to the coaching staff and the other players on a team that are counting on your child's commitment to the team. It is difficult for a coach to develop a team when some players are continually missing practices and/or games. Remember hockey is a TEAM sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team. The team also relies on parent volunteers to assist the team throughout the season in various roles such as managing, phoning, tournaments, and most importantly positive support and encouragement at games. Do your part. BE THERE. Remember this Association Will Not Tolerate Loud, Obscene or Obnoxious Parents or Fans. Such individuals will be subject to disciplinary action. LMHA has developed a Code of Conduct, which outlines unacceptable behavior and the mechanisms to discipline individuals who choose to act in this manner.

BOARD MEMBER RESPONSIBILITIES

Our Board will consist of at least 12 members that have been nominated. Members need to be actively involved in supporting and growing our local minor hockey program, and are expected to participate in as many meetings as possible.

TO SEE A COMPLETE LIST OF BYLAWS AND RESPONSIBILITIES, VISIT OUR WEBSITE.

CODE OF CONDUCT – ZERO TOLERANCE POLICY

Membership and participation in LCMHA activities are a privilege, not a right. Members, players and participants are required to abide by the bylaws, rules and regulations of the local association and provincial (Hockey Alberta) and national (Hockey Canada) organizations.

All members and participants of LCMHA shall RESPECT other members, parents, players, fans, team officials, game officials, volunteers and executive members. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards these members or those of another association will not be tolerated.

All members, fans, and participants of LCMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

Violation by any member, fan or participant of any provision of the Code of Conduct may result in an immediate and indefinite suspension or expulsion from LCMHA for the family (including the player) or family member involved.

In the event of an alleged violation of this Code of Conduct, the President shall be immediately notified and shall convene a hearing of the executive as soon as possible. Until such time as the executive can meet, the President may suspend the member(s), participants and/or player(s) accused of the code violation. This suspension would remain in effect until the executive could rule on the incident.

GENERAL INFORMATION

Volunteers run LCMHA. We are doing our best to ensure that an organized hockey program can be delivered. If you would like to participate it is open for those who have the time and would like to help out. If you are interested in volunteering on our board, please talk to our President.

Input from the membership is encouraged, as we are all working towards the same goal of providing a quality hockey program. Please be aware that, as per LCMHA Bylaws, the management and business of the Association shall be vested in the Executive (President, Vice-President, Past-President, Secretary, Registrar, Treasurer and team directors). All members shall be entitled to attend the Annual and General Meetings to make suggestions and recommendations to the Executive, and assist in the operation of the hockey program in any manner approved by the Executive. Ultimately, decisions will be made by the Executive of LCMHA.

All LCMHA registered players must be fully dressed whenever they are on the ice (including helping with another team's practice).

All LCMHA registered coaches must wear a helmet when they are on LCMHA ice.

Any player who is not playing but is on the bench (unless s/he is a coach) is expected to wear full equipment.

Parents are not insured when on the ice unless they are a carded coach. As per Hockey Alberta rules under no circumstances is there any Parent/Child games. This is not insurable.

Remember the 24-hour rule – If you are upset about a call/play etc. wait 24 hours to “cool down” before you talk to the appropriate party.

If problems arise the problem should be discussed with the team manager. If the problem is unresolved, the Division Director should be approached and finally the president if no satisfactory solution is obtained.

Teams work if everyone does a little.

Remember the majority of the refs are just starting out. Hockey cannot be played without them. If they are harassed they will quit. Then hockey games cannot occur. These could be your sons/daughter that the crowd yells at. KEEP YOUR COMMENTS POSITIVE. If you are harassing, you will be disciplined immediately as per our Code of Conduct.

All team Managers are expected to act as a liaison between the parents and coaches.

No player is allowed on the ice without adult supervision.

Evaluation – Purpose is to have players play at an appropriate level for their skills and where they can progress the best. Atom and up are tiered. Initiation and Novice try to have equal teams.

Various divisions may host a tournament over the course of a year. Parents will run the tournament and everyone in the division is expected to volunteer to make the tournament a success.

EQUIPMENT

It is the responsibility of the parent to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada requirements. LCMHA will provide each team with numbered jerseys. Jerseys are to be used only for games and are not given to the individual players. One responsible adult should be in charge of collecting and washing the jerseys to preserve and protect the jerseys. Name bars are optional. If they are used, the bars must be sewn on the back of the jersey. LCMHA will provide goaltending equipment for all NOVICE teams and below. Goaltending equipment is to be used for Association activities only. The care of the equipment is a team's responsibility, as players will rotate through this position.

RISK MANAGEMENT

Risk Management in Alberta Amateur Hockey refers to Insurance, Safety and Abuse issues.

1. Insurance:

- a. Registration is the method for hockey players and coaches to become insured. Only coaches, managers and players registered or affiliated to a team are protected and allowed to participate in practices or games.
- b. Violation of this policy could jeopardize the insurance for the team and puts the coach, parents and players of the team and the Association at a high level of personal financial risk.

2. Safety:

- a. The ultimate goal of this program is for all hockey coaches and volunteer managers to implement effective risk management programs with their own teams where safety is the first priority at all times both on and off the ice. Volunteers need to have as much knowledge and awareness as possible related to safety, injury prevention, emergency planning, and dealing with injuries until medical assistance can be obtained.
- b. All hockey teams must have one 1 person registered to their team that has completed the Canadian Hockey Safety Program on the bench.

3. Abuse:

- a. Hockey Canada has adopted a no tolerance policy on abuse. LCMHA supports this policy.
- b. Hockey Canada defines child abuse as any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child.
- c. All teams registered to play in a given hockey season must have all team officials complete the Respect in Sport Coach Program by the beginning of the current season.
- d. One parent from each family must complete the Respect in Sport – Parent Program in order for their child(ren) to be eligible for play.
- e. Once you have completed either of these programs, you will not need to do so again.