

## LGIHA POLICIES AND PROCEDURES

### WELCOME TO OUR ASSOCIATION!!!

Welcome to the Langley Girls Ice Hockey Association. It is LGIHA's purpose to provide opportunities for girls of all ages to play ice hockey. Believe in the principles that LGIHA stands for:

- Make it about ALL of the kids.
- Make it FUN for ALL of the kids
- Make sure that ALL of the kids learn the fundamentals of hockey

As with any organization, the people make the difference. Thank you all for your continued support of LGIHA. With your help we will all have some fun and enjoy another successful season.

### EXPECTATIONS

When you register your daughter with LGIHA you are expected to commit yourself and your daughter to the Team and the Association. For your team this could include such items as practices, games, scorekeeping, team manager, coaching, and assistant coach, and safety person, phone person, selling 50/50 tickets during the game or anything that the team deems a team duty.

In addition to team we ask that you commit to the Association in their fundraising efforts. This could include helping with dances, tournaments, Giants Game as well as any other fundraising ideas that the current executive decides upon. **TEAM VOLUNTEER TIME AND ASSOCIATION TIME ARE TWO TOTALLY DIFFERENT THINGS.** Each year the executive determines how many Association volunteer hours are required from each family to effectively operate our Association fundraisers. We as an executive and parents understand that you may not have the time to volunteer, instead a \$100.00 cheque can be written to the Association and that will take care of your volunteer hours for that season. Amount of the volunteer cheque can change from season to season depending on the fundraisers.

Without help in all areas there would be no Team/Association for your daughter to play on. Remember, a Team /Association is a group of members all working towards one common goal – TO LEARN SKILLS, HAVE FUN AND KEEP OUR ASSOCIATION GROWING!!!

### ATTENDANCE

Not only is regular attendance at practices and games crucial in developing the skills of your daughter it can deny other players the opportunity to learn. It is for this reason that the Association has adopted the following attendance policy.

The Team Manager will be responsible for maintaining attendance records for all games and practices. Absenteeism of greater than 30% of all regular Association games and practices is unacceptable for reasons other than illness, injury or other Coach approved activity.

Disciplinary procedure is: 1. Verbal warning from the Team Manager 2. If the situation continues, a written warning from the Executive who will be notified by the Team Manager of the absenteeism situation 3. If the situation continues after written warning from the Executive, expulsion from the Association **WITHOUT** refund of registration fees.

It is expected that the Team Manager or Coach be notified of your absenteeism and the reason prior to a practice or a game.

### REIMBURSEMENT POLICY OF FEES

If a player changes her mind and decides not to play in the Association following registration, then \$50.00 is retained by LGIHA to cover mandatory insurance and administration fees. If a player cancels after Rep tryouts are completed, then \$100.00 will be retained by LGIHA. **NO REFUNDS WILL BE GRANTED** after October 15<sup>th</sup>. Prorated refunds will only be issued in the case of injury, or a player moves outside the Langley Boundaries. In the injury case a doctor's note will need to be provided and is mandatory before any refund is considered. In the case of moving outside the Langley Boundaries proof will also be needed before any refund is considered.

## EQUIPMENT

To ensure your daughter is safe and properly protected during on ice sessions, the following equipment is mandatory.

CSA approved helmet complete with face guard, approved neck protector, shoulder pads, elbow pads, hockey gloves, knee pads, skates, stick, Jill (pelvic protector) hockey pants.

LGIHA will provide game jerseys with the mandatory "stop patches." If you have any questions or concerns please feel free to contact LGIHA's equipment manager.

Jewelry should be removed if possible but it is up to the discretion of the referee.

## RISK MANAGEMENT

LGIHA is committed to a proactive approach to Risk Management, under the guidelines provided by the Canadian Hockey Association (CHA). Every team will have at least one appointed Canadian Hockey Safety Program (CHSP) certified official (Safety Person). In addition it is prudent for all members to be aware of unsafe situations that may be encountered from time to time and report them promptly to the CHSP Official or the Team Manager and Executive.

## MEDICAL INFORMATION

All players will need to complete a medical information form at registration each year. The Safety Person/ Team Manager on the team will hold onto these completed forms. Parents should discuss with Coaches, Team Manager and Safety Persons any medical conditions which may require special attention by Team Management in a crisis situation (e.g. Diabetes, Asthma, Allergies, History of Concussions, etc.) The Executive would like to remind all parents that Team Officials are generally unqualified in dispensing medication and cannot accept responsibility for administering it.

If an injury or illness occurs, the Team Officials will request a medical certificate be provided prior to the player's return to on ice activities.

## MUTUAL AID INSURANCE

All players and coaches are insured against injury during all approved on ice activities. This is mandatory for all players, coaches and their assistants. No person shall be allowed on the ice surface or at the bench until the insurance is in place and a mutual aid number has been confirmed. The insurance coverage is void if the players are out on the ice without a coach present. The team manager must always confirm insurance coverage for any travel or off ice events before allowing the team to participate.

This insurance is meant to cover items not covered by your own BC Medical or extended medical plan. The maximum payable is determined by BCAHA annually. Any accident or injury must be reported as soon as possible to your Team Safety person who will have the appropriate forms.

You must fill out a "Special Events" form found on the BC Hockey website if any off ice activities are taking place. BC Hockey will either approve or deny the request. Give yourself at least 2 weeks before the off ice activity takes places to send and get back "Special Events" form to see if it is approved or denied.

## PROBLEMS AND GRIEVANCES

It is possible that during the season you or your daughter may encounter a problem or have a complaint. In such incidences the Association has adopted the "24 HOUR COOLING OFF initiative. Under this initiative, the parties are not to approach each other on the issue within 24 hours of the occurrence.

After the 24 hours has elapsed, speak with your Team Manager first to try and resolve the issue at the Team level. It is the Team Manager's responsibility to arrange a meeting between the Coach, Player, Coaching Coordinator and Parents if appropriate. If the meeting does not resolve the differences amicably, then the Team Manager/ Coaching Coordinator can call upon the assistance of the President of the Association. A written submission would need to be provided by all parties involved. A meeting would then be arranged to meet with all parties involved in the complaint.

### ZERO TOLERANCE ON VERBAL ABUSE OF OFFICIALS

LGIHA would like to make each participant aware that the CHA and BCAHA have adopted a zero tolerance policy on abuse of officials. Please refer to CHA Rule 47. Officiating complaints should be made in writing by your team manager, who will refer them to the proper authorities.

### HARRASSMENT AND ABUSE

LGIHA is committed to providing a nurturing and enjoyable environment for all its members. In this spirit LGIHA executive wishes to establish and to inform their members of our zero tolerance policy with respect to abuse and harassment. The consequences for violating abuse and harassment policies include:

1. The filing of an incident report;
2. A hearing with Executive;
3. Possible temporary suspension from the team, arena or Association;
4. Possible permanent expulsion from the team, arena or Association.

This type of harassment includes the internet, text messaging, cell phones, letters, speaking about a coaching official, player, referee, etc. Depending of the severity of the incident it may go from #2 to #4. It is up to the discretion of the Executive/Coach and Team Manager.

### CODE OF CONDUCT

It is expected that all players, parents, spectators and coaches display appropriate conduct at all times. It is expected that all coaching decisions be respected and if there are any disagreements with their decisions a meeting will be arranged after the "24 hour rule". If there still remains to be a serious concern, the Coaching Coordinator needs to be informed by the Team Manager and a meeting will be set with the Coach, parent, team manager and coaching coordinator to discuss the issue.

Each team may institute specific rules for behaviors and conduct for the players to follow. It will be the obligation of the Team Manager to immediately report any serious breaches with respect to behavior or conduct to the Executive. Repeated breaches by any member or player will not be tolerated.

Consequences can include suspension of playing privileges or players or expulsion from the Association for members.

### OUT OF TOWN CODE OF CONDUCT

During away games or out of town tournaments it is just as important to be aware that each and every participant not only represents themselves and the Team but LGIHA as well. During games outside of Langley they are also ambassadors of our City and/or Canada when traveling outside Canada. Respect must be shown at all times to personal property. This includes but not limited to, themselves, locker rooms, arena fixtures, arranged accommodations and motor vehicles. In cases where games/tournaments involve overnight accommodations, no player shall proceed on their own away from the arranged accommodation or the ice arena where the games are played unless approved by the Coaching Staff or Team Manager. Accompaniment by the player's parent(s) or responsible adult is expected. Parents please advise the Coaching Staff or Team Manager of your itinerary. The Coaching staff can impose a curfew. At curfew time it is expected that all players be in their assigned rooms without visitors. Consequences of non adherence are at the discretion of the Coaching staff and Team Manager. This may include playing privileges being suspended to the parent being contacted to make arrangements for the player's safe return home. Additional consequences may be imposed by any or all LGIHA, PCAHA, BCAHA or CHA. Use of Alcohol and drugs are strictly prohibited by players.

For any away tournaments all team officials must stay in the same lodging as the rest of the team.

## REP PLAYER EVALUATIONS

All players trying out for a Rep Team must participate in evaluations (tryouts) before being placed on a Rep Team. No player is guaranteed a position on any particular team because she played on that team in the previous year or knows the coach or assistant coach etc.

The Executive will let you know when Conditioning Camps and Evaluations/Rep try outs are from year to year.

Consideration for Rep Teams

- Skill, ability, attitude, desire and experience level of individual players
- Age of player
- Placement decisions may be affected by the # of players registered in each age group and the number of spaces available.

Independent evaluators will be used for the evaluation process of the Rep Team. Their assessments should then be reviewed with the Coaches and the Coaching Coordinator prior to final decisions being made. Coaches get the final decision on players. No parents of any girl trying out for a Rep Team will be on the ice during evaluations.

After try outs, player assignments must be done with the utmost respect. Sensitivity and consideration to the self image of the players should be foremost. The players should receive their team assignment or non team assignment in a one-on-one format at the arena in an area away from the general gathering. It is suggested that players should NOT be advised by phone unless the player was not present at the final session. BE SENSITIVE AND AWARE OF EVERYONE'S FEELINGS!!!!

In cases where the player and or parent strongly feel that they have been assigned inappropriately, the Coaching Coordinator must be contacted (not the evaluator or coach). A meeting will be arranged to review the evaluation. If there continues to be a disagreement, the matter may be referred to the Executive by submitting a written request.

## **LGIHA – EXECUTIVE**

### POSITION DESCRIPTIONS

Some duties may be re-assigned from season to season and/or combined as approved by the Executive.

#### **PAST PRESIDENT**

Guides new President – Past President is allowed to attend executive meetings but has no vote.

#### **PRESIDENT**

Chair all executive meetings.

Be an ex-officio members of all committees and teams.

Chair and be responsible for the constitution and bylaws committee.

#### **VICE PRESIDENT**

Perform all duties of President in absence of President.

Act as LGIHA's representative to PCAHA.

#### **REGISTRAR**

Proper registration and insurance of all team officials and players.

Carding teams with BCAHA.

#### **SECRETARY**

Keep minutes of all meetings – Executive & AGM and make them available within 14 days of each meeting – have mail key and check mail and hand out appropriate mail to executive.

#### **TREASURER**

Keep financial records, including book of account as are necessary to comply with the Society Act. Receive all money's due to the Association and shall be responsible for their safekeeping. Maintain appropriate records of all bills –each executive meeting have financial statements and at AGM have yearly financial statements – prepare Gaming Grant and send in – have proper signing authorities at Bank – any and all cheques shall require the signature of any two of the three – President, Treasurer and Secretary.

#### **PR DIRECTOR**

Responsible for the liaison between the Executive and parents and the liaison between the Association and the media – responsible for Photo Day – coordinate social and Association activities – have supervisory authority over all issues regarding the establishment for uses of the official styles, designs and/or colors of logos, crests, suits, jackets, caps, etc. Changes proposed for any new design, styles and or colors must be proposed by a notice to the Executive and approved at a AGM – Have authority to ensure all LGIHA trophies, trophy cases, banners, pictures, etc are displayed and maintained to the best standards possible. . Represent the Association at local community festivals and events, e.g. May Day Parade in Fort Langley, Canada Day, and Community Day etc. Arrange flyers, newspaper ads or signs to be put at local arenas, rec centre's, school newsletters, local newspapers and anywhere possible to let the public know about registration and how to join LGIHA.

#### **ICE ALLOCATOR**

Obtain and schedule ice for the Association – represent LGIHA at all Ice Allocation Meetings – review and approve the ice cost invoices prior to the payment by the Treasurer.

#### **EQUIPMENT MANAGER**

Maintain an inventory of all Association owed equipment – maintain complete records of equipment issue and returns – ensure timely return of Association equipment at the end of the season – source and purchase new equipment on behalf of the Association and with Executive approval. Individual teams that require equipment must put in writing what the team needs and go thru Equipment Manager first. If an emergency occurs where a purchase is necessary for a game to go ahead you must contact an Executive Member by phone and get approval.

#### **WEB MASTER**

Update all information for web site - helps Registrar with information (mass emails) needing to get out to parents.

#### **REFERREE ASSIGNOR**

Be responsible for the referee assignment for games – balance referee assignments equally among all on ice officials – establish a referee mentoring program to develop on ice officials – complete, maintain and submit a referee assignment schedule to the Executive.

#### **SPONSORSHIP & FUNDRAISING**

Be responsible to monitor all fundraising activities – in conjunction with PR Person ensure proper liaison/communications with sponsors of LGIHA - initiate fundraising ideas to help maximize association income – appoint sub committees to help in these duties – in conjunction with the Tournament Director ensure proper liaison/communication with all association members regarding tournament

#### **TOURNAMENT DIRECTOR**

Chairperson of the Tournament Committee – has the authority to co-ordinate all activities for the Tournament and distribute duties including appointments of individuals to organize and help out with tournament.

### **COACHING COORDINATOR**

Coordinate all training courses, making sure all team officials have the proper training. All teams officials must be certified by December 1<sup>st</sup> – receives applications for coaches and reviews with Executive Members before deciding on a coach – Coordinates Evaluations – Holds Team Officials Meeting in early fall.

## **TEAM REQUIREMENTS**

### **TEAM HELPERS**

Running a Team can be very demanding. There are many aspects involved in making the season a success. It is suggested that the key to success is spreading duties of the team around to as many people as possible. The positions within a team are: Coach, Assistant Coach, Scorekeeping, Team Manager, Safety Person, Dressing Room Volunteer, 50/50 etc. Coaches are picked by the Coaching Coordinator and the Executive. Coaches pick their assistant coaches. All other duties should be spread amongst the parents on the team.

### **TEAM FINANCES**

It is expected that each Team discuss a means to raise additional funds that will be used solely for Team oriented expenses. These expenses can include such things as, Christmas party, Tournament Funds, additional ice times, wind up parties and anything else the team deems as extra team expenses. The team manager must provide an accounting of all funds to the Team and the Executive if requested. When the final year end report is completed, any surplus funds must be reimbursed to the team members. Each team manager must supply a final statement to the Treasurer of LGIHA to show that all funds are dispersed and a zero balance is in the account by May 1<sup>st</sup>.

### **TEAM OFFICIALS**

All Team officials must be fully certified and have Speak out to be rostered. All rostered officials are insured by Hockey Canada through LGIHA. **LGIHA will pay for 5 rostered officials per team.**

This includes 1 head coach, 2 assistant coaches, 1 team manager and 1 safety person.

A team that requires more than 5 rostered officials must be approved by the Executive and may require the team to cover the cost of insurance out of your own team's expenses.

**Only Insured and rostered Team officials are permitted on the ice and bench for all practices and games.**

### **COACH**

Responsible for the organization of practices and games and liaison with assistant coaches – responsible for the conduct of all players on the ice – responsible in conjunction with the team manager for the conduct of all players off ice – responsible for the safety of players on the ice – responsible for ensuring that adequate numbers of on ice assistants is available at each practice – responsible for the development and implementation of an appropriate long term coaching program for the team (approved by the Coaching Coordinator).

### **ASSISTANT COACH(S)**

To assist the Coach as directed on the ice during practices and on the bench during games – provide general assistance to the coach as required.

### **TEAM MANAGER**

Responsible with the Coach for the off ice conduct of all players and team personnel at all practices and games – responsible for the supervision, care and return of all equipment issued by the Assoc. to the teams – responsible for the arrangement of games in liaison with the Coach – Responsible for notifying players of game times – Responsible for ensuring that arrangements for refs and timekeepers have been made prior to home games – Responsible for team travel arrangements and accommodations to out of town tournaments and games – Responsible for obtaining the required sanction when playing teams from the USA whether at home or away (required for insurance purposes) and notifying Executive in advance of such events – Responsible for handling complaints on the team, if unresolved, refers to Coaching Coordinator and if unresolved still going to Executive – Responsible for organizing 50/50 draws and ensuring those required records are kept and applying for Gaming License for Team – Responsible for payments and accounting of ref fees – Coordination of Association fundraising at team level – Responsible for keeping team attendance records if warranted – Responsible for accounting of all funds for the team.

#### **DRESSING ROOM VOLUNTEER/TEAM MOM**

This position must be held by a female and they must have Speak Out.

Supervise and ensure appropriate behavior in the dressing room before and after games and practices. Be responsible for advising male coaching staff when the players are ready for pre ice instructions. It is recommended that two female adults be in the dressing room with the team at all times. This goes from Atom to Midget. No cell phones or money or anything of value should be left in the dressing rooms – take a proactive role in identifying and minimizing or eliminating risks – ensuring that all players are free from physical and/or emotional mistreatment.

#### **SAFETY PERSON**

Conduct regular checks of players equipment and advising on the purchase of protective equipment – promoting proper conditioning and warm up techniques as effective methods of injury prevention – maintaining accurate medical history files and having them at all games and practices – Maintaining a fully stocked First Aid Kit – LGIHA supplies basic first aid kit – recognizing life threatening and significant injuries, managing minor injuries and determining when to remove a player from action and coordinating their return to play – Act as Safety person for both your own team and your opponents team if only one Safety Person is present.