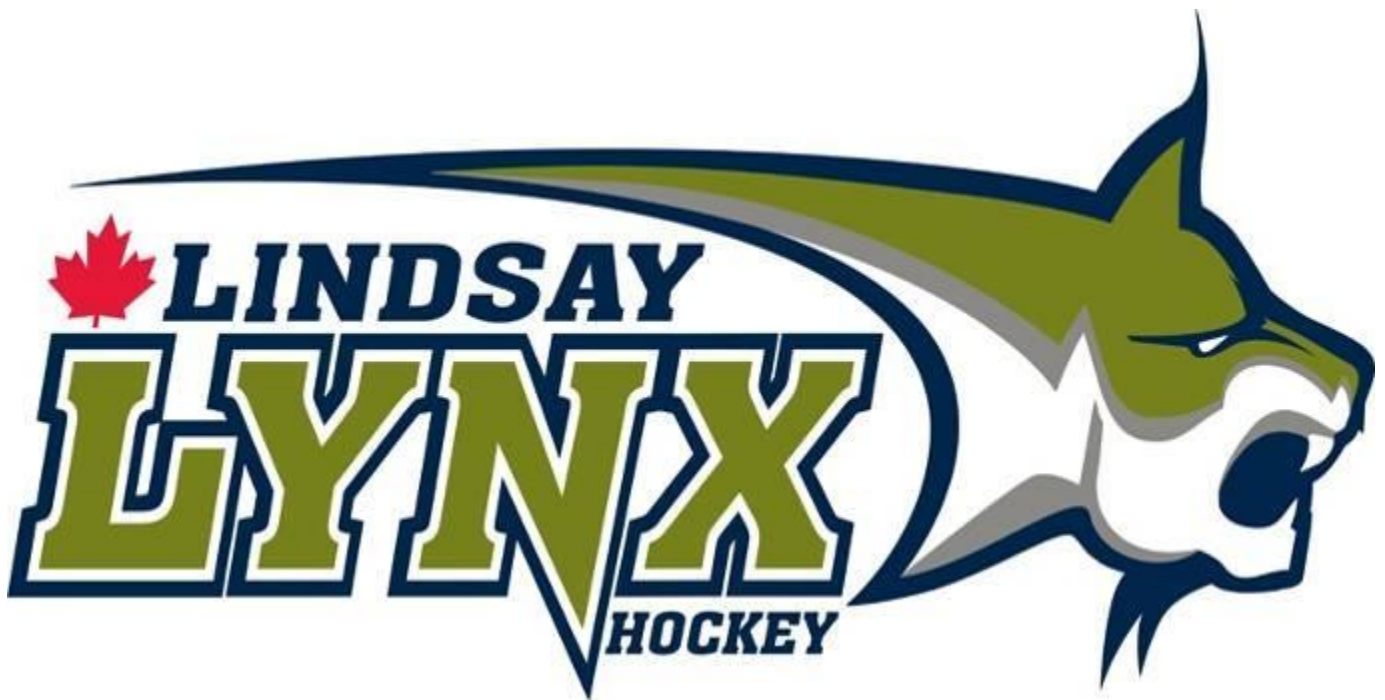


**Lindsay Girls Hockey Association
Constitution
Rules and Regulations
2019/2020**

(Last Edit March 2019)



Lindsay Girls Hockey Association

1. NAME:

The name of this non-profit organization shall be the Lindsay Girls Hockey Association, hereafter called the L.G.H.A. Inc. & Website - www.lgha.net

2. PURPOSE:

The purpose of the LGHA shall be to develop, direct and promote Girl's Hockey in the City of Kawartha Lakes, and surrounding area in conjunction with the Ontario Women's Hockey Association (OWHA) at the House League, Recreational, and Competitive levels.

3. MEMBERSHIP:

Membership in the LGHA shall comprise of registered players, the parents or guardians of minor players, coaches, managers, trainers, sponsors and Members of the Executive and Board.

4. EXECUTIVE:

A) The elected Executive of the LGHA shall consist of the following:

- President
- Past President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Ethics/Discipline Chair
- OWHA/League Representative

The elected Executive shall be nominated and elected at the Annual General Meeting.

The President must have served previously for one year as an Executive member

These positions are held for two years, unless discussed and agreed upon by the executive as a whole.

All elected Executive members shall attend the regular meetings of the LGHA

B) The elected Executive has the power to appoint, remove and fill vacancies. The elected Executive has the power to appoint the following Board positions which are held for one year.

Board Positions include the following:

- Head Trainer
- Equipment Manager
- Referee-in-Chief
- Public Relations Chairperson
- Special Events Coordinator
- House League Convener
- Ice Scheduler

- Fundraising Chairperson
- Director of Coaching and Player Development
- Honorary Member
- Web Master

All elected Board members shall attend the regular meetings of the LGHA.

5) LGHA EXECUTIVE MEETING:

- A) A quorum at an LGHA Meeting shall consist of a minimum of (four) of the elected Executive and shall include the President and/or Vice President.
- B) The elected Executive and appointed Board Members in attendance will receive one vote. The President may only vote to break a tie.

6. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE AND BOARD MEMBERS ARE AS FOLLOWS:

A) President

- 1)Preside over all meetings and proceedings of the Executive and LGHA.
- 2)Have the right to serve as an ex-officio member on all committees.
- 3)Appoint committees as required.
- 4)Call all meetings of the Executive as deemed necessary
- 5)Maintain and manage police check results.

B) Vice-President

- 1)Shall represent the President in his/her absence when instructed by the President or by a majority of the Executive.
- 2)Chair coaches selection committee
- 3)In case of resignation of the President, assume the duties of the President.

C) Secretary

- 1)Record, prepare and distribute typed minutes of all meetings to the Executive.
- 2)Maintain and prepare any correspondence required by the Executive.
- 3)Coordinate election nominations and secret ballot voting at the Annual General Meeting of each year.

D) Treasurer

- 1)Be Responsible for all finances of the LGHA.
- 2)Keep a proper record of all financial transactions and maintain all receipts.
- 3)Provide regular financial updates at all Executive/Board meetings.
- 4)Have cheque signing authority along with Registrar on a two signature account.
- 5)Administer along with the registrar the referee remuneration system.
- 6)Work with Registrar to be sure all fees are collected.
- 7)Prepare and submit a typed fiscal financial statement for distribution at the AnnualGeneral Meeting.

E) OWHA/League Representative

- 1) Act as the lead contact and liaison between the LGHA and the League and the OWHA.
- 2) Attend all meetings required by the League and OWHA.
- 3) Be responsible for overseeing the completion and submission of OWHA rosters for all Rep. teams.
- 4) Ordering any necessary OWHA items such as game sheets, OWHA Constitutions, Rules and Regulations books as required by the LGHA and OWHA.
- 5) Must be fully faceted in knowing the OWHA rules of play, and Constitution.
- 6) Shall schedule and convene a meeting for new Coaches, to explain the rules and regulations that must be met to meet all OWHA requirements for play.
- 7) Report and oversee all suspensions levied to players by the OWHA, League, Referees and Officials.

F) Registrar

- 1) Organize league registration as directed by the Executive/Board.
- 2) Have all coaches complete and submit registration forms, that include all relevant information required to register and roster their team with the League and OWHA.
- 3) Register and roster all teams that will be playing in the designated League and House League.
- 4) Distribute and administer along with the treasurer the referee remuneration system.
- 5) Communicate with team coaches and managers as directed by the Executive/Board.
- 6) Manage membership/player database as required by the LGHA, OWHA and The League.

G) Equipment Manager

- 1) Coordinate, distribute, collect, catalogue and store all equipment.
- 2) Recommend and purchase equipment with Executive approval.

H) Referee-in-Chief

- 1) Schedule referees for all games and tournaments as per rules and regulations set forth by the OWHA Constitution and Playing rules.
- 2) Organize referee clinics for reviewing rules and developing OWHA referees in this area.

I) Ice Scheduler

- 1) Determine with the executive the ice times that are to be required for the season.
- 2) Inform the executive of any new rules with respect to Arenas, ice costs, etc.
- 3) Submit to the Municipality the required forms to book the ice for the season.
- 4) Supply each team with the ice time available for scheduling games and practices.
- 5) Be Responsible for scheduling all referees and time keepers for all LGHA home games.
- 6) Communicate with teams any unused ice times due to scheduling conflicts so they can be used by other teams

J) Honorary Member

Honorary Members shall be any person who has given meritorious service to LGHA and to the betterment of Girl's and Women's Hockey.

L) Special Events Coordinator

1)Responsible for organizing and management of organization wide special events for the LGHA as directed by the Executive/Board. These events would include but are not limited to Lynx Day, Banquet, Team Pictures etc..

M) Ethics/Discipline Chair

1)Shall oversee all duties and requirements regarding the Lindsay Lynx Code of Conduct.
2)Shall appoint a committee when any ethics/discipline issues are brought before the executive as per the code of conduct pertaining to any Coaches, Executive members, Board Members, Players, or Parents, and will make recommendations to the LGHA Executive.

N) Public Relations Chairperson

1)Represent and promote the LGHA within the community, in conjunction with the President.
2)Review and recommend to the executive any ventures that promote the LGHA and oversee the execution of any Executive/Board approved recommendations.
3)Be lead contact with media outlets in placing all ads and correspondence.

O) Director of Coaching and Player Development

1)Co-ordinate extra skills clinics and goalie clinics as directed by the executive.
2)Notify all head coaches of the mandatory qualifications required by the OWHA, and the LGHA, for all appointed coaches, trainers, and bench staff to participate in these positions.
3)Shall liaise with coaches and managers to assist in obtaining certificates for these qualifications, required by the OWHA and LGHA.
4)Shall assist in collection of all required police checks and deliver these to the President.
5)Communicate with head coaches any directions as instructed by the Executive/Board.

P) Fundraising Chairperson

1)Shall chair a fundraising committee consisting of representation from each rep team to coordinate any Association fundraising activities and oversee any individual team fundraising activities approved by the Executive/Board.
2)Will oversee and organize team jersey sponsorships.
3)Oversee and organize Association fundraising events.

Q) House League Convener

1)Shall oversee the running of the LGHA House League Program/s for the season.
2)May suggest a person/s to the Executive for Executive approval to assist them in these duties.
3)Shall organize Coaching Selection, Teams, Referees, Time Keepers, Scheduling and any appointed help required to run a House League.
4)Be Responsible for ensuring that the OWHA Rosters are fully completed and returned to the Registrar.
5)Will ensure House League follows and runs according to OWHA Rules, LGHA Rules, and any Local League Playing Rules, and the LGHA Code of Conduct Rules.

R) Web Master

- 1) Shall be responsible for keeping any and all changes to the LGHA web site.
- 2) Shall try to make or suggest any improvements to make LGHA's web site as colorful, informative, and creative as possible, with the help and approval of the LGHA Executive
- 3) Liaise with team managers to obtain and post team news, scores and successes.

S) Head Trainer

- 1) Shall work with all Lynx team trainers and coaches as a resource for issues surrounding team trainer's duties throughout the season.

- 2) At the start of the season will meet and communicate with all Lynx team trainers and coaches regarding the proper protocols for dealing with injured players, injury reporting requirements, and return to play guidelines.

- 3) Will oversee and enforce all injury reporting and return to play policies as outlined in the Constitution/Rules and Regulations of the Lindsay Lynx as guided by the Executive.

- 4) Shall ideally hold HCTP Level 2, and have past training experience. Experience within a health care profession or emergency services is also an asset.

7. FINANCES:

- A) All disbursements of funds must be made by cheque from a two signature account.
- B) A review of the Treasurer's books can be requested by any member of the LGHA through a written request to the President.
- C) The fiscal year of the LGHA shall be June 1st to May 31st

8. ANNUAL GENERAL MEETING (AGM):

- A) The Annual General Meeting is to be held at a designated location, determined by the present Executive, prior to May 1st with all members given 30 days prior notice. Notice of the AGM will include the location, date and time of the meeting and details of the election process.
- B) Any member of the LGHA can attend, nominate, and stand for office, if present or sends written acknowledgement.
- C) Only member parents or legal guardians may vote. Each member parent or legal guardian will have only one vote regardless of the number of players they have paid registration for.
- D) A quorum at an LGHA Annual General Meeting shall consist of a minimum of 10% of the voting membership. In order to pass any Motion, or changes to the Constitution, a vote in favor must consist of 51% of the voting members present.

8.1 Order of Business

- A) Agenda items must be submitted at least 2 weeks prior to the LGHA regular meetings, and at least 30 days prior to the Annual General Meeting.
- B) Recording membership present.
- C) President's Report.
- D) Treasurer's Report.
- E) Proposed Amendments to the Constitution
- F) Election and appointment of Executive positions.
- G) Other correspondence

8.2 Procedure for elections shall be as follows

- A) Nomination forms will be made available to all membership for each position of office up for election.

All nominees must be present at the Annual General meeting in order to be considered for elections. When one name is submitted for an elected Executive position, the named person shall be appointed to the position, provided they are in attendance at the Annual General Meeting to confirm their acceptance of this appointment.

When more than one name is submitted for an elected Executive position, voting will occur by secret ballot. *Each LGHA member in attendance will be given one ballot.*

- B) Secret Ballots will be counted and read by two members of the present executive. The winner will be *declared to all members in attendance.*
- C) Elected Executive Member terms will commence at the beginning of the upcoming fiscal year.

9. REGISTRATION:

- A) Registration costs for the next year will be determined by the Executive/Board and approved by the Executive/Board.
- B) Registration dates will be determined by the executive/board.
- C) Any Player, whose outstanding fees are not paid in full by the Registration dates as determined by the LGHA Executive, will not be allowed to participate in any further on ice activities.
- D) Player's must be fully registered to participate in tryouts. (completed registration form and submission of post-dated cheques)
- E) All registration refunds given after the start of the playing season will be subject to a \$75/player administration fee. There will be no refunds after the Team Waiver Form is signed by the player and parent. Exceptions require executive/board approval.
- F) House League/Development Stream: no refunds after Oct 31st each year. The refund will be prorated less ice time used + OWHA fees paid + \$75 admin Fee.

10. LEVEL OF PLAY, ROSTER SIZE:

- A) Any decision as to Division, League, or level a team will play in must be approved by the executive. If a team is considering changing to a level other than advertised or communicated at tryouts the head coach must submit this intention in writing to the executive no later than one week prior to categorization date deadlines.
- B) Final roster numbers for teams will be determined by the LGHA ~~board~~ Executive/Board based upon final registration numbers in accordance with OWHA and League rules.

11. COACHING SELECTION

- A) Coaches will be selected for each season by the “Coaches Selection Committee,” comprised of the vice president and other persons appointed by the Executive/Board. If there is a conflict of interest the president will replace the vice president.
- B) Coaches are responsible to submit applications (supplied in person or printed off the LGHA web site: www.lgha.net), before April 1st of each year.
- C) The Coaches Selection Committee will present a list of selected coaches to the Executive/Board for final approval.
- D) Successful coaching applicants must have their coaching staff ~~registered with the OWHA and~~ approved by the executive/board.
- E) See Rules and Regulations F) for Police Check Requirements/Procedures.
- F) See Rules and Regulations E) for Coaching Certification Requirements.

12. RULES AND REGULATIONS:

- A) These have been adopted by the Executive as operating procedures. They are not considered part of the Constitution.
- B) Changes, additions, or deletions of these rules and regulations can be made at an Executive meeting throughout the year, providing 75% of the executive is present and it receives a minimum 50% approval.

**Lindsay Girls Hockey Association
Rules and Regulations
(APRIL 2017)**

The rules of playing the game of hockey in the LGHA will be those put forth by the OWHA and the Leagues in which LGHA teams play, amended to the following rules for particular requirements of the LGHA.

A) PLAYER ELIGIBILITY

1)All players must register and play within their own age categories unless otherwise approved by the Executive.

2)LGHA is responsible for payment of all Registration fees to the OWHA and the League.

3)LGHA is not responsible for payment to pay for any Tournaments, OWHA Provincial Championships, Rep. Teams or House League.

4)Call ups from the same age division, lower category or one lower division at same or lower category are permitted with the written or verbal consent of a team official. Any other call ups or player movement must be approved by the board.

B) FUNDRAISING

1)All teams are encouraged to fund raise for their team during the season. Any fund raising initiatives must first be communicated to the Fundraising Chairperson who will obtain Executive/Board approval.

2)Funds raised at team fund raising events must be used to offset the cost of team wide activities.

3)No direct to parent/player refunds from team fund raising activities are allowed above 5% of LGHA Registration Fees.

4)Any such refunds issued will be paid to the person of note on the player registration form.

C) UNIFORMS

1)The LGHA Executive/Board will be responsible for determining uniform colors and styles.

2)All team jerseys will have the LGHA logo displayed on the front and the sponsor's name bar, if applicable, below the player's jersey number. Name bars will be placed above the player's jersey number.

and 3)All players must wear an approved LGHA uniform to all games. This uniform will consist of a jacket and athletic pants approved by the Executive/Board at the beginning of the season. The equipment manager will communicate to Team Managers where these items can be obtained. Cost of these uniforms is not covered byLGHA registration fees.

D) COACHES/TEAMS/PLAYERS

1) Coaches must submit an application (supplied) on www.lgha.net by April 1st of the upcoming hockey season.

2) Two or more ejections in a season by any member of a Team's coaching staff will be subject to disciplinary actions by the LGHA Discipline Chairperson and his/her respective Committee.

3) All player and coach suspensions must be reported to the LGHA President and OWHA/League Representative.

4) All Coaches shall be solely responsible for paying fines incurred by not following League and OWHA Constitution, Rules and Regulations. Coaches will be solely responsible for any fees/fines associated with Team and individual appeals, and suspensions, handed out by Certified Referees, OWHA and League officials. The LGHA may consider reimbursement for these fees/fines in special circumstances, only by Executive/Board approval.

5) All coaches are responsible to ensure their team's roster data for the OWHA/League is completed and submitted to the Registrar by the date communicated to them by the Registrar. The coach will be solely responsible for any fines levied from the OWHA/League associated with late or incomplete submission of this roster data as requested by the Registrar unless approval is passed by the LGHA Executive/Board.

6) All Rep. Team Benches shall try to have at least one female on staff, for Medical/Trainer attention to female LGHA Players.

7) Mouth-guards are mandatory pieces of equipment for all players during all practice and game times and is to be re-enforced by the bench staff.

8) Any player or bench staff attending LGHA activity as insured by Hockey Canada whom is under the influence of alcohol or illicit drugs as determined by any member of the bench staff, will immediately be removed. The bench staff will contact an Executive Member immediately for further action. The Ethics/Discipline Chair and the Executive will review the situation and the player or bench staff will be suspended for a duration of time based on the severity and reoccurrence of the action.

E) BENCH STAFF GUIDELINES / CERTIFICATION REQUIREMENTS

Anyone rostered as a Coach, Assistant Coach or Trainer and any off ice help must have PRS and Police Check (current year).

OWHA REPRESENTATIVE LEVEL TEAMS:

Each Lindsay Lynx OWHA Rep Level team will roster as a minimum:

Head Coach – NCCP D1 Certified

Assistant Coach – NCCP D1 Certified

Other Assistant Coaches are encouraged to obtain NCCP D1 Trained or Certified

Trainer – Female - HTCP Level-1 Certified

Strongly recommended to have a second trainer

NOTES:

a) Each Rep Level team will be allowed to roster six (6) coaching staff as a maximum. This does not include the manager.

- b) Only the above staff on any Lynx Roster are allowed on the ice during Lynx on ice activities.
- c) OWHA rules state a HTCP Level-1 Certified Trainer must be present for all Lynx on and off ice activities.
- d) Please see and follow OWHA rules regarding minimum bench staff required for games.

F) HOUSE LEAGUE / DEVELOPMENT TEAMS

- 1) The House League (HL) program will be run by the House League Convener.
- 2) Executive approval must be obtained by the (HL) Convener before the final implementation of the House League/Development Team Program/s.
- 3) House League team sizes will be determined by the Executive. (Registration number dependent), and this will be communicated to the HL Convener.
- 4) The HL Convener will be responsible for organizing Selected Coaches, Teams, Referees, Time Keepers, Scheduling and any appointed help required to run House League and Development Teams. They may suggest a person/s to the Executive for Executive approval to assist them in these duties.
- 5) The House League and Development Teams will follow and abide by all OWHA Rules, LGHA Rules, League Rules, and the LGHA Code of Conduct.
- 6) The expense of extra ice time allotments for any Development Teams formed will be the responsibility of these teams and will be above any HL registration fees paid. These extra fees will be collected by the team and paid to the LGHA.
- 7) Each House League/Development Team must have a minimum of one LGHA Rostered certified coach and one certified trainer present/on the ice for all on ice games and practices, and off ice activities.

HL/DS CERTIFICATION REQUIREMENTS:

All rostered LGHA staff including Head Coach, Assistant Coaches, Trainers, and Managers are required to have completed a Speak Out/Respect in Sport course and provide proof of such (PRS Number). They must also provide a valid criminal records check with vulnerable sector screening.

Head Coach: Hockey Canada NCCP COACH-2 Trained or Higher

Assistant Coach: Hockey Canada NCCP COACH-1 Trained or Higher

(Note: These are minimums, NCCP Development-1 Trained is Strongly Encouraged)

Trainer: HTCP Level-1

HL/DS COACHING SELECTION:

The HL Convener will have interested candidates fill out an LGHA Coaching Application. Where required a selection committee and interview process will be organized by the LGHA Executive. Final coaching recommendations will be made by this committee to the Executive, and final approval will be made by the Executive.

G) POLICE CHECK REQUIREMENTS/PROCEDURES

Police Check Requirements must include a Vulnerable Sector Search and must be completed in the calendar year in which the season starts. These must be submitted to the Director of Coaching and Player Development by Sept 30. They will then be delivered to the President of the LGHA.

Lindsay/Ops Residents:

A list of letters will be compiled of coaching staff by the President with their original signature and delivered to the City of Kawartha Lakes Police Station the first week of September. This will ensure the police check is at no cost to the applicant. Applicants are to attend the Police department with identification to initiate the search.

Out Of Town Residents:

Coaching staff are to adhere to the protocol for police checks of the police force in their local jurisdiction in which they reside. If a fee is imposed, the LGHA will reimburse the coach upon receipt of the invoice.

Vulnerable Sector Search:

If this portion of the police check causes a delay in results submit a copy of the document from the police department that states this is being completed, then submit the final results when they are obtained

H) TRYOUTS

The Lindsay Lynx Girls' Hockey Association aims to provide a fair, equitable and unbiased tryout process that is transparent to both players and parents. To that end, the following tryout policies are in effect:

- 1) A player must attend 60% of tryouts (in any particular division/level) in order to be eligible for a representative team roster position. Should exceptional circumstances arise for a player with regard to a specific reason, injury or illness that prevents them from attending tryouts and they wish to be considered for a roster spot on a team, they may make a written request to the head coach and the Executive outlining their reasons. This request must be made prior to the next tryout. The head coach and the Executive will review this request and decide if an alternate tryout would be allowable.

If they wish to be exempted from tier 1 tryouts and only be eligible for tier 2, they must be registered and receive permission in writing from the Tier 1 head coach prior to the Tier 1 tryouts.

- 2) Fees for tryouts will be set by the Executive and will follow a flat fee format that covers all tryouts a player attends/is required to attend. The fee is mandatory and non-refundable
- 3) An "Evaluation Director" will be assigned, by the executive, to each age group for the duration of tryouts. This person (with no relationship/connection to the age group on the ice) will ensure that tryouts run smoothly and according to Lynx policy and will monitor the process both on and off ice. He/she will be present and available if parents have any concerns or questions, which will help prevent parents from inappropriately approaching the coach or evaluators during tryouts
- 4) Each tryout will involve at least 2 on-ice personnel to demonstrate drills and organize players. At the discretion of the head coach, they may be asked to assist in evaluating the players. These personnel must fulfill the following criteria:
 - i) Minimum age 16 years, and at least 2 years older than the players attending the tryout

- ii) NO relationship to the players attending the tryout; i.e. not a relative, friend, neighbour etc. The only exception to this rule is that the head coach may choose to be on the ice if they wish.

- 5) The head coach will be assisted by 1 or more independent evaluators, on or off ice, who will assist with assessing players' skills and making decisions about cuts. The head coach may choose his/her evaluators, provided that they have NO relationship to any of the players.

The head coach may also select ONE assistant coach (who **may** have a child trying out for the team), prior to tryouts, who may assist with the tryout process. All other bench staff will be chosen after the final roster has been selected. The names of the evaluators and the assistant coach (if chosen) must be submitted to the executive for approval, prior to the first tryout.

- 6) The head coach and his/her evaluators are instructed not to have any discussions with parents during or between tryouts (regarding the tryout process, their child's performance, etc.)

- 7) Each player will be assigned a pinnie number on the first day of tryouts. The same pinnie will be used for the duration of the tryouts. A list of pinnie numbers ONLY, without names, will be provided to the evaluators. The head coach is permitted to receive a list of players' names for his/her **own use only**.

- 8) At the first tryout, the head coach will inform players/parents, in writing, of the following:
 - a. How the selection process will work
 - b. The number of on-ice sessions
 - c. Tryout criteria and expectations
 - d. Expectations of player and parents
 - e. Procedure for release of players

I) PLAYER MOVEMENT

1) All Permission to Skate forms must be obtained through the President. A minimum of 72 hrs. notice must be given to the President to obtain a signed Permission to Skate form.

2) All Releases must be approved by the Executive/Board and signed by the President or Registrar.

J) MANAGEMENT of REFEREE and TIME KEEPER EXPENSE FORMS.

1) All Team Managers are required to fully manage and complete "Referee Expense Forms". Managers will be given the form and a sum of money for the paying these fees by the Treasurer. These forms must be signed and dated by all Referees and Timekeepers at every LGHA Home game. If more funds are required the Referees expense forms must be submitted to the Treasurer. No cheque will be authorized to any Coach/Manager for any outstanding funds required for future Home games, until all outstanding expense forms are fully completed, signed by the Referees, and presented to the Treasurer.

K) **INJURY REPORTING and RETURN TO PLAY.**

1) All players which sustain an injury that removes them from play must have an OSHA injury report form completed by the team trainer, which is then copied to the Head Trainer, who will forward it to Hockey Canada where necessary.

2) The Lindsay Lynx will follow the Hockey Canada guidelines regarding injured players and return to play.

3) The Head Trainer, along with the approval and guidance of the Executive, will enforce these guidelines without exception.

L) **DRESSING ROOM POLICY**

The LGHA is proud to offer hockey programs to girls from the tyke/novice age group up to and including midget level. It is the aim of our association to provide a safe, fun, and inclusive environment where girls can enjoy the game of hockey and improve their skills. The team dressing room has a significant role in minor hockey, and is a place of learning and positive social interaction. The policies outlined below are designed to ensure the safety and privacy of all players, and act as a guideline for coaching staff and parents.

ALL age divisions (Tyke to Midget):

1. “Two Deep” rule

For the protection of both our players and team staff members, AT NO TIME should a player/players be in the dressing room with only one adult present. **At least 2 adults** (over 18) should be present at all times in the dressing room while players are in the room.

2. Electronic Devices

The use of any electronic device to send, receive or record a message or images is strictly prohibited in LGHA dressing rooms. This is for protection and safety of our players and coaching staff.

Novice Division (and younger):

At the tyke/novice age level there must be a rostered coaching staff member with appropriate police records check and respect in sport certification present in the room at all times. Also any parent, guardian or care giver (male or female) is permitted in the dressing room with the players. Players in this age group are asked to arrive at the arena wearing, at minimum, their “under-armour”-type clothing for under their equipment. At the discretion of the head coach, parents, guardian’s, care givers may be asked to leave the room during pre and post-game “pep talks”. The head coach will outline his/her dressing room expectations to all players and their families at the beginning of the season.

Atom to Midget:

At the atom-midget age level, two (at minimum) rostered female staff members (over age 18), with appropriate police record checks and Respect in Sport certification, must supervise the dressing room while the players are getting dressed or undressed. Parents/guardians, male or female, will not be permitted in the

dressing room. At such a time when the players are ALL appropriately? dressed, the coaching staff, at the discretion of the head coach, may enter the dressing room for the purpose of providing instructions or feedback to the players. The head coach will outline his/her dressing room expectations to all players and their families at the beginning of the season.

M) CODE OF CONDUCT

1)All LGHA Members (Players, Coaches, Team Staff, Executive Members, and Parents) must acknowledge that they have received and read the LGHA Code of Conduct.

2)The process for obtaining this acknowledgement will be executed and overseen by the Ethics/Discipline Chair at the start of the Hockey Season.

3)All LGHA Members (Players, Coaches, Team Staff, Executive Members, and Parents) must then abide by and follow the LGHA Code of Conduct.



www.lgha.net

LGHA CODE OF CONDUCT
(Edit Sept 2016)

The spirit of this code of conduct is promote and maintain a positive environment surrounding all events and interactions among members of the LGHA. Any code of conduct can usually be boiled down to “Treat Other People, The Way You Want To Be Treated”. Unfortunately, in spite of this, negative behaviours and interactions can occur. This document outlines expectations for how we conduct ourselves, and when necessary how conflict will be resolved.

TEAM OFFICIALS CODE

1. Be a resource person able to assist the athlete to develop his/her athletic potential and self dependency.
2. Recognize individual differences in athletes and always think of the athlete’s long-term best interests.
3. Aim for excellence based on realistic goals. The activity undertaken must be suitable for the age and ability of the players.
4. Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements that no one should evade or break.

5. Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that all equipment and facilities meet current safety standards.
5. Be honest and consistent with athletes. They appreciate knowing where they stand.
6. Be prepared to interact in a positive manner with administrators, league officials, on-ice & off-ice officials and parents.
7. Be responsible people who are flexible and willing to continually learn and develop.
8. Follow the advice of a physician when determining when an injured player is ready to play again.
9. Set and monitor the boundaries between a working relationship and friendship with players. Team officials must realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations or misconduct or impropriety.
10. Conduct of the team on and off the ice is the responsibility of the Team Officials.

PARENTS CODE

1. Do not force an unwilling child to participate in sports.
2. Remember, children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from the children's sporting activities.
9. Recognize the value and importance of volunteer team officials. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's team officials. When problems arise, communicate on an individual basis, after the 24 hour cool-down period. Public comments are not appropriate.

PLAYERS CODE

1. Play for the fun of it, not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
4. Control your temper - no mouthing off, breaking sticks, throwing gloves or other equipment, or other displays of disrespect to others and yourself.
5. Work equally hard for yourself and your team - your team's performance will benefit and so will you.

6. Always display good sportsmanship at all times.
7. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of a game are to have fun, improve your skills and feel good. There is no need to stand out by showing off trying to get the most points or penalties.
9. Co-operate with your team officials, team mates and opponents, for without them, you do not have a game.
10. Remember, you are representing yourself, your parents, your team, your sponsor and your community at all times to and from the arena. Conduct yourself accordingly.

Conflict Resolution Procedure

1) In any civilized society, most problems are best solved through discussion. This grievance procedure begins with a discussion between the parties involved. The Coaching Staff is to choose a neutral time and place; not during a game or team practice, or within earshot of the players. The Coaching Staff is to contact the Discipline Chair of the LGHA, to advise them of the meeting.

2) If the two parties are unable to reach a resolution, the Complainant must submit a written complaint stating the time, place and as many specifics as possible regarding the incident, to the Discipline Chair of the LGHA. If the Discipline Chair is the subject of the grievance, the written complaint shall be submitted directly to the President of the Association.

3) As soon as possible, the Discipline Chair will inform the President that a complaint has been received. The Discipline Chair will talk with the involved parties, and conduct an investigation as necessary. If the Discipline Chair is unable to resolve the conflict within 72 hours, he must inform both parties (verbally, within 24 hours; in writing, within 5 days) that the complaint has been referred to the President. (The President, at his/her discretion, may bypass this step and directly take charge of the complaint and investigation.)

4) The President may attempt a resolution through discussion with the involved parties. If the complaint is not resolved within 72 hours, the President will verbally notify both parties and a Discipline Committee of the need for a meeting. The Discipline Committee will strive to meet at a mutually convenient time and place for both parties within 10 days. But, if this is not possible, the Chairperson will set the time and location.

5) The Discipline Committee may invite two members at large, who are not directly involved in the complaint as a Coach, Administrator, or parent member of the LGHA. The two, at large members will be chosen by the Discipline Committee Chairperson. Any Committee Members that have a conflict in the issue will step aside. The Policy and Discipline Committee will discuss and decide the issues after the parties involved have been dismissed from the meeting. The President will notify both parties of the Committee's decision verbally, within 24 hours, and by letter within 5 days.

6) Copies of the letter will be sent to all members of the Executive. NOTE: If either party retains legal representation during this process, the player(s) involved will be suspended until the issue is resolved.