



**LUMSDEN BETHUNE MINOR  
HOCKEY ASSOCIATION  
2023  
POLICY MANUAL**

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# LBMHA POLICY MANUAL - 2023

## TABLE OF CONTENTS

<b>1.0 GENERAL</b>		5.06 Arena Canteens.....	8
1.01 Preamble.....	2	5.07 Team Pictures.....	8
1.02 Our Mission.....	2	<b>6.0 TEAM OPERATIONS' POLICIES</b>	
<b>2.0 BOARD OF DIRECTORS</b>		6.01 Coaches Selections.....	8
2.01 Board of Directors Statement.....	2	6.02 Coached Duties.....	9
2.02 Board of Directors Authority.....	2	6.03 Coaches Rules and Regulations.....	9
<b>3.0 MEMBERSHIP POLICIES</b>		6.04 Coaches Criminal Record Checks.....	10
3.01 Zero Tolerance Policy.....	3	6.05 Affiliations Policy.....	10
3.02 Registration and Payment Policy.....	3	6.06 Player Conduct.....	11
3.03 Eligibility Policy.....	3	6.07 Player Misconduct – Suspensions.....	11
3.04 Withdrawal and Refund Policy.....	4	6.08 Player Attendance.....	11
3.05 NSF Cheque Policy.....	4	6.09 Injury and Return to Play Policy.....	11
<b>4.0 EVALUATION POLICIES</b>		6.10 Ice Booking Policy.....	12
4.01 Non-Tiered Teams Policy.....	4	6.11 Game Sheet Reporting.....	15
4.02 Tiered Teams Policy.....	5	6.12 Tournament Policy.....	15
4.03 Missing Evaluations Policy.....	5	6.13 Parents Conduct.....	15
4.04 Returning Player Policy.....	7	6.14 Inclement Weather Policy.....	16
<b>5.0 EQUIPMENT AND SERVICES POLICIES</b>		6.15 Social Media - Phone Policy.....	16
5.01 Jerseys and Socks Policy.....	7	<b>7.0 OFFICIALS' POLICIES</b>	
5.02 On-Ice Equipment Policy.....	7	7.01 Certification of Officials.....	16
5.03 Goalie Equipment.....	8	7.02 Scheduling of Officials.....	16
5.04 Goalie Clinics.....	8	7.03 Fees for Officials.....	17
5.05 Body Checking Clinics.....	8	7.04 Games Sheets.....	17
		7.05 Reporting Procedures.....	17

# **LBMHA POLICY MANUAL - 2023**

## **I.0 GENERAL**

### **1.01 PREAMBLE**

The Policies and Procedures outline the regulations under which LBMHA conducts hockey operations. Notwithstanding any item contained in these policies and procedures, all participants (individuals and teams) in LBMHA, all members of the association, including player, parent/guardian, Board of Directors, coach, team official or team, follower and fan, are bound by the bylaws, policies and procedures and regulations of the LBMHA, HockeySask and Hockey Canada.

Policy is a definite course or method of action, which determines present and future actions. It is the intent of the LMBHA that all matters relating to the hockey development program are dealt with in a consistent fashion.

The following policies and procedures were designed in order to ensure that all issues relative to LMBHA are dealt with safely, legally, responsibly, fairly, expediently and consistently. Should you identify an area that is need of review, please contact the Board of Directors in writing with any suggestions for improvements or additions.

### **1.02 OUR MISSION**

Our Mission is to provide recreational and competitive hockey programs in a fun and safe environment, enhancing hockey for all players, coaches, officials and fans, while promoting:

- development of hockey skills, teamwork, sportsmanship and friendship;
- personal growth, self-discipline, confidence and self-esteem; and
- honesty, integrity, dignity, respect for self and others, community spirit and leadership, both on the ice and off.

## **2.0 BOARD OF DIRECTORS**

### **2.01 BOARD OF DIRECTORS STATEMENT**

The Board of Directors will ensure that the operations of LBMHA are conducted in accordance with the policies and procedure guidelines, in an environment that promotes open access to all members in good standing and consideration to any issues brought forth by any member of the LBMHA.

### **2.02 BOARD OF DIRECTORS AUTHORITY**

The Board of Directors shall, subject to the Constitution, have full control and management of the affairs of the LBMHA and have the power to adopt and amend policy and procedures as well as make exceptions to policy and procedures at any Board of Directors meeting by motion, which shall be binding.

### **3.0 MEMBERSHIP POLICIES**

#### **3.01 ZERO TOLERANCE POLICY**

During team activities, no one associated with a team, including players, coaches, officials, managers, trainers, or persons transporting players shall be under the influence of, or use, alcohol or illegal drugs. LBMHA supports the Shared Respect and Zero Tolerance initiatives as outlined by Hockey Canada and the Saskatchewan Hockey Association. Participants violating this rule are subject to indefinite suspension.

All participants should have the opportunity to enjoy their involvement in the hockey program, free from improper or inappropriate influences and criticism, in person and online. It is recognized that membership in LBMHA and participation in its programs is a privilege and not a right guaranteed by fees paid. Membership may be revoked at any time to an individual who has been deemed by the Board of Directors to be in violation of the policies and regulations. Membership outlined in the bylaws state that membership is limited to one/family therefore should any family member found to be in violation of the policies and regulations and has their membership revoked or has been placed into bad standing, this will apply to the family as a whole, at the discretion of the LBMHA Board.

Parents' actions must be tempered towards good conduct and the welfare of the players.

All parents/guardians were required to read and agree with a LBMHA Parent Agreement with registration. Parent abuse of the coaches, players, officials, fans or board members will not be tolerated. Those exhibiting such conduct may be required to leave the rink and may be suspended from LBMHA events for a period of time to be determined by the Board of Directors.

Other spectators exhibiting abusive conduct will be required to leave the rink and will be subject to the same suspensions as indicated in the Parent's Agreement or as determined by the LBMHA Board.

All members of the LBMHA Board of Directors have the authority to ask offending individuals to leave the rink, to ask the Officials to halt the game until they do so, and to call the RCMP if they refuse or the situation escalates.

#### **3.02 REGISTRATION AND PAYMENT POLICY**

Registration and payment of returning players are due by May 31, and by September 1 for new players. Registrations received after the deadline shall be subject to \$100 late fee. No player shall be allowed on the ice until all fees are paid in full.

#### **3.03 ELIGIBILITY POLICY**

Membership is outlined in the bylaws of LBMHA. Application for membership will be identified on the player registration form that opens in May of every year. Membership commences September 1st and ends on August 31st.

Pursuant to HockeySask regulation 8.03.02(d), "a bona fide resident is: 1) A player who has moved with his/her parents and the parents have taken up physical residence by September 1st and continue to reside at said residence for the balance of the season".

As such, families new to LBMHA must provide proof of residency in Lumsden, Bethune, Craven, Regina Beach, Disley or area by September 1st for registration to be accepted.

If a family is moving to the LBMHA catchment area after September 1st, they must receive a release from their former association and then be added to a LBMHA team only once they have taken up residency. Residential qualifications are as per HockeySask Regulations. We will keep proof of residency for the current season and then this information is deleted.

For minor hockey registration purposes, the address for players shall be the address of the player's parent(s) and/or the address of the person who is in loco parentis of the player as of September 1st of the season in question.

### 3.04 WITHDRAWAL AND REFUND POLICY

Registration fees are non-refundable due to dissatisfaction with player placement during evaluations.

Withdrawals for special circumstances such as a medical condition, season-ending injury, family relocation, too many players on a team, or other, must be submitted in writing to the Board.

Each withdrawal request will be reviewed by the Board on a case-by-case basis. The refund schedule (if approved) will be as follows:

- Players withdrawing after October 1, but on or before November 30: refund of 66.66% of fees minus \$75 Evaluation fee
- Players withdrawing after December 1, but on or before December 31: refund of 33.33% of fees minus \$75 Evaluation fee
- Players withdrawing after December 31: no refund

### 3.05 NSF CHEQUE POLICY

If, after the deadline, an NSF cheque is returned to LBMHA, the offending party will be contacted and given the opportunity to make payment in cash. This must include the amount owing plus service charges of \$10 and a late fee of \$100. The player shall be inactive until cash payment is received in full.

## 4.0 EVALUATION POLICIES

### 4.01 Non-Tiered Teams

Players are to be divided equally and selection is to ensure equally balanced teams. Teams are to be drafted by the coaches of each team prior to start of the current hockey season at a meeting set by the coaches for all teams. The executive will assist in any way to make the teams as equal as possible and if requested, or if needed, will become involved in the selection process.

#### 4.02 TIERED TEAMS

Tiered teams can be chosen from novice level and up.

An unbiased selection committee may be appointed by the Division Coordinator and/or LBMHA Board to tier the teams. If an unbiased team selection committee is not used, coaches will be responsible for the selection of tiered teams. Coaches are strongly encouraged to incorporate a selection committee to help with the selection of the team.

Try-outs are to be conducted prior to the commencement of the regular season. The list of players selected must be submitted to the HockeySask before league play begins. All registered players who will not be chosen for the higher tiered teams will be told by the coach in an appropriate manner.

No movement of players is allowed after teams have been selected. A player's first obligation is to his/her assigned team. Permission must be obtained from the player's coach and parents in order to play with the team with which he/she has been affiliated. All movements must comply with HockeySask, Hockey Canada, and league regulations.

All tiered teams are allowed to carry nineteen players (two of which must be goalies). For SaskFHL only 17 players and two goalies may dress for games.

These players are protected by HockeySask. and league regulations.

#### 4.03 MISSING EVALUATIONS POLICY

Late Registration /Modified Tryout - Player Placement Policies & Procedures

Final placement of any player that has not completed the normal tryout process must be approved by the Executive.

- If time considerations do not allow for the executive board to consider the matter the President/Division coordinator shall using these procedures to rule on placement of the player(s) in question.
- Players registering late or unable to participate in the normal tryout procedure shall be placed by the following considerations:

##### Tryout Process Stage:

- If player can still be evaluated fairly (70% or more) of potential tryout ice times then the normal evaluation process will be followed.
- If a player attends some tryouts but has missed or will miss more than 30% of potential ice times then executive will rule on placement potential.  
Players registering or available after the tryouts have been completed will be placed based upon the following criteria:
- Available space.
- No player already placed on a team and contacted by their his coach shall be "bumped" to a lower level.
- Reason for registering late/not completing normal tryout procedures.

Injury/Illness:

Any player can choose to be placed on the lowest tier

Consider level played at last year and speak to previous coaches

Within current age grouping the player will generally be given the option to play on the same tier as the previous year. This will be based on recommendations from previous coaches and the coordinator. The player should be above the lowest 20% of abilities in this tier. Previous year's evaluations will be reviewed to aid in the decision.

If player wishes to move up a tier within a current age grouping, the player may be asked to demonstrate on ice abilities or may be evaluated by use of information from last year's coach/evaluation documentation and/or executive member(s) familiar with players abilities.

If moving up an age division:

Player may be asked to demonstrate on ice abilities or may be evaluated by use of information from last year's coach and/or executive member(s) familiar with the players abilities.

Player will be placed in any level/tier only if demonstrated abilities/evaluation clearly indicate player to be in top half of the chosen level pooling.

The player is to advise the division coordinator of his/her intent to miss evaluations.

Players can request to be placed on the lowest tier within their division.

If the player wishes to try out for a higher tier, they will be required to attend 2 practices with the lowest tier team in their division, with the Division Coordinator setting up the appropriate evaluators. The evaluators will rank the top four (4) players on the team. A minimum of three (3) evaluators should be used whenever possible.

If the player who missed evaluations is evaluated as the top player on that team, they will then be given the opportunity to move up and may repeat the process on the next tier if they wish (and if available). If they are not the top ranked player, and roster sizes do not dictate that a player must be moved up, the player will remain on the lower tiered team.

If roster sizes dictate that a player must be moved up a tier, then the top ranked player will be given the opportunity to move up. If that player declines, the next highest ranked player will be given the opportunity to move up. The decision whether roster sizes dictate a player must be moved up will be made by the Division Coordinator. This decision will be based on keeping the number of players on each team in the division as consistent as possible. Unless exceptional circumstances exist, a player will not be asked to move down to make a roster spot available for a player who missed evaluations without advising the Division Coordinator.

Please note that this process may not be the same for a goalie.

#### 4.04 RETURNING PLAYER POLICY

This policy applies to LBMHA resident players who are granted a release to try out for U18 AAA or U15 AA and is subject to amendment if applicable to other Division ages.

This policy only applies for the reason of attendance at a higher level program and is not intended to deal with illness or vacation situations.

This policy only applies as long as the player is participating in higher level tryouts, or has received a release from LBMHA, having initially made the higher Tiered team, and only applies upon commencement of the LBMHA regular season for that division.

If the player is released from the higher Tier program prior to LBMHA tryouts, then the player is obligated to attend tryouts or they will be assigned to a lower tier within their division.

Where a LBMHA registered player is returning to LBMHA having missed tryouts in their respective Division due to tryouts with a higher Tiered Team outside LBMHA, and league play has not yet started, the player will practice with the highest Tier Team within their Division and become a Coach's pick if permanently kept on the roster.

When a returning player is added to the roster of an LBMHA team after league play starts and the result is a rebalancing of the rosters within the Division, the player(s) being released own will be determined by the Coach solely.

### 5.0 EQUIPMENT AND SERVICES POLICIES

#### 5.01 JERSEYS AND SOCKS

All teams will be provided with Jerseys, and socks for players participating in the LMBHA program. Coaches are responsible for the Jerseys and socks they are issued from LBMHA. For any equipment problems or questions, coaches should contact their Division Coordinator. Please note that Initiation teams do not receive socks.

It is recommended that one person per team be designated to collect the jerseys after each game and store them. There will be a refundable jersey deposit required by each team yearly, the amount to be determined by the LBMHA Board annually. This deposit will be refunded upon return of the jerseys at the end of the season.

LBMHA jerseys/socks are to be worn in games only. Jersey's damaged beyond repair during play will be reissued to the player at no additional charge. Lost or stolen jerseys may be subjected to the damage deposit.

#### 5.02 ON-ICE EQUIPMENT

No players are permitted on the ice surface without a full complement of equipment. Neck protectors are mandatory. Mouth guards are recommended for players in all divisions beginning with Novice. All equipment must meet HockeySask standards.



### 5.03 GOALIE EQUIPMENT

Goalie equipment will be provided for Initiation, Novice and Atom players wanting to try the position. It may be provided for higher age groups only as necessity and availability allow.

### 5.04 GOALIE CLINICS

LBMHA will offer a minimum of 6 free introduction goalie clinics to registered players each season. These are very valuable to increase our goalie engagement and ability. It is highly recommended to attend as many as possible for young and older goalies alike!

### 5.06 BODY CHECKING CLINIC

LBMHA will be providing an annual body checking clinic for U15 coaches and players. It is highly recommended that players and coaches new to body checking hockey participate in this clinic to increase their awareness, understanding of officiating perspective, and safety for evaluations and the season.

### 5.07 ARENA CANTEENS

We encourage LBMHA players and families to support our canteens so they can continue to operate, support the arena and provide their food service. They are volunteer or locally run businesses.

### 5.08 TEAM PICTURES

Teams will arrange their own pictures and should reach out to other teams to make the process easier and more affordable for teams and photographers.

Each Team Manager will be responsible for collecting the picture fees from their team's parents and providing payment to the photographer. Team Managers will be responsible for distributing their team pictures to their own players and parents/guardians.

## 6.0 TEAM OPERATIONS' POLICIES

### 6.01 COACHES SELECTION

Coaches shall be selected and removed by the LBMHA executive. Criteria for selection of coaches will include: previous coaching experience; coaching qualifications; leadership abilities; professionalism; time availability; and ability to work with players and parents. Coaches will be evaluated by team parents and guardians at the end of the season.

## 6.02 COACHES DUTIES

All coaches must follow current rules and regulations hockey as established by the Hockey Canada, HockeySask, leagues and the LBMHA. Coaches are expected to teach sportsmanship and honorable conduct by their own example and instruction, and by playing assigned players fairly.

Coaches should deal with player problems immediately, and only enlist the assistance of the LBMHA Division Coordinator, as necessary. The coach is responsible for the conduct and discipline of his/her players, and may impose reasonable sanctions as needed. Consistent swearing, belittling and treating players unfairly is not acceptable for adults in this leadership and mentor role.

Coaches are expected to treat all game officials with dignity and respect.

All coaches will be evaluated by player parents and guardians near the end of the season, and these evaluations will be used by Division Coordinators to de-brief coaches and team staff for feedback on the season and used in future season coach selections.

## 6.03 COACHES RULES AND REGULATIONS

All Coaches must be certified according to HockeySask rules by the deadline December 20th or be subject to HockeySask team fines, team officials must be removed by December 15<sup>th</sup>, as appropriate certifications will be required after this date. This season coaches will not be able to coach in Provincial play unless fully certified.

By the February 1 season deadline, all Head Coaches, U7 through U18, MUST complete/or have previously completed all HockeySask Coaching requirements listed here:

<https://hockeysask.ca/coaches/certification-requirements>

Coaches may choose Assistant Coaches prior to team selection. Other team staff should be chosen from the parents of your team players. Assistant Coaches must be submitted to the Division Coordinator for Board review and approval. The LBMHA Board reserves the right to disallow Assistant Coaches and Team officials from volunteering based on prior conduct.

Non-tiered teams should be picked as evenly as possible. Your Division Coordinator can assist in this matter if required and/or requested by the Coaches. Assistant coach names must be submitted to the Coordinator and approved by the LBMHA Board. LBMHA will have the right to refuse individuals to be a Team Staff based on previous experiences or concerns.

Coaches and team staff must refrain from unsportsmanlike behavior and profanity, and ensure their players do the same. Coaches should teach and ensure that their players treat each other, as well as other teams and officials, with respect and dignity. Use of drugs and/or alcohol by players or coaches is not allowed. Please see Zero Tolerance Policy. Abuse of Officials by Coaches, players or parents will not be tolerated. Any problems or concerns with game Officials should be directed to the Referee-in-Chief.

All Coaches must conduct at least one parent meeting, prior to November 10, and elect team staff at this time. Teams are encouraged to conduct 50-50 draws at home games and home tournaments, and raffle tables at the latter. Permission must be obtained from LBMHA for use of the logo for fundraising and/or personal gain.

Coaches are to give fair ice time to all players. An example of unfair ice time is to have the same 1 or 2 players serve the time for penalties. At the Initiation level, all players should be given equal opportunity to play all positions, at the Coaches discretion.

Coaches are responsible for tracking all of the players' penalties, misconducts and areas covered by the Code of Discipline Minimum Suspension.

Players are not allowed on the ice surface when cleaning equipment is in operation. Players are not allowed on the ice surface until they are supervised by a Team Official. At the conclusion of a practice or game, players are expected to leave the ice surface in an appropriate and organized manner.

All Coaches are responsible for ensuring that dressing rooms at all rinks attended by their team are left in good order. We are bound by Hockey Canada and HockeySask guidelines, policies and expectations.

#### 6.04 COACHES CRIMINAL RECORD VULNERABLE SECTOR CHECK

All volunteers and employees are required to submit a criminal record vulnerable sector check by November 1st. You will need a letter from the Registrar ([lhmregistrar@gmail.com](mailto:lhmregistrar@gmail.com)) stating you are volunteering for LBMHA in order to receive this criminal record check. This will be valid for three years. Every volunteer or employee, once accepted, is obligated to inform the Board of Directors if he or she is charged, tried or convicted of any offence under the Criminal Code or under provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

#### 6.05 AFFILIATIONS' POLICY

Players cannot be used prior to submission of an Affiliated Player List to HockeySask. Failure to follow this is subject to suspension and forfeiture of the game in which the player is used.

Utilizing an affiliated player is subject to league and HockeySask rules regarding eligibility and roster size.

The coach using an affiliated player must first notify the coach of the team from which a player is being acquired. Failure to do so prior to the player taking to the ice may result in suspension. The coach affiliating the player must notify and receive approval from his/her parents or guardian.

It is the responsibility of coaches to arrange for affiliated players to play or practice at a higher level provided there is no conflict with their own team's game or practice. Players should be given the opportunity to play at a higher level at every chance.

Any dispute over use of an affiliated player must be referred to the Division Director immediately. A player can only be affiliated to one (1) team at any time. In the event of a shortage of goaltenders, a Concession may be requested from SHA which, if approved, will allow a goaltender to be affiliated to two (2) teams. Affiliated players used in a game are to be designated on the game sheet with the letters "AP".

## 6.06 PLAYER CONDUCT

Treat your teammates, coaches, and game officials with dignity and respect. Conduct yourself at all times with honor and dignity. Treat visiting teams and spectators as honored guests. Use of profane language is prohibited. Be aware that it is a privilege to represent your community and LBMHA through sport. Be aware that there is no place before, during, or after competition for drugs and/or alcohol. Accept both victory and defeat with pride and compassion, not boastfulness or bitterness.

## 6.07 PLAYER MISCONDUCT - SUSPENSIONS

LBMHA has zero tolerance for hazing. Any player found to be committing such action will be suspended indefinitely.

All gross misconduct suspensions and match penalties will be reviewed by HockeySask and, if necessary LBMHA. If a player is suspended by HockeySask and is found to be in gross misconduct, additional suspension may be issued by LBMHA. The duration of the suspension will be in accordance with the infraction.

All parties will be given the opportunity to discuss the suspension with LBMHA.

## 6.08 PLAYER ATTENDANCE

Hockey is a team sport and the team suffers if any of its players are absent on a regular basis. Parents and players should make every effort to be responsible, contributing members of their teams. Attendance teaches players about commitment, and being fair to their team-mates who make the effort to attend. It also helps LBMHA build a competitive and safe program.

Extenuating circumstances will be reviewed on a case-by-case basis by Division Coordinators and the LBMHA Board.

## 6.09 INJURY AND RETURN TO PLAY POLICY

Should an injury, fracture, concussion or illness occur during the hockey season that requires the player be removed from action, the player will not be allowed to return to play without a medical doctor's certificate and a Hockey Canada Return to Play Form.

Return to play guideline for sport is designed for the safety of the players. It must be remembered that a sport concussion is a mild traumatic brain injury. The Saskatchewan Hockey Association (HockeySask) is the sport governing body for ice hockey in Saskatchewan and follows the guidelines proposed by the Concussion in Sport Group. These guidelines are based on the most recent consensus statement, which is cited in the scientific literature (McCroary et al., 2009).

If a player is suspected of having a concussion by the coach, trainer, or parent, they should be immediately removed from further play, and should not go back to play that day and only return on subsequent days after an assessment indicates readiness. The coach or trainer should perform a sideline assessment using the Sport Concussion Assessment Tool (SCAT1 or SCAT2) to determine symptoms and

the potential of a concussion. The player should be medically evaluated on-site if a licensed health care professional (physician, nurse, and paramedic) is available.

If the player has experienced unconsciousness assume a neck injury – call 911. If there is a significant loss of awareness and orientation take the player to the emergency room at the nearest hospital for required treatment and follow up by health care professionals. All suspected concussions are referred to see a physician or nurse practitioner within 24 hours.

Coaches and parents should not pressure the player to return until medically cleared. Once the player is asymptomatic at rest, he/she should then be medically cleared to participate in game play. Health professionals at a university such as an exercise (sport) physiologist or sport neuropsychologist that have conducted research in concussion can also be approached to have objective testing undertaken. If symptoms arise during exercise, the player should discontinue play immediately and return to the previous level of activities.

As per the HockeySask requirements, a Hockey Canada Injury Report is required to be filed with HockeySask following each case a player, spectator or any other person at a sanctioned hockey activity, sustains an injury. Claims must be presented within ninety (90) days of injury.

#### **6.10 2023-24 LBMHA MINOR HOCKEY ICE BOOKING POLICY (NEW THIS SEASON)**

##### **Background**

As anyone who has tried to book ice for a minor hockey team in the Regina area will know, ice availability is a valuable commodity. LBMHA has worked with the Lumsden and Bethune Rinks to ensure LBMHA teams have priority access to ice in their home rinks, while helping rinks with more reliable, predictable revenue.

Our rinks don't survive or improve without a supportive local minor hockey system and our minor hockey teams need good local rinks.

##### **Ice Allotment**

Each age group is allotted a certain number of games and practices paid for with their LBMHA user fees. All regular season and playoff\* league game ice times and officials\* are covered by user fees. Each team also receives the following practice hours:

(AA players pay an additional top-up fee to cover additional practice hour allotment)

## Age Group Practice Hours Format

Age Group	Practice Hours	Format
U7	20	100% Half Ice
U9	29	100% Half Ice
U11	29	~30% Half Ice
U13 A/B/C	29	Full Ice
U13 AA	37	Full Ice
U15 A/B	29	Full Ice
U15AA	37	Full Ice
U18	29	Full Ice
U22	20	*Officials & playoffs not included

Ice has also been secured on behalf of U9 & U11 carded teams.

### Ice Assigned Over Allotment

As a board, one of the biggest frustrations we've dealt with from our members is access to extra ice in our home rinks. To secure this extra ice, we have used our historical usage to book additional ice over and above many team's allotments. This extra ice will result in additional fees owing by many teams. These additional ice fees would be covered by the team through top-up fees, fundraising, or sponsorship efforts.

With this extra ice, you have three options:

- 1) Use It
- 2) Trade It
- 3) Sell It

Cancelling ice is no longer an option. Once ice is assigned to your team, it is the responsibility of the team to use it or find another user for it.

### Ice Trade/Sale Process

All ice booking and changes are to be done through Sara Papp, the LBMHA Ice Scheduler via email at [lbmhaice@gmail.com](mailto:lbmhaice@gmail.com).

#### Step 1 – Find Your Own Trade

When an issue arises with an ice time that cannot be utilized by a team, our first preference is that the team makes an effort to find another LBMHA team that will make a trade for the ice. If you are able to facilitate your own trade, please email Sara promptly with the change and copy the other team's representative.

#### Step 2 – LBMHA Ice Scheduler Alerts LBMHA Members

If a team cannot find their own solution, make the LBMHA Ice Scheduler aware of the time your team needs to find an alternate user for. The Ice Scheduler will email all LBMHA teams to notify them of the available time. The time will then be awarded on a first come, first served basis. No sales/trades with users outside of LBMHA teams will be allowed before all teams are given a chance to claim.

### Step 3 – LBMHA Advertises for Outside Sale

If no LBMHA users want the ice, it will then be posted on the LBMHA Goalline website for sale and advertised on Facebook ice for sale groups. Pricing for the ice will be done at a mutually agreeable rate with the team.

If ice is able to be sold to a team outside of LBMHA, the original allocated team will be billed for the ice, with proceeds from the sale applied as a credit towards that team's ice allotment/extra usage.

If no sale is made, the originally allocated team has the option to use or it will sit empty. Either way, the team remains responsible for the ice.

### **Ice Rates & Billing**

Ice booked over allotment will be billed at the following rates:

Lumsden - \$295/hr tax included. Bethune - \$230/hr tax included.

Teams will receive an invoice for their extra ice at the end of the month they exceeded their allotment, with payment to be received 14 days after invoice. Additional invoices will be sent monthly.

Example: Team A has 29 practice hours allotted. They use their 30 th hour on January 15 th . They would receive an invoice for all hours used over 29 at the end of January. They would then receive invoices at the end of February and March for their additional use.

LBMHA will do our best to update each team regularly throughout the season with their current ice usage. However, it is the responsibility of each team to manage and be proactive with their own ice usage.

### **Weather Cancellations**

When highway conditions don't allow for a game to be played, the LBMHA Ice Scheduler will do their best to work with teams to reschedule. At the discretion of LBMHA, teams would not be charged for cancellations due to weather where highway conditions don't allow for travel.

LBMHA will incur charges from the rinks for these weather cancellations. We ask that every effort is made to utilize all ice times to keep fees affordable for all.

### **Schedule Timing**

LBMHA will endeavor to provide as much notice of practice and game times as possible. Schedules will be released in stages as league game schedules are set. Times are blocked off for potential playoff games starting in February. These playoff game slots need to be shared with Monarchs, Bulldogs and Lumberjax in addition to our own league and provincial playoffs. Practices will be added/moved/deleted as playoff schedules become clearer.

### **Tournaments**

A very limited number of tournament dates will be available in Bethune at a reduced day rate. Any teams interested in hosting a tournament should inquire with the LBMHA Vice-President prior to October 31 st about dates and possibility to host tournaments. Tournaments will be awarded at the discretion of the LBMHA tournament committee.

### 6.11 GAME SHEET REPORTING

Hockey Regina (HRI) will provide a password and login to input your hockey game sheet following all home games, this will initially come to our Registrar in LBMHA, and will be forwarded via email to the Team Manager. Instructions on game sheet recording can be found on the HRI website: [www.hockeyregina.ca](http://www.hockeyregina.ca) under the forms area.

All game sheets MUST be verified and signed by Team Officials prior to the start of any game. Players not playing in that game must be stricken from the rosters and all APs listed with a number.

Team managers will be responsible to input all game sheets from regular season and playoffs games on the HRI website within 48 hours. These include goals, assists, penalties, suspensions and parent ejections in their entirety. Please save all Official Game Sheets for the season.

ALL MAJOR penalties have to be reported to HRI or SaskFHL within 24 hours. A major penalty is a timed penalty of five (5) minutes or longer.

SaskFHL Gamesheets will be sent by the home team manager to Skip or SaskFHL Coordinator.

### 6.12 TOURNAMENTS POLICY

Each LBMHA team is encouraged to host a home tournament. Ice times can be booked through the ice scheduler as per the tournaments statement in the 6.10 Ice Booking Policy. All costs for the tournament should be covered in the entry fee of the tournament. Raffle tables and 50/50 draws are additional fund-raising items for the team.

All costs for out-of-town tournaments are borne by the parents. Each LMHA team may attend up to three out-of-town tournaments per season. Attendance at additional out-of-town tournaments may take place after attaining a majority vote by parents in a secret ballot vote for each additional out-of-town tournament.

### 6.13 PARENTS CONDUCT POLICY

Parents are expected to conduct themselves with dignity and respect in all interactions with their child's teammates, coaches, game officials, and teach their child to do the same.

Visiting teams, spectators, and officials should be treated as honored guests. Instill in your child's mind that it is a privilege to represent their community through sport. Teach your child that there is no place before, during, or after competition for drugs or alcohol. Accept both victory and defeat with pride and compassion, not boastfulness or bitterness, and teach your child to do the same. We ask all parents to keep an open mind, and appreciate that the coaches are volunteers. All parents/guardians are expected to assist the team in games and tournaments by sharing the responsibilities of timekeeping, 50/50 sales, raffle tables, etc.

Any parent having a problem or concern with their coach should first talk to the parent representative or team manager. If the problem cannot be resolved, the parent should contact their LBMHA Division Coordinator, who will bring the issue forward to the LBMHA Board of Directors for review.



#### 6.14 INCLEMENT WEATHER POLICY

When highway conditions don't allow for a game to be played, the LBMHA Ice Scheduler will do their best to work with teams to reschedule. At the discretion of LBMHA, teams would not be charged for cancellations due to weather where highway conditions don't allow for travel. Make sure to cancel the game on Goalline to cancel Officials in good time (at least two hours before game time).

LBMHA will incur charges from the rinks for these weather cancellations. We ask that every effort is made to utilize all ice times to keep fees affordable for all.

If an away game is to be cancelled, it is the responsibility of the Associate member team to make cancellation arrangements. The cancelling team's Head Coach or manager are to notify the other team's coach of the game cancellation. If the other team's coach cannot be contacted, phone Hockey Regina: 306-949-2577 or contact the Sask.

If the game is on ice outside of Regina, both teams are to agree on a scheduled game in the same rink as the cancelled game, book the ice, complete a game change form and submit it to HR.

#### 6.15 SOCIAL MEDIA - PHONE POLICY

LBMHA will adhere to the HockeySask Social Media Policy (<https://hockeysask.ca/members/handbook/social-media>)

LBMHA also adds the following rules

- No taking pictures or videos in the dressing room by players or others. The only exception to this rule is appropriate pictures or videos as taken by the adult social media designate for the team to be posted or shared only within HockeySask Guidelines
- All team chats will have a team official (over 18 years of age) in the group to monitor the chat. The group chat shall focus on positive, and / or important team communication.

All Social Media Policy breaches will be referred to the LBMHA Discipline Committee, HockeySask Discipline or RCMP as needed. Suspensions will likely start at 30 days or more depending on the infraction.

### 7.0 GAME OFFICIALS' POLICIES

#### 7.01 CERTIFICATION OF OFFICIALS

All Officials must be certified by the SHA Referees Division. Please complete the Hockey Canada online modules and the SHA's Officials clinic before registering with LBMHA. ALL Officials, new and returning, must complete the online modules and attend a SHA Official's clinic annually to be certified/re-certified.

#### 7.02 SCHEDULING OF OFFICIALS

All Officials are expected to enter their availability on Goalline and keep it updated as changes occur. Check your email regularly. This is how you will be scheduled and you must respond in order to be confirmed to or to decline a game. If you cannot attend an accepted game, please contact the Officials'

Scheduler as soon as possible. For cancellations and special situations please contact the Senior Officials coordinator for U13AA and up, or the Junior Officials Coordinator for U13A and below.

#### 7.03 FEES FOR OFFICIALS

Fees for on-ice game officials will be set by HockeySask and could be adjusted by LBMHA if necessary. Officials will be paid by the LBMHA for regular season games. Exhibition and Tournament games fees must be paid by the team. HockeySask Game, Mileage and Ride-along rates can be found here: <https://hockeysask.ca/officials/resources/officiating---officials-rates>

#### 7.04 GAMES SHEETS

Officials are required to check the game sheet before the start of the game. Games sheets must have a signature by the Team Coach or Manager. Captains and APs must be listed. Scorekeeper and Game Clock volunteer should document the game accurately and efficiently. It is required to learn the clock use, and game reporting prior to starting the game by volunteers to ensure the accuracy and flow of the game is not interrupted to the best of one's ability.

After each game, the Game Sheet must not be signed until the players have shaken hands and left the ice surface. Officials must print and sign their names. The Head Referee is required to verify that all information on the game sheet is correct at the conclusion of the game and ensure that the penalties and rule reference numbers are correct and written in the proper area. Scorekeeper and Game Clock volunteer should document the game accurately and efficiently.

#### 7.05 REPORTING PROCEDURES

Guidelines for reporting procedures can be found in the Referee's Case Book and the Registered Official's Hand Book. Major penalties must be reported to the league, HockeySask, president of LBMHA or the Referee-in-Chief, as required. LBMHA reserves the right to suspend any member or coach for a situation it feels is detrimental to minor hockey.

LBMHA expects all members, coaches, players, parents, and fans to treat all game officials with dignity and respect as per the Zero Tolerance Policy. If an Official ejects any player, team official or fan from a game for unacceptable or offensive behavior, the Official must report the incident to the Referee-in-Chief.