



POLICIES & PROCEDURES



LEDUC MINOR HOCKEY ASSOCIATION

POLICIES & PROCEDURES

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1.0 GENERAL

The LMHA Policies & Procedures establish the framework governing all hockey operations within the organization. This document outlines the policies (the guiding principles and rules) and the procedures (the processes and steps required to implement those policies).

1.1 DEFINITIONS

Annual General Meeting – a meeting of the LMHA Membership, typically occurring in April of each year.

Association – referring to Leduc Minor Hockey Association (LMHA).

Board – all the Board Members of the Association.

Board Meeting – a meeting of the Board Members.

Board Member – an individual elected or appointed to serve on the Board of Directors.

CADP – Canadian Anti-Doping Program

Committee – a subsection of the Board, which has a specific set of duties as outlined by the Executive Committee.

Committee Meeting – meeting of a Committee.

Current Season – the present Fiscal Year.

Discipline Committee – a subsection of the Board, which has a specific set of duties related to discipline as outlined in the Bylaws and Policies & Procedures.

Executive Committee – a subsection of the Board, which has a specific set of duties as outlined in the Bylaws and Policies & Procedures.

Executive Meeting – meeting of the Executive Committee.

Fiscal Year – The fiscal year of LMHA is May 1st to April 30th.

General Consent – no objections from those present.

Hockey Alberta – the Alberta Amateur Hockey Association.

Hockey Canada – the Canadian Hockey Association.

Hockey Program – Any program, activity, or event conducted under the authority or supervision of LMHA, including on-ice and off-ice activities.



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LMHA – Leduc Minor Hockey Association.

Member – as defined in the Bylaws.

Membership – all the Members of the Association.

Motion – a formal proposal brought forward for discussion and decision. If adopted, a motion becomes a resolution.

Policies & Procedures – the rules established by the LMHA for the administration and operation of Hockey in Leduc.

Resolution – a decision passed at an Annual General Meeting, Special Meeting or a Board Meeting by a vote of not less than 50% of those members present.

Special Meeting – a special meeting of the Members or of the Board.

Special Resolution – a resolution passed by a majority of not less than three-quarters (3/4) of the Members entitled to vote as are present at a meeting of Members of which notice specifying the intention to propose a resolution as a Special Resolution has duly been given. For LMHA, any changes to legal structure (e.g., name changes, amalgamations, bylaw amendments) or borrowing powers (e.g., loans) require a Special Resolution.

Strategic Plan – a planning document that is updated from time to time, outlining the Association's strategic foundations (mission, vision, guiding principles) as well as the strategic priorities upon which to focus.

Team Staff – the persons registered with Hockey Alberta including but not limited to the coach, assistant coach(es), manager and trainer of the hockey team.

Upcoming Season – the next Fiscal Year.

1.2 PREAMBLE

The LMHA Policies & Procedures establish the framework governing all hockey operations within the organization. This document outlines the policies (the guiding principles and rules) and the procedures (the processes and steps required to implement those policies).

LMHA operates under the governance of Hockey Alberta and Hockey Canada. Accordingly, all LMHA participants—including players, parents, coaches, team officials, members, volunteers, and spectators—are bound by the bylaws, regulations, and policies of LMHA, Hockey Alberta, and Hockey Canada.

In all cases, the policies and procedures of Hockey Alberta and Hockey Canada take precedence over those of LMHA. The LMHA Policies & Procedures are designed to align with,



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support, and operate within the framework established by these governing bodies and shall not conflict with or supersede their rules.

1.3 MISSION & VISION STATEMENT

LMHA is committed to delivering a fair, inclusive, and development-focused hockey program that supports participants at all levels of play.

The Association values its volunteers and staff and is dedicated to fostering open communication with its members. LMHA operates with integrity, consistency, and accountability in accordance with its Bylaws and Policies and Procedures, while ensuring responsible financial stewardship and value for its membership.

LMHA Vision Statement – “To develop healthy, engaged citizens who are lifelong supporters of hockey and strong communities.”

LMHA Mission Statement – “LMHA delivers hockey programming to children and youth in Leduc and the surrounding communities to develop hockey skills, build character, and prepare youth to be good citizens contributing to their communities.”

1.4 GUIDING PRINCIPLES

Transparency - Not all decisions and actions may be supported by everyone. However, operating in a transparent fashion means that parties can see how decisions are made; what has influenced decisions; and what those decisions are.

Kids first - The mission of LMHA is to provide programming to children and youth. Decisions should be made in the best interest of them.

Responsiveness – As a volunteer organization, it can be difficult to respond immediately. However, timeliness in responses and actions are important. Being responsive means taking action promptly.

Fairness – While not all actions and responses will be equal amongst people or teams they can all reflect a sense of fairness. It implies a lack of favoritism or discrimination.

Collaborative – Decisions are not made in isolation but are made by multiple parties together.

Consistency – Being consistent means being predictable. Decisions that were made one way previously are expected to be made on similar grounds the next time. It refers to conformity.

Accountable – People or organizations are responsible for their actions. Being accountable means being able to justify or explain one’s actions. Being accountable means accepting the responsibility that comes with a decision and its impacts.



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1.5 GOVERNANCE

- 1.5.1 Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is www.hockeycanada.ca.
- 1.5.2 Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca.
- 1.5.3 The Leduc Minor Hockey Association shall be referred to in this document as LMHA. The website for LMHA is www.lmha.ab.ca. LMHA has an office located at Bay 1, 3719-48th Avenue in Leduc. The mailing address for LMHA is P.O. Box 3876, Leduc, Alberta, T9E 6M8.
- 1.5.4 The Bylaws of LMHA are available on the LMHA website. The Bylaws are governed by the Societies Act of Alberta and can only be changed or amended by vote by the membership at the Annual General Meeting for LMHA. Operational decisions are delegated to the Board of Directors, Executive Committee, General Manager and other committees as defined.

1.6 THE LMHA BOARD

- 1.6.1 The LMHA Board Member positions are listed in the Bylaws and the responsibilities of such positions are described in LMHA Policies & Procedures, Appendix A.
- 1.6.2 Members positioned on the LMHA Board or Committees shall abide by and sign the LMHA Board and Committee Member Code of Conduct, submitted to the LMHA Secretary.
- 1.6.3 Members positioned on the LMHA Board or Committees shall abide by and sign the LMHA Confidentiality Agreement, submitted to the LMHA Secretary.
- 1.6.4 The names and email addresses of the members currently holding a Board position are available on the LMHA website.
- 1.6.5 A member of the LMHA Board shall be eligible to receive full volunteer credits for each child they have registered in LMHA. The credits will be awarded provided such members have fulfilled their duties as determined by the remaining members of the Board.
- 1.6.6 The LMHA Board shall ensure that the business and affairs of LMHA are conducted in accordance with the Societies Act, LMHA Bylaws, LMHA Policies & Procedures, manuals, etc. that may be enacted by the LMHA Board from time to time. In general, the LMHA Board supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any member.
- 1.6.7 The Board shall do the following:



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- a) Determine the general policies with respect to the organization, administration and operation of LMHA.
- b) Operate the hockey programs at all levels.
- c) Provide for the development of athletes, coaches and officials.
- d) Make policy rules, regulations and guidelines respecting the enrolment of athletes and their access to programs operated by LMHA on a fee for service basis.
- e) Consider questions brought before it, with dispatch, and with due consideration of the opinions of petitioners.

1.6.8 The Order of Business at any regular meeting of the LMHA Board shall be as follows:

a) The items of Business at any regular meeting of the LMHA Board shall be as follows:

- i. Call meeting to order
- ii. Introduction of guest(s)
- iii. Approval of minutes of previous, regular or special meetings
- iv. Approval of Agenda
- v. Reports by members
- vi. Ongoing Business
- vii. New Business
- viii. Next meeting date
- ix. Adjournment

b) If there are agenda items which require specific members to be present, and they are not present, the Chair shall have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

c) Meetings of LMHA Board are open to any LMHA Member upon 48 hours' notice to the President of LMHA. This will give the LMHA Board the opportunity to add the guest to the start of the agenda. Guests will be provided an agenda item, appropriate information required for attending the meeting, appropriate amount of time, as determined by the President, and to present their information with the allowance for a question period from the Board. Upon completion of the agenda item the guest will be asked to leave for the regular board meeting to proceed. There will be a 15-minute period, minimum, at the Board Meeting for questions from the Membership.

1.6.9 Minutes of the LMHA Board shall meet the following criteria:

- a) Include a record of attendance, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to the board members as soon as possible and at the latest prior to the onset of the next regular meeting.
- b) Be presented for approval at the next scheduled LMHA Board meeting.



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1.6.10 Voting Privileges at the LMHA Board meetings:

- a) Every voting member present shall vote on every matter unless excused by resolution of the Chair from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest.
- b) Every question shall be decided by a majority of the votes cast on the motion. Each voting Member of the LMHA Board shall be entitled to one vote. In the case of a tie vote, the Chairperson, or acting Chairperson of the meeting, shall cast the deciding vote.
- c) Members of the Board shall not vote on any motion meeting the following criteria:
 - i. Affecting a private company of which they are shareholders.
 - ii. Affecting a private company in which they hold more than one percent of the number of shares.
 - iii. Affecting a partnership or firm of which they are members.
 - iv. A contract for the sale of goods, merchandise, or services to which they are a party.
 - v. On any motion in which they have direct or indirect pecuniary interest, except motions of general benefit to a class of which they are by statute necessarily members.
 - vi. Any motion that directly affects the placement or discipline of any athlete to whom they are directly related.
 - vii. Any member excluded by virtue of the above, shall declare before discussion of the motion and shall not participate in the debate, and shall be deemed absent for that specific motion.
- d) No absentee voting shall be allowed.
- e) A member may request their vote to be recorded in the minutes.

1.6.11 Motions regarding the LMHA Board:

- a) Board members may propose motions without a seconder.
- b) The Chairperson determines whether a motion is in order, and any motion ruled out of order will be recorded in the minutes with reasons.
- c) Decisions of the Board are made by vote. Members may speak to a motion before voting, with the proposer given the opportunity to open and close debate.
- d) Members may speak no more than twice to the same motion, and only after others wishing to speak have had an opportunity.
- e) Debate must remain relevant to the motion.
- f) The proposer of a motion may withdraw it at any time before a vote. Amendments may be introduced, provided they support the intent of the original motion.
- g) Amendments accepted by the proposer become part of the motion; otherwise, they are considered and voted on separately.



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- h) Members must conduct themselves respectfully. Debate may address the merits of a motion but must not question the motives of other members.
- i) The Chairperson may rule motions out of order if they are deemed frivolous or intended to obstruct normal proceedings.
- j) Members may participate in meetings by electronic means, provided all participants can communicate simultaneously, and such participation constitutes attendance

1.6.14 Standards of Conduct

- a) These standards of conduct shall apply to all officers of LMHA, whether elected or appointed, and shall specifically apply to Board Members. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior which members are expected to observe. Violation of the standards by a Board Member may lead to a review by the Executive Committee and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.
- b) Board Members shall adhere to LMHA Policies & Procedures and seek to change such Policies & Procedures through the proper channels of LMHA.
- c) Board Members shall always maintain the integrity of LMHA, and do not initiate or participate in any activity that will place the LMHA in ill repute.
- d) Board Members shall honor commitments made on behalf of LMHA.
- e) Board Members shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.
- f) In relation to other members of the LMHA Board, a member shall do the following:
 - Not criticize the sphere of operation of another member except to that member or the President. Criticism or reports to the President shall only be made after the member has been made aware of the nature of the criticism to be levelled.
 - Not comment, render opinions or decisions, with respect to operations not under their control, to members of the public.
 - Refer to appropriate LMHA members' issues arising in the community with respect to their sphere of operation.
 - Not undermine the confidence of LMHA members in other offices.
- g) In relation to the membership, a Board Member shall:
 - i. Fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with LMHA.
 - ii. Treat members with dignity and respect and are considerate of their circumstances.
 - iii. Not use their position for personal profit, or for the profit of immediate family members.
 - iv. Not using their position to influence the placement of any athletes.



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- v. Not using their position to influence the selection of any coach or team official.

1.7 COMMITTEES AND SUB-COMMITTEES

1.7.1 Executive Committee

- a) The Executive Committee is a steering group that performs specific functions on behalf of the LMHA Board. These functions include making decisions on urgent matters, guiding strategic planning, overseeing Board Member and organizational performance, and ensuring governance of LMHA Bylaws and Policies & Procedures. Operational hockey decisions remain with Directors unless escalated to the Executive committee.
- b) The primary function is to facilitate quick and efficient decision making, often with the authority to act on behalf of the full board. Members of the Executive Committee, as defined in the LMHA Bylaws, are as follows:
 - i. President (Chairperson)
 - ii. Past President
 - iii. Secretary
 - iv. Treasurer
 - v. Registrar
 - vi. Vice President - Operations
 - vii. Vice President – Female
 - viii. Vice President – Directors
 - ix. Referee-In-Chief
 - x. Safety Director
 - xi. Development Director
- c) The Executive Committee meets monthly, generally prior to the LMHA Board Meeting.
- d) Receives in writing and approves/denies nominations for vacant LMHA Board positions.
- e) Appoint LMHA honorarium positions and determine the minimum qualifications for the positions.
- f) The Executive Committee determines the date, time, and location of the LMHA Annual General Meeting.
- g) Contribute to setting and refining the Association's strategy, including evaluating opportunities, risks, and long-term goals.
- h) Monitor and assess the performance of Board Members and the Association, often reviewing performance and financial reports.



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- i) The Executive Committee ensures that LMHA Bylaws and Policies & Procedures are adhered to and align with the guidelines set forth by Hockey Alberta and Hockey Canada.
- j) Other specific duties and responsibilities as delegated by the LMHA Board.
- k) The Executive Committee shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. The following Committees have been approved to operate each season until deemed not necessary by the Executive Committee:
 - i. Finance Committee
 - ii. Bylaw & Policy Committee
 - iii. Registration Committee
 - iv. Evaluation Committee
 - v. Coach Selection Committee
 - vi. Team Selection Committee
 - vii. Development Committee
 - viii. Discipline Committee
 - ix. Scholarship Committee
- l) The Executive Committee will also be responsible for reviewing and approving Committee Members. Members of Committees and Sub-Committees can be non-LMHA Members.
- m) All Committees Members are required to fulfil their duties as outlined in LMHA Policies & Procedures, Appendix A.

1. 8 RISK MANAGEMENT

- 1.8.1 Members and Staff positioned on the LMHA Board and Committees shall have a Criminal Record Check with Vulnerable Sector Check completed and submitted to the LMHA Safety Director. These checks shall be managed in accordance with the Volunteer Screening Policy.
- 1.8.2 All Team Staff, on-ice development personnel, Team Managers and Team Treasurers, and others deemed to have direct access to participants are required to submit a Criminal Record Check with Vulnerable Sector Check.
- 1.8.3 Directors, Officers, Staff, and Volunteers are covered under Hockey Canada's National Insurance Program, which includes Directors' and Officers' (D&O) Liability Insurance
- 1.8.4 Services contracted by LMHA must have signed agreements. These agreements must be approved by the LMHA Executive Committee, in consultation with LMHA legal counsel.



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- 1.8.5 Coaching and development contracts shall not exceed one season.
- 1.8.6 Evaluation contracts with external parties shall not exceed three seasons.

1.9 ATHLETE ELIGIBILITY AND BOUNDARIES

- 1.9.1 LMHA is the official minor hockey association for the City of Leduc, which is positioned within the central zone of Hockey Alberta. Individual leagues have specific boundaries and recruitment areas as defined by the individual league and Hockey Alberta.
- 1.9.2 LMHA shall provide programs for athletes in the U7 through U18 age divisions, who reside in the boundaries of LMHA and its associated rural boundaries.
- 1.9.3 Athletes wanting to play in LMHA, from outside of LMHA boundaries, must be approved by the Registration Committee based on criteria provided by the LMHA Board to the Registration Committee.
- 1.9.4 Athletes from outside of LMHA boundaries are required to provide the Registrar with the necessary Hockey Alberta forms from their local minor hockey association.

2.0 ASSOCIATION OPERATING POLICIES

2.1 REGISTRATION POLICY

- 2.1.1 Registration for the upcoming season will open June 1st.
- 2.1.2 The Registrar shall provide notice of the on-line registration via the LMHA website and social media.
- 2.1.3 The Registrar shall make notice of the eligible age division through the registration information provided.
- 2.1.4 The registration deadline for existing LMHA members is July 15th.
- 2.1.5 For new registrants, all necessary forms shall be completed as per Hockey Alberta and LMHA requirements. The Registrar will provide a list of required information to register with LMHA through the registration link on the LMHA website.
- 2.1.6 The Registrar shall maintain the records of LMHA registration including the registered athlete name, birthdate, telephone number, parent(s) names(s), category, level, tryout fee, imports, registration amount paid, address, mailing address, position, rural land location (if applicable) and gender. Most of the records above will be maintained through the Hockey Canada Registry (HCR).



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2.2 UNDERAGE POLICY

- 2.2.1 Underage athlete requests will be considered under exceptional circumstances. Parents who, after discussion with their athlete, feel that their child is an exception, may make an application under this policy to advance their child. Athletes making application under this policy will possess the physical, psychological, social and educational maturity to match their superior hockey skills.
- 2.2.2 Applications to tryout as an underage, at all levels from U9-U18, will only be accepted for athletes meeting the following criteria:
- a) The athlete is entering their final year of eligibility in their age division.
 - b) In the previous year in the younger division the athlete ranked in the top 7% of evaluation drills.
 - c) Parents/Guardians must apply in writing to the Association President by August 15th using the Hockey Alberta "Player Movement Application Form".
 - d) The application must be accompanied by a letter of reference from the previous year's coach in support of the tryout. If the former coach is a parent/guardian, the letter must come from the division Level Director.
 - e) Final approval from the LMHA Registration Committee and then Hockey Alberta.
 - f) A U7 aged athlete requesting to move to U9, who does not have any previous independent evaluation scores, would not require criteria b) above.
- 2.2.3 Criteria to be selected to the team as an underage athlete:
- a) The athlete should be evaluated in the top 1/3 (or top 33%) of the highest-ranking team in the division in which they are applying.
 - b) For U13-U18 the athlete should be ranked as top 3 forward, top 2 defense, or top goaltender.
 - c) For U11 the athlete should be ranked in the top 5 skaters.
 - d) For U9 the athlete should be ranked in the top 6 skaters.
- 2.2.4 General guidelines
- a) Approval will only be granted for one season.
 - b) The athlete cannot be affiliated with a higher division team.
 - c) The athlete must play on the top LMHA team in the division.



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- d) Where the above criteria or process are not met, the athlete will move back and evaluate with their appropriate age division.
- e) The athlete will be monitored throughout the season and where, in the opinion of the LMHA Executive Committee, playing at a higher level has negatively impacted the athlete, the athlete will be moved back to their appropriate age division within Hockey Alberta's player movement deadline of January 10th.

2.2.5 Exceptions

- If a athlete is new to LMHA and therefore does not meet the previous season's evaluation criteria, then the following must be submitted as part of the application in place of the criteria:
 - i. Letters of recommendation from last season's coach, or last season's division Level Director, or last season's President of the association.
 - ii. The evaluation results from the previous association's evaluation process.
- The LMHA Team Selection Committee may authorize underage athletes to play on higher age division teams on a case-by-case basis to accommodate team placement or special circumstances.

2.3 FEES & PAYMENT POLICY

2.3.1 Formal fees administered by LMHA will be established annually by the Finance Committee and approved by the LMHA Board. These fees include:

- a) **AA Tryout Fees** – athletes who register for AA tryout with LMHA will pay a \$200 AA tryout fee at the time of registration. Athletes registering for a 2nd AA tryout with LMHA will pay a \$50 AA tryout fee at the time of registration.
- b) **Registration Base Fees** – athletes registering in LMHA are required to pay registration base fees upon registration. These fees are approved annually by the LMHA Board.
- c) **Level Adjustment Fees** – in addition to the registration base fee, athletes making a competitive team, AA and tier 1, will be charged a level adjustment fee for additional game length and/or practice sessions. These fees are approved annually by the LMHA board and must be paid by November 15th.
- d) **Late Fees** – returning LMHA athletes who register after the July 15th deadline will be charged a non-refundable \$200 late fee.



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- 2.3.2 Registration Base Fees must be paid by credit card at the time of registration. Split installment payments are available with the first payment taken at the time of registration and the second payment on September 1st.
- 2.3.3 All athletes must be registered with LMHA and applicable registration and tryout fees paid before being permitted to tryout, practice, or play with a team. The Treasurer may, at their discretion, accept registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.
- 2.3.4 Payment Plans:
 - a) Must be in writing via email and must be approved by the Treasurer.
 - b) Will be immediately suspended if the payment does not go through.
 - c) Must have the last installment payment paid by the date determined by the LMHA Board.
- 2.3.5 A participant not complying with an agreed payment plan will have their registration declared immediately null and void.
- 2.3.6 Financial Assistance - participants that may be eligible for special funding from sponsoring organizations or agencies should contact the LMHA Treasurer. Benevolent requests are to be made in writing to the LMHA Treasurer.
- 2.3.7 All LMHA hosted camps or development skates that require payment must be paid for in full before the athlete can participate.
- 2.3.8 The NSF fee for a returned cheque is \$25.00. On receipt of an NSF cheque, the Treasurer has the option to do the following:
 - a) Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan; or
 - b) Revoke the registration.

2.4 REFUND POLICY

- 2.4.1 Withdrawing from LMHA Season Registration
 - a) Refunds for athletes withdrawing from the program will be paid, upon written application to the Registrar and Treasurer, as determined by the LMHA Board.
 - b) Athletes suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.



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- c) Refunds from the registration date and prior to September 1st shall be 100% of the registration fee paid.
- d) Refunds from the registration date and prior to the time that the athlete has been registered on a team but has begun participation or tryouts will be prorated, less a \$150.00 evaluation fee.
- e) Refunds after an athlete has been carded to a team will be 50% of registration fees. These registration fees may include Level Adjustment fees for any AA athletes.
- f) For athletes withdrawing because of personal injury, fees will be prorated based on the last date of participation. The athlete's last ice time must be stated and verified by that athlete's head coach. A doctor's certificate (doctor's note) must be presented to LMHA within 1 week of the notification.
- g) For athletes withdrawing because of a residential move outside of LMHA's boundaries, fees will be prorated based on the last day of participation. The athlete's last ice time must be stated and verified by that athlete's head coach. Proof of new residence will be required along with the application to withdraw.
- h) Athletes who make a sanctioned AAA or Elite team outside of LMHA will receive a full refund, including the LMHA AA tryout fee if applicable. However, if the athlete attends any LMHA evaluations, a \$150 evaluation fee will be deducted from the registration refund. AA tryout fees will not be refunded if the athlete attends any LMHA tryout sessions. Note: This policy applies exclusively to Hockey Canada/Hockey Alberta sanctioned programs; teams in non-sanctioned leagues do not qualify for a refund.
- i) All Leduc Minor Hockey AA tryout fees will be non-refundable within two weeks of the first day of tryouts unless withdrawn due to an injury, in which case a doctor's certificate (doctor's note) will be required to LMHA within 1 week of the notification.
- j) Late fees are non-refundable.
- k) No refunds will be allowed after November 1st.

2.4.2 Withdrawing from Events (camps, ID skates, etc.).

- a) If camp registration is cancelled 30 days or more prior to the camp start date, the athlete will be eligible for a full refund, minus a 20% admin fee (based on price of camp).
- b) If camp registration is cancelled less than 30 days prior to the start of camp due to injury or illness, the athlete shall notify LMHA in writing and present a doctor's certificate to LMHA within 1 week of the written notification. LMHA will review the request and apply full or partial refund, minus a 20% admin fee (based on price of camp).



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- c) If camp registration is cancelled during camp, due to illness or injury incurred during camp, the athlete must notify LMHA in writing and present a doctor's certificate to LMHA within 1 week of the written notification. LMHA shall review the request to determine eligibility for a pro-rated refund, minus a 20% admin fee (based on price of camp).
- d) If camp registration is cancelled less than 30 days prior to the start of camp without a doctor's certificate (doctor's note), the athlete will not be eligible for refund.
- e) If a camp or development skate is cancelled by LMHA, a full refund with no service charge penalties will be issued.

2.5 EXPENSES & PURCHASING POLICY

2.5.1 Expenses

- a) Expense reimbursement should be submitted via the [reimbursement form](#) on the LMHA website, plus be accompanied by a detailed receipt.
- b) LMHA signing authorities shall confirm the validity of the expense prior to signing. An individual having a cheque issued to them personally cannot sign the cheque.

2.5.2 Purchasing

- a) The LMHA Board is committed to ensuring LMHA funds are used responsibly to achieve the best possible cost in relation to such purchases.
- b) LMHA operating departments such as Development, Equipment, Tournament, and others determined by the LMHA Board, are required to submit annual budgets to the Treasurer by July 1st.
- c) LMHA Board Members are authorized to make purchases up to \$100 per month for miscellaneous items required for the operation of their respective program, not covered by the budget.
- d) Purchases exceeding \$100 must be approved by the LMHA Board and supported by at least 2 written quotes unless otherwise determined by the LMHA Board.
- e) Purchases exceeding \$1000 must be approved by the LMHA Board and supported by at least 3 written quotes unless otherwise determined by the LMHA Board.

2.6 VOLUNTEER REQUIREMENTS

- 2.6.1 Each athlete registered in LMHA is required to complete 2 fundraising/volunteer credits per season.



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- a) 1 credit = 4 hours of volunteering, or \$400 in raffle ticket sales, or \$200 in tournament prize table donations.
- 2.6.2 Families with more than 2 athletes from their immediate family (i.e. siblings) are discounted 1 credit per athlete after the first 2 registered athletes.
 - a) 1 athlete = 2 credits, 2 athletes = 4 credits, 3 athletes = 5 credits, 4 athletes = 6 credits, or 5 athletes = 7 credits
- 2.6.3 Events are available with volunteer opportunities prior to and during the season. Volunteer credit is also available to coaches, assistant coaches, team managers, team treasurers, team jersey parents, board members, committee members, and EFHL representatives.
- 2.6.4 Volunteer credits can be fulfilled by selling LMHA 50/50 raffle tickets or donating items for the tournament prize tables.
- 2.6.5 All volunteer credit commitments are tracked through RAMP or as directed by the Volunteer Coordinator.
- 2.6.6 All volunteer credits must be confirmed by a Board Member. Volunteer credits cannot be given by coaches/team staff without approval.
- 2.6.7 Volunteers must be 18+ for athletes' bench and general volunteer roles. 14-17 year olds may run tournament volunteer opportunities that do not involve AGLC, or athletes' bench, or on-ice shooters.
- 2.6.8 Credits are not transferable to other seasons or athletes outside of the same family.
- 2.6.9 If you cancel a volunteer commitment within 1 week of an event, you must find a replacement (friend/family). If not, it's considered a "no show" and subject to a \$400 fee.
- 2.6.10 "No shows" will be charged directly to the athlete's RAMP account.
- 2.6.11 For commitments not completed by March 31st, a \$400 fee per missing credit will be applied to the athlete's account.

2.7 FUNDRAISING GUIDELINES

- 2.7.1 Association Fundraising
 - a) LMHA will utilize 50/50 raffle sales, casinos, tournaments, and other fundraising activities to fulfil our fundraising budget.
 - b) LMHA shall understand and comply with the requirements of AGLC for the documentation, operation, distribution of funds, and record keeping from LMHA fundraising activities.



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2.7.2 Individual Team Fundraising

- a) LMHA recognizes the desire for individual team fundraising to offset the cost of tournaments, additional development, etc. Fundraising for individual teams shall be a team activity and responsibility. Teams and individuals that undertake such activities do so representing LMHA (intentionally or not) and are therefore subject to LMHA guidelines and are accountable for their actions.
- b) Individual teams are not permitted to host any online 50/50 raffles as they will be for Association fundraising only to minimize confusion about volunteer requirements.
- c) Any team intending to host a tournament must obtain Board approval in advance. The requesting team shall submit a proposal including a budget, event plan, and any required permits, along with confirmation of approval from the Tournament Coordinator and, where applicable, the Permit Coordinator.
- d) Individual team fundraising must be registered with the Fundraising Coordinator for approval. After the fundraiser is approved, the team will be required to obtain an individual AGLC license.
- e) The team shall be aware of the requirements AGLC sets forth for raffles, etc. There are strict guidelines that must be followed.
- f) All financial ledgers, winner sheets, etc., must be kept for 2 years for AGLC. It is the team's responsibility to keep these documents in case requested by AGLC.
- g) Teams must maintain clear records and receipts to present to AGLC showing where the money was spent, if requested. It is the responsibility of the team to keep these records and understand the restrictions for spending these funds.
- h) Fundraising is to be kept at a reasonable level for justifiable hockey team expenses.
- i) The use of name, logo, or other properties of LMHA for fundraising purposes requires pre-approval from the Fundraising Coordinator.
- j) These guidelines apply to groups of teams (tournament committees) and their constituents, as well as individual teams and their members.

2.8 SPONSORSHIP GUIDELINES

2.8.1 Association Sponsorship

- a) LMHA will seek the support of local businesses and individuals to sponsor the Association directly, individual teams, LMHA tournaments, and special events.
- b) LMHA encourages members, athletes, and parents to support businesses and individuals who sponsor LMHA.



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- c) LMHA will offer a range of sponsorship packages to local businesses and individuals. For more information contact the LMHA Sponsorship Coordinator.

2.8.2 Individual Team Sponsorship

- a) Team officials are prohibited, without written consent from the Sponsorship Coordinator, from soliciting additional financial support from sponsors recruited by the LMHA Sponsorship Coordinator.
- b) Sponsorship letters to be used by teams to request funds from other companies or individuals are available for use on the LMHA website.
- c) The names of sponsors and level of sponsorship shall be displayed in a manner approved by the Sponsorship Coordinator.
- d) Any sponsorship valued greater than \$2500 must be reported to the Sponsorship Coordinator and approved by the Finance Committee.

2.9 EQUIPMENT POLICY

- 2.9.1 Individual teams will be responsible for supplying a “Team Bond” when collecting team equipment from LMHA. Teams shall ensure that all equipment is returned to the Equipment Coordinator at the end of the season. Missing or damaged equipment will be deducted from the “Team Bond”.
- 2.9.2 LMHA will supply the following equipment to all LMHA teams:
 - a) Two sets of LMHA-numbered game jerseys (home and away) with jersey bags.
 - b) One set of LMHA practice jerseys
 - c) One set of game socks (home)
 - d) One first aid kit
 - e) One bag of pucks
- 2.9.3 LMHA will not supply water bottles to any athletes; coaches shall ensure that each athlete brings their own water bottle. Only clear fluids, that will not damage the jerseys, may be consumed during on-ice activities.
- 2.9.4 Jerseys are to be used for games only. Team jerseys are the property of LMHA and shall be cared for accordingly. Individual teams are responsible for assigning a person(s) to collect and wash jerseys after each game.



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- 2.9.5 Jerseys will be allocated to each division by the Equipment Coordinator in consultation with the Sponsorship Coordinator. Jerseys will not be traded across divisions or categories once this designation is made.
- 2.9.6 Alterations to jerseys such as captain letters and name bars shall only be completed by a vendor approved by the Equipment Coordinator.
- 2.9.7 Individual teams that wish to pursue a third or alternative jersey must provide a mockup and receive approval from the Equipment Coordinator. All jerseys shall bear the LMHA logo and be Association colors, excluding the U11 to Mc teams (McDonalds sponsor).
- 2.9.8 LMHA will follow an equipment replacement plan established by the Equipment Coordinator and approved by the LMHA Board.
- 2.9.9 LMHA may provide goaltending equipment for U7 and U9 teams based on availability and sizing. Athletes at U11 and above, who have decided to play goaltender exclusively, may be provided with pads, and catcher and blocker, based on availability and sizing. A deposit of \$250 is required upon equipment distribution to be refunded less cost of repair for damage beyond normal wear and tear. Goaltending equipment is to be used for LMHA activities only.
- 2.9.10 Parents/guardians shall have the responsibility to ensure their child has all other necessary equipment and that it is worn properly in accordance with Hockey Canada requirements. Full safety equipment including, but not limited to, an approved CSA helmet, face guard and neck guard that must be worn and properly secured by all athletes when on the bench, penalty box, or on ice for tryouts, practices, warm-ups or games.
- 2.9.11 Equipment Return
 - a) Equipment return dates will be emailed to team staff near the end of the season. Team staff unable to make these assigned dates will need to contact the Equipment Coordinator to make alternative arrangements.
 - b) Equipment is expected to be returned all at the same time. LMHA will not accept partial returns and missing or damaged equipment items will be deducted from the Team Bond.
 - c) Jerseys must be returned WASHED and sorted in numerical order from lowest to highest. Unwashed jerseys will incur a washing fee deducted from the Team Bond.

2.10 TEAM BOND POLICY

- 2.10.1 A Team Bond will operate as a deposit to LMHA on behalf of an individual team for the provision of equipment (excluding goalie equipment) as well as for services provided for the operation of, or betterment of, the Association as a whole.



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- 2.10.2 A team will provide a cheque issued from the team's bank account and payable to Leduc Minor Hockey Association in the amount of \$500. There will no longer be a requirement for individual, personal cheques to be provided to the equipment director in exchange for the team equipment.
- 2.10.3 The purpose of the Team Bond is to streamline the process of equipment deposits, to eliminate the collection processes during the season, to reduce future equipment costs and for situations of extenuating circumstances.
- 2.10.4 The Team cheque will be due no later than November 15th. If a Team Bond cheque is not received by the deadline, future practice ice will be revoked until the cheque is received. In this circumstance, the team's designated ice slot will be assigned to another team.
- 2.10.5 A Team Bond allows LMHA to distribute any one-off expenses back to the team that is responsible for those expenses in an efficient manner. This may include damage to, or loss of, association-assigned equipment. The Team Bond also allows for the efficient processing of extra coaching cards to an individual team, which will be deducted from the Team Bond deposit.
- 2.10.6 At the conclusion of the season, a team is expected to return equipment and provide a finalized Team Ledger to LMHA promptly. Once the equipment is returned and the ledger is provided to the Treasurer, LMHA will provide a reimbursement, minus any deductions as per the Team Bond Policy, by direct deposit to the team's bank account. The Team Bond is to be reported as an operating item on a team's ledger, ideally with a net zero balance at the end of the season. Respective values have been assigned to these items as projected deductions.
- 2.10.7 Any expenses incurred above and beyond the Team Bond cheque will be reimbursed to LMHA by the team before the team's account is closed. Teams will be provided with an invoice for all deductions made from the Team Bond.
- 2.10.8 Teams that fail to return their equipment at the end of the season will be fined from their Team Bond cheque. If the team's Team Bond cheque does not cover the outstanding balance, the team will be invoiced directly.
- 2.10.9 Expense Sheet

Puck Bags
First Aid Kits (U7-U11)
First Aid Kits (U13-U18)
Trainer Kits (AA Teams)
Practice Jerseys
Game Jerseys (U7 only)



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Game Jerseys (U9 to U18)
Jerseys Returned Unwashed
Name Bar Removals
Coach Cards

**Lost/Damaged Games Jerseys with Sponsorship Bars will incur an additional \$20 fee*

2.10.10 Team fines will be issued to teams that fail to adhere to the Leduc Minor Hockey Association, Hockey Alberta, and/or Hockey Canada policies will be issued a fine based on the following scale:

1 st Offence	Written Warning issued by the Executive Committee.
2 nd Offence	\$100 fine to be issued by the Executive Committee and a hearing with the Disciplinary Committee.
3 rd Offense	\$200 fine to be issued by the Executive Committee and a hearing with the Disciplinary Committee to discuss assessing additional discipline.

2.10.11 Team fines will be deducted from the Team Bond.

2.10.12 If a team depletes its funds, a new Team Bond cheque of \$500 must be issued within 7 days. Failure to provide a replacement cheque within the timeframe may result in penalties as determined by the Executive Committee.

2.11 TEAM FEES

2.11.1 The team staff must address team revenues and expenses at the parent meeting at the beginning of the season. Teams must determine what expenses cannot be avoided, what activities the team would like to participate in and their additional costs to the team, and how the necessary funds will be raised.

2.11.2 There are numerous expenses that the team should be aware of when budgeting. Examples of expenses are:

- a) Registration fees for tournaments.
- b) General operation (practice equipment, team snacks, away socks, etc.)
- c) Team apparel (hoodies, tracksuits, dryland gear, etc.)
- d) Extra practice ice
- e) Other miscellaneous expenses



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- 2.11.3 Teams must determine if they are going to raise team funds through sponsorship, fundraising, and/or parent-funded Team Fees.
- 2.11.4 The maximum parent-funded Team Fees are determined and approved by LMHA:
 - a) U7 = \$200, U9 = \$300, U11 = \$400, U13 = \$400, U15 = \$400, U18 = \$500
- 2.11.5 Should a team want to exceed the maximum parent-funded Team Fee amounts listed; 2/3 majority of the team families (1 vote per athlete) must agree to an increase to the parent contribution by anonymous or silent vote.
- 2.11.6 Athletes shall be given a reasonable time to submit Team Fees to the team treasurer. Athletes who have not submitted Team Fees by the team agreed to deadline may face disciplinary action until the fees are paid.

2.12 SOCIAL MEDIA AND NETWORKING POLICY

- 2.12.1 LMHA Social Media and Networking Policy will encompass public communications such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to methods such as 'iMessage' or 'texting'.
- 2.12.2 The policy will be applicable to all members of the LMHA Community, including Directors, Teams, LMHA members and executive, on-ice and off-ice officials, billets, athletes, athletes' family members and supporters.
- 2.12.3 LMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. LMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.
- 2.12.4 The purpose of this policy is to educate the LMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, League and/or Leduc Minor Hockey Association.
- 2.12.5 Social Media Guidelines
 - a) LMHA holds the entire LMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
 - b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.



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- c) It should be recognized that social media and comments such as 'texting' are on record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, athletes, corporate partners and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner.
- d) Refrain from divulging confidential information of a personal or team-related nature. Avoid revealing business or game strategy that could provide another team or individual with a competitive advantage. Furthermore, do not discuss injury information about any athlete. Only divulge information that is considered public.
- e) Always use your best judgment – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the LMHA, the LMHA recommends that you request approval from the Team or the Association.

2.12.6 Social Media Violations

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to, the following: athlete injuries; trades or other athlete movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, League and/or LMHA executive, members, programs, stakeholders, athletes or any member of a LMHA team.
- d) Any form of bullying, harassment, intimidation or threats against athletes or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, bullying etc.
- f) Online activity that contradicts the current by-laws and policies of the LMHA or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the LMHA Policies & Procedures on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

2.12.7 Discipline



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- a) The Team, League and/or the LMHA will investigate reported violation(s) of this policy in the manner set out in the LMHA Policies & Procedures for other types of violations. If the investigation determines that a violation has occurred, the Team, League and/or the LMHA Discipline Committee will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a League and/or LMHA Policies & Procedures for other types of suspensions.

2.12.8 Summary

- a) When using social media and networking mediums, the LMHA community should always assume they are representing the LMHA and/or its member Associations or Teams. All members of the LMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.
- b) Should the identity or image of any member of the LMHA community be used in social media and networking without the Individual, Team or Association authorization, this is considered identity theft. Please notify your LMHA Team Management or the LMHA Board immediately. Any use of an athlete or team member's image or likeness without the written consent of LMHA is strictly prohibited.

2.13 ASSOCIATION LOGO, COLOURS & TEAM APPAREL

- 2.13.1 LMHA recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for athletes, team officials and followers. Supplementary clothing is entirely optional, however, explicit specifications for products bearing LMHA logo are designed to provide season-to-season continuity and reduce costs to parents.
- 2.13.2 The LMHA logo colors shall be navy blue, royal blue, white, and gold. The use of LMHA logos must be approved by the LMHA Level Director.
- 2.13.3 Any team interested in purchasing a 3rd jersey, alternate jersey, or an LMHA logoed practice jersey must obtain prior approval from the LMHA Equipment Coordinator.
- 2.13.4 Inappropriate logo use may be classified as:
 - a) Re-arranging elements
 - b) Re-sizing
 - c) Distorting
 - d) Color Changes



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e) Screen Captures

2.13.5 Supplementary Clothing

- a) All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no athlete shall be penalized for not participating in the purchase of supplemental clothing.
- b) Coaches and other team officials are encouraged to participate in the purchase of supplementary clothing on an equal basis with all parents.
- c) Supplementary clothing, purchased as team wear, shall comply with LMHA color and logo specifications.
- d) LMHA teams are encouraged to avail themselves of the standard clothing, however, should a team elect to purchase supplementary clothing which does not meet the specifications, the only penalty is that it may not bear LMHA logo.

2.13.6 Any questions regarding LMHA logos, colors, etc. are to be directed to the Equipment Coordinator.

2.14 LMHA WEBSITE

2.14.1 The LMHA Secretary will be responsible for maintaining the LMHA website.

2.14.2 All written information pertaining to LMHA shall be available on the LMHA website.

2.14.3 The LMHA website shall be the primary information source for the Members in relation to registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information.

2.14.4 All LMHA teams will post the head coach and team manager names and email addresses to the team's webpage.

2.14.5 All scheduled games and practices must be posted to the team website in a timely manner.

2.14.6 No athlete statistics are to be posted for U7 level team websites. The posting of athlete statistics is optional for teams at all other levels.

2.15 STAFF & VOLUNTEER SCREENING

2.15.1 LMHA understands that screening staff and volunteers are a vital part of providing a safe sporting environment. LMHA is responsible for doing everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The



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purpose of screening is to identify individuals who may pose a risk to the Association and its participants.

- 2.15.2 The screening process includes assessing risk, writing job descriptions and responsibilities, determining suitability of an individual for a given task, providing training and, when necessary, modifying the setting and arrangement of the task.
- 2.15.3 All Team Staff, on-ice development personnel, and others deemed to have direct access to participants are required to submit a Criminal Record Check with Vulnerable Sector Check.
- 2.15.4 The Criminal Record Check with Vulnerable Sector Check will be valid for a period of 2 years from the initial check and must be submitted to the LMHA Safety Director by November 15th.
- 2.15.5 If a staff member or volunteer provides falsified or misleading information, the individual will immediately be removed from their position and may be subject to further disciplinary action.
- 2.15.6 If a staff member or volunteer is charged, subsequently receives a conviction for or is found guilty of an offense, they will report this circumstance immediately to the LMHA Executive Committee. Failure to do so may result in suspension or termination.
- 2.15.7 In determining whether any convictions and/or charges are relevant to the position, LMHA may gather information which may include a phone or personal interview with the individual and/or other persons related to the matter.
- 2.15.8 LMHA, in making the final decision, will consider the following criteria:
 - a) Relationship of the offense(s) to the nature of the position.
 - b) Number and nature of the charges and/or convictions.
 - c) When the offense(s) occurred.
 - d) What the individual has done since the date of the offense(s).
- 2.15.9 If after the review LMHA determines that the individual poses a risk and is not an appropriate candidate for the position, LMHA will immediately notify the individual in writing as to their status with the Association.
- 2.15.10 LMHA will not necessarily refuse a position to an individual because of a charge or conviction of an offense of a type which does not pose a risk to the members of LMHA, considering the duties of the position the individual is seeking to occupy.
- 2.15.11 Non-exhaustive list of Relevant Offenses to be considered by LMHA:



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- a) Any offense involving possession, distribution, or sale of any child-related pornography.
- b) Any sexual offense.
- c) Any offense involving theft or fraud.
- d) Any offense for trafficking and/or possession of drugs and/or narcotics.
- e) Any offense involving conduct against public morals.
- f) Any crime of violence including, but not limited to, all forms of assault.
- g) Any offense involving a minor.
- h) Any offense involving the use of a motor vehicle, including but not limited to impaired driving.

2.15.12 Non-exhaustive list of Criminal Convictions to be considered by LMHA:

- a) Any offense of physical or psychological violence.
- b) Any crime of violence including, but not limited to, all forms of assault.
- c) Any offense involving trafficking or illegal drugs.
- d) Any offense involving possession, distribution, or sale of child-related pornography.
- e) Any sexual offense.
- f) Any offense involving theft or fraud.

2.16 CODE OF CONDUCT POLICY

2.16.1 The purpose of the LMHA Code of Conduct Policy is to ensure a safe and positive environment within LMHA's hockey programs, activities and events by making individuals aware that there is an expectation, at all times both on and off the ice, of appropriate behavior.

2.16.2 LMHA is committed to providing an environment in which all individuals are treated with respect and in an environment in which all individuals are treated with respect and in an environment free from maltreatment, bullying and harassment.

2.16.3 This policy is not intended to specifically outline every instance of misconduct. Misconduct that is inconsistent with the values of LMHA or with the purpose of this policy may still constitute a breach of the policy and be subject to discipline even though not specifically referenced in this policy.



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- 2.16.4 Athletes are required to annually review and adhere to the LMHA Athlete Pledge.
- 2.16.5 Parents/Guardians are required to annually review and adhere to the LMHA Parent Pledge and must have a valid Respect in Sport – Parent certificate.
- 2.16.6 Team Staff are required to annually review and adhere to the LMHA Coaches Pledge and must have a valid Respect in Sport – Activity Leader certificate.
- 2.16.7 **RESPONSIBILITIES:** All Parents/Guardians, Athletes, Team Staff, Board and Committee Members, and Contractors of LMHA have a responsibility to:
- a) Adhere to the highest standard of behavior, and refrain at all times from any behavior that could reflect poorly on LMHA.
 - b) Comply, at all times, with LMHA Bylaws, Policies & Procedures, rules, and those instituted by the individual leagues, Hockey Alberta, and Hockey Canada.
 - c) Work in a spirit of partnership with LMHA and all its members and stakeholders to align efforts to achieve the vision and mission of LMHA.
 - d) Resolve conflicts in a professional and civil manner and in accordance with LMHA policies & procedures on issues that may be in dispute.
 - e) Maintain and enhance the dignity and self-esteem of anyone affiliated with LMHA by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, color, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, sexual orientation or any other grounds protected under Human Rights legislation in Canada.
 - ii. Demonstrating respect toward all people through actions and words.
 - iii. Directing comments or criticism appropriately and avoiding public criticism of LMHA.
 - iv. Consistently demonstrating the spirit of fair play, sport leadership and ethical conduct.
 - v. Consistently treating individuals fairly and reasonably.
 - vi. Demonstrating respect for the principle of fair play, which includes: the letter and spirit of rules, referees/officials and their decisions, the opponent, the facilitation of access to sport, and maintenance of self-control at all times.
 - vii. Refraining from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.



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- viii. Promoting the sport of hockey in the most constructive and positive manner possible.
- ix. Respecting the property of others and not willfully causing damage.

2.16.8 MALTREATMENT, BULLYING & HARASSMENT:

[LMHA adheres to the Hockey Canada Maltreatment, Bullying and Harassment Protection and Prevention Policy.](#) All Parents/Guardians, Athletes, Team Staff, Board and Committee Members, and Contractors of LMHA have a responsibility to take a zero tolerance stand against all forms of maltreatment, bullying and harassment, including and in particular to domestic violence, sexual assault and child abuse. Sexual assault refers to a range of behaviors, including a completed non-consensual sex act, an attempted non-consensual sex act, and/or non-consensual sexual contact. Lack of consent is inferred when a person uses force, harassment, threat of force, threat of adverse personnel or disciplinary action, or other coercion, or when the victim is asleep, incapacitated, intoxicated, unconscious or legally incapable of consent.

2.16.9 All parties referenced above further agree that any alleged violation of this Code of Conduct will be handled in accordance with the procedures of LMHA. In addition, all parties referenced above agree to refrain from bullying and harassment in any form.

2.16.10 Bullying includes a continuum of hurtful behaviors that can range in severity from name-calling to criminal assault. The following are common forms of bullying:

- a) Physical bullying, which includes inappropriate contact directed towards another person (e.g. hitting, kicking, shoving, spitting, beating up), or towards another person's property (e.g. stealing, or damaging property).
- b) Verbal bullying includes name-calling, mocking, hurtful teasing, humiliating or threatening another person.
- c) Social bullying includes excluding a person from a group, gossiping or spreading rumors, setting other people up to look foolish, or damaging friendships.
- d) Cyber bullying includes the use of social media platforms, email, cell phones, text messages and internet sites to threaten, harass, embarrass, humiliate, socially exclude or damage another person's reputation and relationships.

2.16.11 Harassment can be generally defined as engaging in a course of vexatious comments or behaviors against a person that is known or ought reasonably to be known to be unwelcome, and includes, without limitation, abuse of power, harassment based on protected grounds of discrimination under human rights legislation and sexual harassment. Harassing behavior can involve comments, conduct or gestures which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive. It may also include behavior which creates an uncomfortable environment, or which might



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reasonably be expected to cause embarrassment, insecurity, discomfort, offense or humiliation to another person or group.

2.16.12 DUTY TO REPORT CHILD ABUSE: All Parents/Guardians, Athletes, Team Staff, Board and Committee Members, and Contractors of LMHA have a responsibility to report child abuse.

- a) Child abuse is any form of physical, emotional, and/or sexual mistreatment or lack of care that causes injury or emotional damage to a minor. Child abuse is a pervasive social problem requiring vigilance, sensitivity and care, and LMHA is committed to help reduce and prevent child abuse. LMHA is aware that those working closely with minors are in a unique position to detect abusive situations. Therefore, the individuals who are subject to this Code of Conduct have a heightened reporting responsibility to ensure the safety of minors, by knowing the requirements of the applicable provincial/territorial child protection legislation and following through as required.
- b) A cross-Canada list of Child Protection Acts can be found through the Canadian Child Welfare Research Portal's web site at <https://cwrp.ca/legislation>.
- c) Included under the umbrella of child abuse is child exploitation. Child exploitation includes but is not limited to:
 - i. The actual or attempted abuse of a position of authority, differential power or trust in relation to a minor, with a view of benefiting sexually, monetarily, socially or politically from the use of a minor.
 - ii. Intentionally viewing, downloading or distributing any sexualized, demeaning or violent images involving minors.
 - iii. Taking a photograph or other image of a minor or making representations of a minor in a way that can reasonably be interpreted as sexualized, demeaning or violent.
- d) Every province and territory in Canada have mandatory reporting laws regarding the abuse, exploitation, and neglect of children. Consequently, anyone who is subject to this Code of Conduct, who has reasonable grounds to suspect that a minor is or may be suffering or may have suffered from any form of child abuse, has a legal obligation to immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. Immediate investigation of abuse should only take place under the advice of the police or the local child protection agency.
- e) Everyone who is subject to this Code of Conduct should be aware that child abuse may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report actual or suspected child abuse places a minor at an ongoing risk of harm and, therefore, anyone who does not report actual abuse, or a reasonable suspicion



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of abuse, may be liable under provincial/territorial child protection legislation which may include conviction for failure to report. Everyone subject to this Code of Conduct making a report of suspected child abuse to a child protection agency is protected against civil action, unless that person is proven to have acted maliciously or without reasonable grounds for the suspicion.

2.16.13 INTEGRITY IN SPORT – GENERAL RESPONSIBILITIES: All Parents/Guardians, Athletes, Team Staff, Board and Committee Members, and Contractors of LMHA have a responsibility to:

- a) Conduct themselves in a manner consistent with the LMHA Guiding Principles.
- b) Abstain from the non-medical use of prescription drugs or the use of performance-enhancing drugs or methods and adhere to the requirements of the Canadian Anti-Doping Program (CADP).
- c) Respect any penalty enacted pursuant to a breach of the CADP, whether imposed by LMHA or any other sport organization.
- d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of hockey, who has violated an anti-doping rule and is serving a sanction involving a period of ineligibility imposed pursuant to the CADP
- e) Refrain from consuming alcohol in excess and from the use of illicit drugs or drugs prohibited under the CADP while participating in any LMHA activities.
- f) In the case of adults, avoid consuming alcohol in non-adult oriented social situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with any LMHA activity.
- g) Recognize and understand that underage drinking is strictly prohibited and, if it is found to occur, will be subject to disciplinary action.
- h) Reject and condemn all forms of bribery and corruption.
- i) Refrain from accepting or giving gifts or other benefits that could influence an act that is related to their official activities. If in doubt, gifts shall not be offered or accepted.
- j) Refrain from offering or accepting cash in association with any LMHA activity other than reasonable per diems, expense reimbursement or salaries.
- k) Subject to applicable policies, ensure information obtained while carrying out one's duties is treated as confidential if that information is provided confidentially or would be understood by the reasonable person to be of a confidential nature and continue to



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respect the confidentiality of any information referenced above after the person's relationship with LMHA ceases.

- l) Ensure transparency in all actions and decisions.
- m) Refrain from betting in connection with hockey and not tolerate any form of match fixing or manipulation of game results, whether for financial, sporting or political gain, and ensure information in any form that is not publicly available is not used for the above purposes for oneself or another party.
- n) When driving a vehicle for any purpose relating to an LMHA activity:
 - i. Have a valid driver's license.
 - ii. Not be under the influence of alcohol or any intoxicating drugs or substances.
 - iii. Have valid car insurance.
 - iv. Refrain from holding or using a mobile device that is not connected by way of a handsfree system.

2.16.14 LMHA BOARD AND COMMITTEE MEMBERS: In addition to the General Responsibilities listed above, LMHA Board and Committee Members must:

- a) Act with honesty and integrity and conduct themselves in a manner which maintains confidence in LMHA.
- b) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of LMHA.
- c) Be independent and impartial and not influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- d) Behave with decorum appropriate to both circumstance and position, and be fair, equitable, considerate, and honest in all dealings with others.
- e) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws, policies and guidelines under which LMHA is registered.
- f) Not engage in any workplace harassment or workplace violence.

2.16.15 LMHA TEAM STAFF - The Team Staff-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of an LMHA athlete. Team Staff must recognize the power inherent in their position and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Team Staff must:



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- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved LMHA Athletes.
- b) Prepare LMHA Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm those athletes.
- c) Avoid compromising the present and future health of LMHA Athletes by communicating and cooperating with sports medicine professionals in the diagnosis, treatment, and management of the athletes' medical and psychological treatments.
- d) Provide LMHA Athletes (and the parents/guardians if the athlete is a minor) with the information necessary to be involved in decisions that affect the athlete.
- e) Act in the best interest of the LMHA Athlete's development as a whole person.
- f) Respect other Team Staff.
- g) Report any ongoing criminal investigations, previous convictions or existing bail conditions involving themselves to an LMHA representative who will then bring it to the attention of a member of the Executive Committee.
- h) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, tobacco or other legalized drugs.
- i) Use social media responsibly and strategically, modelling appropriate behavior expected of representatives of LMHA and the LMHA Social Media Policy.
- j) Respect athletes playing with other teams.
- k) Not engage in a sexual relationship with an athlete under 19 years old, or in an intimate or sexual relationship with an athlete over the age of 19 if in a position of power, trust, or authority over the athlete.
- l) Dress professionally, neatly, and inoffensively.
- m) Use inoffensive language, taking into account the audience being addressed.

2.16.16 **LMHA ATHLETES** – In addition to the General Responsibilities described above, LMHA Athletes must:

- a) Adhere to their LMHA Athlete Pledge and LMHA Dressing Room Policy.
- b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.



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- c) Participate and arrive on time, well-nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events.
- d) Adhere to LMHA and individual team requirements regarding clothing and equipment.
- e) Dress in a manner representative of LMHA with focus being on neatness, cleanliness, and discretion.
- f) Never ridicule a participant for a poor performance or practice.
- g) Act in a sporting manner and not engage in abusive behavior, foul language, or offensive gestures.
- h) Use social media responsibly modelling appropriate behavior expected of representatives of LMHA and the LMHA Social Media Policy.

2.16.8 **DUTY OF DISCLOSURE, REPORTING AND COOPERATION:** There is an expectation that a complaint regarding violations of this Code of Conduct will be submitted to the LMHA Board and/or LMHA Discipline Committee.

- a) Reasonable efforts shall be made to cooperate with any investigation related to a breach of this LMHA Code of Conduct Policy. Failure to cooperate may be the basis for disciplinary action including, but not limited to, a prohibition from participating in any current or future LMHA activities.

2.16.9 **COMPLIANCE** – Failure to adhere to the LMHA Code of Conduct Policy will result in disciplinary action initiated by the LMHA Board and/or LMHA Discipline Committee.

2.17 COMPLAINT PROCESS

2.17.1 The complaint process to report violations of LMHA Bylaws shall be reported, in writing, to the LMHA President and Vice President of Operations.

2.17.2 The complaint process to report violations of the LMHA Code of Conduct Policy shall be reported, in writing, following the communication protocol below:

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Communication Protocol Within LMHA

Prior to reporting and or filing a complaint all members must wait 24 hours before submitting their concern.



All formal reporting of complaints or incidents must be made in writing. This will be strictly enforced.

Communication Flow Chart (LMHA)

Step One: Player / Parent

Step Two: Team Manager / Coach

Step Three: Division Director / VP Directors / VP Female Hockey / Discipline Chair

Step Four: Discipline Committee – *If formal discipline required*

2.17.3 Complaint Escalation.

- a) The individual team and/or LMHA Directors will assess the severity of the complaint and determine if it is to be escalated to a higher level for review.
- b) Individual circumstances may require a “step” in the communication protocol to be skipped if the complaint is against individuals involved in that “step” or the severity of the complaint requires immediate escalation to a higher level.
- c) Severe violations of the LMHA Code of Conduct Policy shall be reported immediately, eliminating the 24-hour rule.

2.18 DISCIPLINE

2.18.1 All Parents/Guardians, Athletes, Team Staff, Board and Committee Members, and Contractors of LMHA are expected to abide by the LMHA Code of Conduct Policy. Violation of the Code of Conduct may result in disciplinary action being taken.

2.18.2 Potential Disciplinary Action – Below are examples of, but not limited to, potential disciplinary action delivered:

- a) Verbal warning.
- b) Written warning.
- c) A demand for an apology, either written or verbal, to any affected party.



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- d) A suspension from participation in association activities.
 - e) A recommendation to the LMHA Board for a complete suspension from participation in or attendance at any or all association activities.
 - f) A recommendation to the LMHA Board for an expulsion from the Association.
 - g) Reporting of the incident to the appropriate regulatory authority.
 - h) a combination of two or more of the above.
- 2.18.3 Investigation Process – written complaints to the violation of the Code of Conduct may be investigated by, but not limited to, the following processes:
- a) Email communication – with individuals with knowledge of the written complaint.
 - b) Phone meetings – with individuals with knowledge of the written complaint.
 - c) In-person meetings - with individuals or groups with knowledge of the written complaint.
- 2.18.4 LMHA Discipline Committee – Written complaints received by the LMHA Discipline Committee shall be reviewed no less than 14 days but no more than 30 days to determine the severity of the breach to the Code of Conduct Policy.
- a) Minor Incident – the complaint shall be directed to the Level Director for discipline to be assessed by the Level Director of Team Staff.
 - b) Major Incident – the complaint shall be investigated and disciplinary action determined by the LMHA Discipline Committee.
 - c) Severe Incident – the complaint shall be escalated to the LMHA Executive Committee who will assess the need for additional regulatory authorities to become involved.

2.19 APPEALS PROCESS

- 2.19.1 LMHA Committees are appointed to assist in carrying out the operations and decision making on behalf of the Association, in accordance with guidelines established by the LMHA Board. These LMHA Committees shall make decisions, in accordance with LMHA Policies & Procedures, including registration eligibility, team selection, volunteer credit, and discipline.
- 2.19.2 Official Appeal of a decision made by the LMHA Board and/or Committees may be officially appealed to the LMHA Executive Committee. Official appeals require a non-refundable \$250 appeal fee payable to LMHA. Appeals will be investigated and ruled on after receiving an official appeal request to the LMHA President and appeal fees.



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2.19.3 The decision of the Executive Committee shall be considered final.

3.0 HOCKEY OPERATION POLICIES

3.1 HOCKEY OPERATIONS

3.1.1 The LMHA Board shall be charged with the responsibility of managing LMHA's hockey operations as set out in the Bylaws, Policy & Procedures and any other guides/handbooks of LMHA relating to hockey operations to ensure the orderly operation of all hockey programs. The LMHA Board shall set the operational parameters for each program. This will include, among other things, ice allocation per division, evaluation scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.

3.2 ORGANIZATION & TIERING

- 3.2.1 LMHA shall support a hockey program for all athletes residing within the established boundaries, irrespective of talent or ability. Access to the program is through registration with LMHA and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development.
- 3.2.2 Teams are entered in tiers based on criteria established by Hockey Canada, Hockey Alberta and individual leagues based on community size and population. The LMHA Board annually reviews LMHA's participation in various leagues and will determine the entrance into such leagues based on what is best for our Athletes.
- 3.2.3 The athlete's year of birth shall determine the age division in which an athlete can participate.
- 3.2.4 It is the opinion of the LMHA Board that all athletes registered in LMHA play at the level consistent with their skills and abilities, and that as athletes move from level to level, the emphasis is on developmental hockey. The difference between competitive and recreational level hockey within a division simply reflects varying abilities and skill levels in groups of athletes for that year, who are at various levels of development. It in no way reflects any negative connotation on any athlete's future ability as they grow and develop from year to year. In order for hockey to be both fun and developmental, all athletes need to play at a level consistent with their skills and abilities.
- 3.2.5 LMHA shall have teams in the following divisions: U7, U9, U11, U13, U15 and U18. LMHA will offer coed and female teams in each division when possible.
- 3.2.6 Micro-Tiering



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- a) Each tier may be further split into micro-tiers to support the objective of providing a recreational, developmental and competitive experience for players at a variety of skill and commitment levels.

3.2.7 Body Checking (BC) & Non-Body Checking (NBC)

- a) LMHA will offer body checking and non-body checking for all coed athletes at the U15 and U18 age divisions.
- b) LMHA will support athletes that desire non-body checking during the evaluation process and make evaluation drills non-body checking in nature.

3.3 ATHLETE EVALUATIONS

3.3.1 Evaluations shall be held for all athletes registered in LMHA.

3.3.2 The purpose of the evaluation process is to provide a fair, consistent and comprehensive evaluation that will result in players participating at a level that is based upon their hockey (athletic) skills, behavior (compliance to codes of conduct), and work ethic (commitment), when compared to athletes of the same age and category.

3.3.3 Team formation shall be based primarily on athlete evaluation scores to ensure placement that is both competitive and developmentally appropriate within each division. In instances where athletes have comparable evaluation scores, coach feedback may be considered as a supplementary factor to support informed decision-making. All teams will be established using athlete evaluation scores with the objective of creating the most competitive team composition appropriate to the division in which the team will participate.

3.3.4 LMHA recognizes that the evaluation process is important to athletes, parent/guardians, evaluators and the association. All efforts are made to ensure that the evaluation process allows a player to demonstrate their hockey abilities and skills. Pre-skates will be available to athletes prior to beginning evaluations.

3.3.5 The objective of the evaluation process is to:

- a) To provide as fair and impartial an assessment of an athlete's total hockey skills as possible during the skating and scrimmage sessions. This ensures that athletes have a reasonable opportunity of making a team appropriate to their skill level as determined during the one-ice evaluations.
- b) The selection criteria will be the same for all athletes at each level from U9 to U18 and the evaluations will be documented. This ensures consistency in the evaluation process and consistency is provided in athlete and parent/guardian expectations from year to year.



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- c) Individual evaluations scores and rankings will not be released to the athlete or parent/guardian.
 - d) Any new athlete that registers with LMHA after the teams are formed will start their evaluation process with the lowest tiered team in their age division.
 - e) When an injury prevents an athlete from participating in evaluations, the athlete will be placed by the Team Selection Committee based on previous athlete placement and evaluation scores.
 - f) Underage athletes may only be evaluated at a higher age division if approved by the LMHA Registration Committee.
- 3.3.6 The use of third-party evaluators is voted on annually at the AGM, unless LMHA has signed a contract for a designated number of years with the evaluation Company. If so, then the use of third-party evaluators is voted on at the AGM once the current contract has expired.

3.4 LMHA TEAMS

- 3.4.1 Teams will be formed by the LMHA Team Selection Committee based on athlete evaluations scores provided by the independent third-party evaluation company.
- 3.4.2 Team roster size will be determined by the LMHA Team Selection Committee, in accordance with Hockey Alberta requirements.
- 3.4.3 Oversize teams will be determined by the LMHA Team Selection Committee with final approval from Hockey Alberta.
- 3.4.4 Teams must comply with all league policies as well as LMHA, Hockey Alberta, and Hockey Canada. Teams will be subject to individual league and Hockey Alberta minimum suspension guidelines when playing all exhibition or tournament games.
- 3.4.5 LMHA will card up to five Team Staff per team that will be included on the official roster at team registration, except for U7 where six Team Staff will be allowed. Any additional Team Staff must be carded in accordance with Hockey Alberta policy at the team's expense (Team Bond).

3.5 LMHA DRESSING ROOM POLICY

- 3.5.1 Purpose - [LMHA adheres to Hockey Canada's Dressing Policy](#)
 - a) All participants (athletes, coaches, team staff, etc.) have a right to access safe, inclusive, and equitable dressing space. In this regard, all participants have the right to utilize the dressing room or appropriate and equivalent dressing environment



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based on their gender identity, religious beliefs, body image concerns and/or other reasons related to their individual needs.

- b) LMHA believes in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This Policy attempts to meet these goals while providing a safe and respectful environment for participants.

3.5.2 The Minimum Attire Rule

- a) To best promote inclusion and to respect the privacy of all participants on a team, LMHA requires all participants to wear 'minimum attire' at all times in a dressing room or in dressing environments where more than one participant is present. This means that participants should arrive at the rink wearing a base layer (e.g., shorts and t-shirt, compression shorts and shirt or sports bra). A participant not arriving at the rink wearing their base layer can use an appropriate private space (e.g., private restroom stalls or empty/unused dressing rooms) to change into the base layer and then enter the team dressing room with the other participants.
- b) It is the responsibility of all coaches and team staff to instruct players regarding the minimum attire rule and ensure that players are complying with this Policy.
- c) LMHA recognizes the physical limitations of some facilities and encourages associations to work creatively and proactively, using an athlete-focused, ethical, and values-based approach, with local facility management to ensure that appropriate and equivalent dressing environments are available to all participants who would prefer not to get dressed in the team dressing room.

3.5.3 Team Talks

- a) LMHA stresses the importance that all participants are treated as valued members of a team. Therefore, coaches and team staff should only engage in pre- and post-game talks when all athletes are present in the dressing room.

3.5.4 Use of Showers – Recommended Best Practice

- a) As outlined in the purpose section, there are many reasons why athletes may require privacy (religious reasons, chronic conditions, body image, gender). The following guidance around the use of showers, is an additional step in creating environments within which athletes feel safe and secure. It is recommended that when showers are not private stalls, that these be used in a manner that respects the privacy of all participants. When in open concept showers, it is encouraged that all athletes wear certain "minimum attire" at all times, including swimwear. In order to facilitate this, participants could use a private restroom stall to change out of their base layer and into their swimwear prior to using the shower. Similarly, they could dress in a private restroom stall after they have completed their shower. Coaches and/or team staff



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should ensure they are able to supervise the dressing room while participants are showering, following 'Rule of Two' guidelines below.

3.5.5 Rule of Two

- a) To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.

3.5.6 Prohibition on Violent Activities in Dressing Rooms

- a) To ensure the safety of all participants in the dressing room, no type of violent conduct of any kind (including locker room boxing), bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in dressing rooms or dressing environments. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to LMHA.

3.5.7 Prohibition on Recording in Dressing Rooms or Dressing Environments

- a) To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

3.5.8 Housekeeping

- a) Alcohol, smoking, vaping, sunflower seeds, chewing tobacco, and any illegal substance will not be tolerated under any circumstances.
- b) Athletes will refrain from using profanity at all times.
- c) Dressing rooms will be left clean and tidy after every game. All athletes are expected to do their part in cleaning up the dressing room after the game or practice. Any repairs or cleaning fees for the dressing room will be charged directly to the team that caused the damage.

3.6 FACILITY USE POLICY

3.6.1 Purpose



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- a) The purpose of this policy is to ensure that all LMHA contracted or approved facilities are used safely, respectfully, and responsibly. This policy establishes expectations for conduct, supervision, safety, and property care while participating in LMHA activities.

3.6.2 Facilities

- a) This policy applies to all LMHA sanctioned activities conducted in the following environments, including but not limited to:
 - i. Arena ice surfaces and common areas.
 - ii. Dryland training facilities (gyms, studios, outdoor spaces).
 - iii. Team buses or other organized transportation.
 - iv. Hotel rooms, hallways, and common areas.
 - v. Meeting rooms, restaurants, and other venues contracted or approved by LMHA.

3.6.3 General Conduct Expectations

All participants are expected to:

- a) Conduct themselves in a respectful, responsible, and sportsmanlike manner.
- b) Follow the rules and regulations of each facility and service provider.
- c) Comply with all LMHA policies and procedures, code of conduct, and safety requirements.
- d) Treat staff, officials, facility personnel, and members of the public with respect.
- e) Refrain from behavior that could endanger themselves or others.

Any conduct that brings disrepute to LMHA may be subject to discipline.

3.6.4 Supervision & Responsibility

a) Athletes

- i. Athletes must remain under appropriate supervision at all times during LMHA activities.
- ii. Players are not permitted to leave the facility, bus, or hotel without permission from the designated team staff.

b) Team Staff



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- i. Coaches and team staff are responsible for maintaining discipline, supervision, and safety.
 - ii. At least two screened and approved team staff must be present whenever possible, especially in dressing rooms, ice surfaces, dryland sessions, and travel situations.
 - iii. Team staff must follow LMHA and Hockey Alberta supervision standards.
 - c) Parents & Guardians
 - i. Parents/guardians are responsible for reinforcing expectations with their athletes.
 - ii. When present, parents/guardians must also comply with facility rules and the LMHA code of conduct policy.
- 3.6.5 Arena & Dressing Room
- a) Dressing rooms are to be used solely for hockey-related purposes.
 - b) Only authorized personnel are allowed on the ice surface, in the dressing room, and penalty/timekeepers boxes.
 - c) Participants must not enter the ice surface until the Zamboni doors are closed and a member of the team staff is present on the ice surface.
 - d) No participant shall be allowed on the ice surface or players bench without wearing the appropriate, certified hockey equipment.
 - e) Participants must follow the LMHA Dressing Room Policy.
- 3.6.6 Dryland Training Facilities
- a) Athletes must follow all instructions from coaches and team staff.
 - b) Proper athletic attire and footwear must be worn.
 - c) Misuse of equipment, reckless behavior, or unsafe conduct is not permitted.
 - d) Any injuries or equipment damage must be reported immediately to the coach or team staff member.
- 3.6.7 Transportation (Buses & Team Travel)
- a) Participants must remain seated and behave appropriately while vehicles are in motion.
 - b) Seatbelts must be worn where available.



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- c) No standing, shouting, throwing objects, or distracting drivers is permitted.
- d) Eating, drinking, or electronic use may be restricted at the discretion of the team staff.
- e) Athletes are expected to follow all instructions from the driver and team staff.

3.6.8 Hotels & Overnight Stays

- a) Room assignments are determined by the team staff when applicable.
- b) Curfews and quiet hours must be followed.
- c) Repairs for damage to rooms, hallways, elevators, or common areas will be charged to the team responsible for the damage. Disciplinary action may be taken.
- d) Athletes must remain on hotel property unless authorized by the designated team staff.

3.6.9 Safety, Health & Respectful Environment

- a) Weapons, alcohol, vaping devices, cannabis, and illegal substances are strictly prohibited.
- b) LMHA is committed to maintaining a safe, inclusive environment for all participants. Harassment, discrimination, intimidation, or abuse of any kind will not be tolerated.

3.6.10 Property Damage & Liability

- a) Teams, individuals, and/or parents/guardians may be held financially responsible for damage caused due to negligence or misconduct.
- b) LMHA reserves the right to recover costs billed by facilities, hotels, or transportation providers.

3.6.11 Acknowledgement

- a) Participation in any LMHA activity constitutes acknowledgement and acceptance of this policy.

3.7 COACH & TEAM STAFF SELECTION

3.7.1 LMHA shall use a formal coach selection process. The procedures for this process can be found on the LMHA website.

3.7.2 We believe that all players are entitled to a caring and qualified leader in a positive environment.



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- 3.7.3 LMHA shall recruit coaches by placing advertisements on the LMHA website, social media, etc.
- 3.7.4 Anyone interested in coaching within LMHA must complete a LMHA Coaching Application form. The applicant must include references.
- 3.7.5 If a large number of applications are received for a particular team or category, the Coach Selection Committee shall screen the applications and establish a short list.
- 3.7.6 The coach applicant will attend an LMHA Coach Interview with the Coach Selection Committee when requested. If a coach has already been interviewed the previous year and reviews were good, no additional interview is needed. All first time applicants will be interviewed.
- 3.7.7 All coach references shall be followed-up.
- 3.7.8 All applicants will be contacted, either by phone or by email, and be advised of the selection.
- 3.7.9 Any member of LMHA is not permitted to Head Coach more than one team in LMHA in a given season.

3.8 COACH & TEAM STAFF RESPONSIBILITIES

- 3.8.1 Association Head Coaches, as team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged; however, ultimate responsibility for these activities rest with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in the staff in consultation with the Division Director and the VP of Directors.
- 3.8.2 Coaches are expected to:
 - a) Be responsive to the directive of the LMHA Board and operate the team within the established policies and guidelines.
 - b) Respond to the needs and skills of the individual athletes, ensure that each athlete has the maximum opportunity to develop their potential and encourage and motivate their athletes towards enjoyment of the game, team concept, and skill development.
 - c) Recognize their responsibilities as leaders, educators, and role models for young athletes. Conduct towards athletes parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action.



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- d) Be sensitive to parent/guardian concerns and be prepared to respond cordially.
 - e) Establish regular communication with parents/guardians regarding games, practices, schedules, fundraising, etc.
 - f) Recognize that while hockey may be the major winter activity of the athlete, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to the other factors is expected.
 - g) Commit to the continued development of all players for the full season.
 - h) Ensure proper supervision of the team before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety, and well-being of their players. Also, ensure proper supervision and take responsibility of the team during all team functions whether they are at home or away.
 - i) Develop a set of rules for the team which are clearly communicated and enforced equally on all players.
 - j) Have a development plan for the season that is congruent with the LMHA's athlete development objectives.
 - k) Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or LMHA.
 - l) Have a practice plan prepared for all practices.
 - m) Abide by the team rules that are agreed upon with the team, including arrival time for practices and games.
- 3.8.3 Managers are expected to:
- a) Team Managers will refer to the LMHA Manager's Manual on the LMHA website for a detailed list of duties and responsibilities required by LMHA.
 - b) Team Managers shall report directly to the Head Coach who shall be responsible for delegating specific duties.
 - c) Team Managers should assume responsibility for the organizational and administrative tasks thus allowing the Head Coach to concentrate on instruction and player development. This can be done by delegation to another volunteer on the team, however, the manager should be aware of any delegates and make sure that updates are communicated to the team.
 - d) Team Managers that do not provide required documentation at the end of the season may have their credits revoked.



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- 3.8.4 Upon accepting a coaching position, the coach must be provided with the polices listed above and must understand and agree to their responsibilities.
- 3.8.5 All team staff must be a minimum of two years older than the athletes on the team they wish to coach, assistant coach, or mentor; the exception being the U18 Division, where the team staff must be a minimum of three years older than the athletes on the team they wish to coach, assistant coach, or mentor. Special circumstances can be brought to the Board for a vote.
- 3.8.6 Reimbursement
- a) All head and assistant coaches will be reimbursed clinic costs for clinics required by Hockey Alberta.
 - b) Receipts must be sent to the LMHA Treasurer prior to December 15th. Receipts received after that date will not be reimbursed.
 - c) Any clinics above and beyond what is required by Hockey Alberta must receive approval, prior to registration, from the Coach Selection Committee to be eligible for reimbursement.

3.9 ATHLETE INJURY & RETURN TO PLAY

3.9.1 The health, safety, and well-being of our athletes are our highest priorities. All injuries must be taken seriously, and athletes must be given adequate time to recover fully before returning to the athletic environment. We adhere strictly to the injury management and concussion protocols established by Hockey Canada to ensure a safe, structured, and medically supervised return to play.

a. Immediate Response to Injury

Halt and Assess: If an athlete is injured on or off the playing surface, play or practice will be stopped immediately so the Trainer, or Coach (with first aid) can perform a primary assessment.

Red Flags: If an athlete demonstrates severe signs (*such as neck pain, deteriorating consciousness, double vision, seizures, or vomiting*) emergency medical services (EMS) must be contacted immediately.

Never Leave Alone: An injured athlete must never be left alone. They must be monitored continuously until handed over to a parent, guardian, or medical professional.

b. Concussion Protocol: Recognize and Remove

Concussions are invisible but serious brain injuries. We follow a strict "When in doubt, sit them out" policy.



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If an athlete sustains an impact to the head, face, neck, or body and demonstrates any signs or symptoms of a concussion (using the Concussion Recognition Tool), they are immediately removed from play.

The athlete will not be permitted to return to play or practice on the same day, regardless of whether symptoms clear up.

The athlete must be evaluated by a licensed medical physician as soon as possible.

c. The 6-Step Return to Play Strategy (Concussions & Major Injuries)

Returning to normal activities, including sport, is a step-wise process that requires patience. For suspected or diagnosed concussions, athletes must follow Hockey Canada's 6-Step Return to Play Strategy. Note: Athletes must be able to return to school/learning full-time before advancing to Steps 5 and 6.

Step 1: Symptom-Limiting Activities. Daily activities at home that do not provoke or worsen symptoms (e.g., light reading, limited screen time).

Step 2: Light Aerobic Exercise. Walking or stationary cycling at a slow-to-medium pace for 10-15 minutes. No resistance training.

Step 3: Sport-Specific Exercise. Individual activities (e.g., light skating, running) with absolutely no body contact or jarring motions.

Step 4: Non-Contact Drills. Progression to more complex training drills (e.g., passing, shooting). May incorporate light progressive resistance training.

Step 5: Full Contact Practice. Medical clearance is legally required before beginning this step. The athlete may participate in normal training activities and full-contact drills.

Step 6: Return to Game Play. Full return to competitive play.

Progression Rules: Each step must take a minimum of 24 hours. If symptoms return or worsen at any stage, the athlete must drop back to the previous step and be re-evaluated by a medical professional.

5. Medical Clearance Requirements

For any significant injury or concussion, the athlete must provide the Team Manager, (who sends to the Safety Director) with a formal Medical Clearance Letter signed by a licensed physician before they are permitted to return to contact practices (Step 5) or game play (Step 6). Coaches and parents are strictly prohibited from overriding a physician's protocol or pressuring an athlete to return early.

6. Injury Reporting and Documentation



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For insurance and safety tracking purposes, all injuries that require a player to be removed from play or seek medical attention must be documented. An Injury Report Form (found on the LMHA website) must be completed by the team staff and parents, signed by a physician, and submitted to the Safety Director within the required timeline (e.g., 90 days from the date of injury).

3.10 TRAVEL PERMITS

- 3.10.1 Processing and issuing of permits is the responsibility of the Permit Coordinator.
- 3.10.2 Permits are required for all tournaments and games outside of the City of Leduc as well as home exhibition games.
- 3.10.3 Permits are not required for league games.
- 3.10.4 All permit requests must be submitted a minimum of seven to ten (7-10) days before travel. If the request for permits is not submitted a minimum five days before the scheduled travel date, there is no guarantee that a permit will be issued before the team travels.
- 3.10.5 All information regarding permits, including the link to request a permit, must be listed on LMHA website.

3.11 TEAM AFFILIATION

- 3.11.1 Affiliations are to be used to assist the hockey system in allowing teams relief when their rosters are reduced due to injury, illness or other causes of absenteeism. Affiliations will not be used with the intent of making a team stronger.
- 3.11.2 LMHA teams will affiliate by athlete according to LMHA and Hockey Alberta guidelines.
- 3.11.3 LMHA supports the principle of affiliation and believes that if used wisely can be beneficial to both the teams and the athletes involved. It is not to be used to try and create two teams from the nucleus of one and one-half team. LMHA does not support the concept that teams be formed with small rosters with the expectation that affiliated players will come up and fill the roster on a regular basis.
- 3.11.4 The process of affiliation decision making will commence with the highest caliber team and work in descending order. The coach of the highest caliber team will select either to affiliate with a lower caliber team or to affiliate up to 19 individual players within the LMHA affiliation chart.



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- 3.11.5 Affiliated players are to play a supportive role when brought up to play in games. Affiliated players are not to be used excessively (i.e., receive more ice time than regular players).
- 3.11.6 Communication between coaches is required when using affiliations. Affiliation offers an opportunity for a player to play at a higher level; LMHA believes that our coaches should encourage their players to take advantage of this opportunity. The procedure to request an affiliated player is as follows:
- a) The coach requesting an affiliate must first contact the athletes coaching staff and obtain consent before contacting the athlete. If consent is not given, then contact with the athlete should not be made. Reasons for not consenting should be carefully weighed.
- 3.11.7 To alleviate risk management concerns, all affiliates from the U13 level (no body contact) to the U15 level (body contact) are required to have had instruction in body checking. The instruction may come from attending a checking clinic or attending practices at the U15 level where instruction is specifically given to body contact prior to playing in any games.
- 3.11.8 All affiliations must be submitted to the LMHA Registrar by November. The very last day affiliations can be added is in compliance with Hockey Alberta's January 15th deadline. The Registrar will request approval for the affiliations through Hockey Alberta.
- 3.11.9 Where a permanent position becomes available on a higher level team, the coach will notify the appropriate level director. Any LMHA registered player in the proper age category may fill the vacant position. The selected athlete can be moved to a higher level team using the following procedure:
- a) The coach of the higher level team contacts the athlete's current coach and informs them of the athlete's movement. The coaches must agree on how this is to take place.
 - b) If the coaches agree, then the appropriate director(s) must approve the decision. If the coaches cannot agree, the Registration Committee and the appropriate director(s) will decide on the issue.
 - c) A period of 10 days must elapse before any permanent movement takes place. The only exception is where Hockey Alberta deadlines do not allow 10 days. During these 10 days affiliation can still occur, but the athlete remains a member of their original team.
- 3.11.10 In the case where an athlete voluntarily or unilaterally quits a team, that athlete will not be allowed to practice or play for another team for a period of one week. This is intended to act as a cooling off period during which time the athlete may reconsider and have an opportunity to rejoin the team.



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3.11.11 The number of games an affiliated player can play is determined by Hockey Alberta. An affiliated athlete will be noted on the game sheet as 'AP'.

3.11.12 The following tool provided by Hockey Alberta is used for eligibility of affiliate players:
<https://survey.zohopublic.com/zs/iECUHP>

3.12 ICE ALLOCATION

3.12.1 The LMHA Ice Coordinator allocates ice to all teams, as required by the league in which they participate. Practice ice slots are normally of one-hour duration unless extra ice is available. Teams are encouraged to use this available ice and the LMHA Ice Coordinator will make every effort in distributing excess ice fairly amongst all teams within LMHA.

3.12.2 Ice assigned must be used as assigned as LMHA does not have the resources to be involved in rescheduling for teams wanting to go to exhibition games, tournaments, etc.

3.12.3 Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, fees paid, number of teams, tournaments and related issues.

3.12.4 Division directors shall inform the Ice Coordinator of plans for controlled practices, beginning exhibition season, tournaments, etc., with reasonable lead time or as specified in other categories.

3.12.5 Division directors share the responsibility for cross checking schedules to ensure equity of frequency of assigned ice and time frame.

3.12.6 The Ice Coordinator may make direct contact with the manager with respect to ice schedules.

3.12.7 Ice schedules will be distributed by the Ice Coordinator as soon as they become available. If a practice or game time ice cannot be used, the Ice Coordinator must be advised with 72 hours' notice of cancellation. If the Ice Coordinator is unavailable, notice may be made to the President.

3.13 GAMES

3.13.1 LMHA recommends a maximum number of games, including tournaments below. This excludes Provincial games:

- a) U7 – 25
- b) U9 – 25
- c) U11 – 45
- d) U13 – 45



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- e) U15 – 45
 - f) U18 – 45
- 3.13.2 All games will end at the scheduled time regardless of the time they started, unless the rink attendants indicate otherwise.
- 3.13.3 All provincial games, league games and playoff games scheduled by LMHA will take precedence over all other commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff position.
- 3.13.4 Any team hosting an exhibition game is required to contact the Permit Coordinator to obtain a permit.
- 3.13.5 No person other than those invited by referees working the game will be allowed in the games officials room at any time.
- 3.13.6 Coaches shall report all incidents that may result in disciplinary action to the appropriate level director, as soon as reasonably possible after they occur. Coaches failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
- a) Profanity by players, team officials or club representatives.
 - b) A player who receives a game misconduct, gross or match penalty.
 - c) A team assessed two or more bench minors in one game.
 - d) A coach, or bench assistant, team member, parent or team follower who is ejected from a game.
 - e) A team, who in the opinion of the LMHA Level Director, is being assessed too many penalties of a serious nature.
 - f) A team member or a team follower who repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior, on or off the ice.

3.14 TOURNAMENTS

- 3.14.1 LMHA recommends the maximum number of tournaments for each division, U7 to U18, is three. Approval of more than three tournaments must be approved by the LMHA Board. Approval for out of province tournaments also requires LMHA Board approval.
- 3.14.2 The applicable director and Vice-president of Directors or Vice President Female must approve any exceptions.



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3.14.3 Any team travelling outside of Leduc for exhibition or tournament games are required to contact the Permit Coordinator to obtain a travel permit. Teams can only attend sanctioned tournaments as listed on the Hockey Alberta website.

3.15 SCHOLARSHIP AWARD

3.15.1 The LMHA Scholarship of \$1000 is awarded annually to the applicant selected by the Scholarship Committee.

3.15.2 The LMHA Scholarship is open to current and previous members of LMHA who meet eligibility criteria. Applicants must apply and applications to be reviewed by the Scholarship Committee must be received by the March 1st deadline.

3.15.3 Eligibility criteria includes:

- a) Was an athlete, coach, or official in LMHA for at least two full seasons.
- b) Must have been a member within the last three years.
- c) 21 years old or younger.
- d) Accepted into, or currently enrolled in, an accredited post-secondary institution.
- e) Not previously awarded an LMHA SCHOLARSHIP.
- f) LMHA member in good financial standing.

3.15.4 Information regarding the LMHA Annual Scholarship Award and the application process are available on the LMHA website.



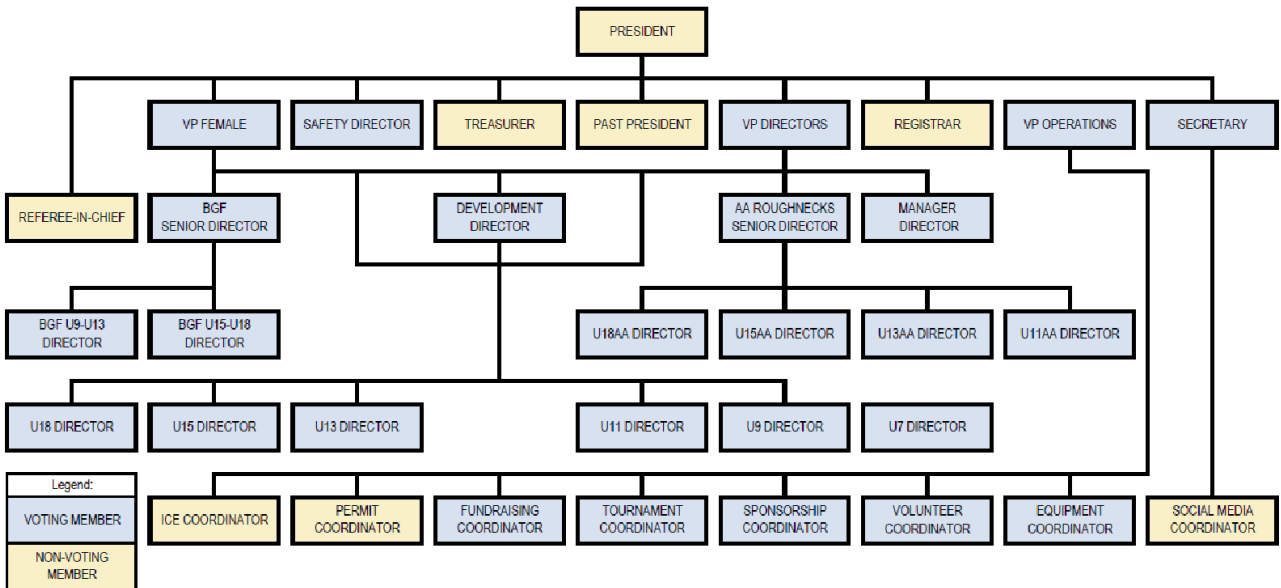
POLICIES & PROCEDURES

APPENDIX A

LMHA BOARD, COMMITTEES & STAFF & ORGANIZATIONAL STRUCTURE

A.1.1 LMHA BOARD OF DIRECTORS

LEDUC MINOR HOCKEY ASSOCIATION - ORGANIZATIONAL STRUCTURE (2026-2027)





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A.1.2 LMHA BOARD OF DIRECTORS - ELECTION ORDER & TERM

Even Year		
Board Position	Voting Status	Term
President	Non-Voting	2 year
Vice President - Directors	Voting	2 year
Secretary	Voting	2 year
Development Director	Voting	2 year
AA Roughnecks Senior Director	Voting	2 year
U15AA Director	Voting	2 year
U15 Director	Voting	2 year
BGF U9-U13 Director	Voting	2 year
U11AA Director	Voting	2 year
U11 Director	Voting	2 year
U7 Director	Voting	2 year
Sponsorship Coordinator	Voting	2 year
Fundraising Coordinator	Voting	2 year
Tournament Coordinator	Voting	2 year
Social Media	Non-Voting	2 year

Odd Year		
Board Position	Voting Status	Term
Vice President - Operations	Voting	2 year
Vice President - Female	Voting	2 year
Referee-In-Chief	Non-Voting	2 year
Safety Director	Voting	2 year
BGF Senior Director	Voting	2 year
U18AA Director	Voting	2 year
BGF U15-U18 Director	Voting	2 year
U18 Director	Voting	2 year
U13AA Director	Voting	2 year
U13 Director	Voting	2 year
U9 Director	Voting	2 year
Equipment Coordinator	Voting	2 year
Volunteer Coordinator	Voting	2 year
Permit Coordinator	Non-Voting	2 year
Manager Director	Voting	2 year

Executive Committee Appointments		
Past President	Non-Voting	2 year
Treasurer	Non-Voting	3 year
Registrar	Non-Voting	3 year
Ice Coordinator	Non-Voting	3 year

Legend:
Nominations
Name Change
New Positions



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A.1.3 LMHA POSITIONS AND BOARD POSITION DESCRIPTIONS

A.1.4 LMHA GENERAL MANAGER

Job Description:
The General Manager (GM) is responsible for the overall operational management of the Minor Hockey Association. This role ensures effective administration, financial stewardship, ice scheduling, player registration, and member communications. The GM serves as the primary point of contact for membership and works closely with the Board of Directors, coaches, volunteers, and external partners to ensure a well-organized and positive hockey experience for all participants.
Responsibilities:
Organizational Operations & Communications <ul style="list-style-type: none">• Oversee day-to-day operations of the association.• Develop and implement operational processes and best practices.• Maintain consistent and professional communication with members, coaches, volunteers, and external stakeholders.• Coordinate and distribute association-wide announcements, updates, and seasonal information.• Support Board initiatives and attend Board meetings as required.• Represent the Association at league meetings as well as Hockey Alberta meetings as required.• Act as the primary liaison for all facilities used by LMHA, overseeing the booking and coordination of ice times and meeting rooms. Serve as the main point of contact for addressing and resolving any facility-related issues that may arise.
Registrations & Player Movement <ul style="list-style-type: none">• Manage player registration processes, including system setup and oversight.• Create and maintain team rosters within Hockey Canada Registry (HCR).• Coordinate and process player transfers in accordance with governing body regulations.• Ensure compliance with league and governing body registration deadlines and policies.• Maintain accurate and secure player records.
Ice Allocation & Scheduling <ul style="list-style-type: none">• Coordinate seasonal and tournament ice allocation.



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- Coordinate Evaluations with the Evaluator Coordinator.
- Develop equitable ice distribution plans across divisions and teams.
- Liaise with arenas and facility operators to secure ice contracts and resolve scheduling conflicts.
- Manage practice schedules in accordance with LMHA policy. This will include the allocation of weekly practices, ensuring fair distribution of additional ice and assigning appropriate facilities to the teams.
- Manage game schedules in alignment with league requirements. (EFHL, AEHL, U11AA)
- Develop the U7 practice and game schedule with the U7 Director.
- Coordinate Playoff schedules with AEHL when hosting.
- Coordinate Playoff schedules with EFHL.
- Assist with scheduling Provincials with teams when successfully secured.
- Provide tournament and local game schedules to Ref-in-Charge for scheduling all officials.
- Ensure all game changes are communicated to RIC for ref rescheduling

Operational Support

- Provide administrative support to teams, coaches, and volunteers.
- Assist with tournament coordination and special events.
- Maintain association policies, forms, and documentation.
- Support risk management, insurance requirements, and compliance matters.
- Ensure operational readiness throughout the season.

Membership Relations (Primary Point of Contact)

- Serve as the main contact for member inquiries and concerns.
- Provide timely and professional responses to parents, players, and team officials.
- Facilitate conflict resolution in collaboration with appropriate Board members.
- Promote a positive, inclusive, and respectful hockey environment.

Qualifications

- Experience in sports administration, nonprofit management, or similar operational leadership role.
- Strong organizational and project management skills.
- Familiarity with Hockey Canada Registry (HCR) or similar registration platforms preferred.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities in a fast-paced seasonal environment.
- Proficiency with common office and financial software systems.

Core Competencies



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- Leadership & Accountability
- Attention to Detail
- Financial Stewardship
- Conflict Resolution
- Organizational Planning
- Member Service Orientation

Reporting Structure

- Reports to the Board of Directors. Works closely with the President, Treasurer, Division Directors, and Head Coaches/Managers.

A.1.5 PRESIDENT

Job Description:

Elected as the chief executive officer of the organization and provides strategic leadership, oversight, and direction to the Association’s operations. The President is responsible for ensuring the Association operates in accordance with bylaws, policies, and the regulations of governing bodies (e.g. Hockey Canada, Hockey Alberta). The role requires a strong commitment to minor hockey, excellent leadership skills, and the ability to effectively manage a diverse group of volunteers, parents, and stakeholders.

Responsibilities:

- Designated as the chief executive officer of the LMHA Board of Directors and chair of the Executive Committee
- Sets the agenda and presides as the chair of all board, special, executive and annual general meetings, ensuring productive discussions and timely decision-making
- Provides overall strategic vision to the operation, administration, and financial stability of the Association
- Ensures the Association operates within its established bylaws, policies, procedures, and other governing documents
- Leads the development and review of the Associations strategic plan, identifying opportunities for growth, improvement, and innovation within the Association
- Promotes long-term sustainability and the continued success of minor hockey in the community
- Fosters a positive and collaborative working environment among the Board of Directors and volunteers



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- Promotes a positive culture of volunteerism within the Association, supporting recruitment, retention, and recognition of volunteers
- Oversees the development and implementation of programming initiatives, ensuring they align with the Association’s mission and player development principles.
- Presents as the primary spokesperson of the Association, ensuring effective communication channels are maintained with all stakeholders
- Addresses and resolves high-level disputes, grievances, and disciplinary matters in accordance with Association policy
- Acts as the main ambassador and liaison with external bodies and relevant organizations to cultivate positive relationships with local government, facility management, sponsors, and community groups
- Represents the Association at external meetings, including those with Hockey Alberta, AA and Minor League, City of Leduc, other associations, and community stakeholders

Qualifications: This position requires a minimum of 2 years’ experience as an LMHA Board or Committee Member and must have appropriate hockey experience or a skill set unique to the position.

A.1.6 PAST PRESIDENT

Job Description:

The Past President provides continuity, institutional knowledge, and strategic guidance to the LMHA Board of Directors by supporting the current President and executive members. This role ensures smooth leadership transition, preserves organizational memory, and promotes stable governance within the association.

Responsibilities:

- Serves as a non-operational advisor to the President and LMHA Board.
- Provide historic context and insight on past decisions, policies, and practices.
- Support adherence to the Association’s bylaws, policies and procedure.
- Assist in resolving disputes or complex issues using experience and precedent.
- Participate as a non-voting board member.
- Support executive decision-making while respecting current leadership authority.
- Act as a mentor to new Board and executive members.
- Chair or sit on committees as assigned by the Executive Committee.
- Assist with leadership succession planning and identification of future Board members.
- Provide continuity during periods of organizational change.



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- Maintain awareness of long-term strategic plans and prior commitments.
- Ensure lessons learned from previous seasons inform future planning.
- Contribute to policy reviews, updates, and long-term planning initiatives.
- Support risk management and organizational stability.
- Represent LMHA when requested at league or community meetings.
- Support positive relationships with Hockey Alberta / Hockey Canada (or relevant governing bodies).
- Advocate for the values and mission of the Association.
- Carries influence through experience and advisory capacity rather than executive authority.
- Acts in a supportive and consultative role, not as a shadow decision-maker.

Qualifications: Prior successful service as the LMHA President.

A.1.7 VICE PRESIDENT - OPERATIONS

Job Description:

The Vice President of Operations is a key member of the Executive Committee on the board and is responsible for the overall planning, coordination, and delivery of hockey programs within the Association. This role ensures that day-to-day operations run smoothly, aligning with the Association’s mission, policies, and long-term goals. The VP of Operations supports the President and works closely with other Board members, volunteers, coaches, and community partners to provide a positive and well-organized hockey experience for all participants.

Responsibilities:

- Supervise and coordinate all hockey operations within the Association
- Oversee operational areas such as;
 - Ice allocation and scheduling
 - Discipline
 - Fundraising initiatives
 - LMHA tournament coordination
 - Permits and facility requirements
 - Sponsorship activities
 - Equipment management



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- Serve as a liaison with the league and governing body on all matters related to hockey operations.
- Chair of the operations committee (where applicable), as well as chair of the bylaws and policy committee.
- Provides regular updates to the Executive Committee. Provides a monthly board report to the LMHA board.
- Supports the President in the execution of their duties and will assume the responsibilities of the President in their absence or as a delegate.

Qualifications: This position requires a minimum of 2 years' experience as an LMHA Board or Committee Member and must have appropriate hockey experience or a skill set unique to the position.

A.1.8 VICE PRESIDENT - DIRECTORS

Job Description:

The Vice President, Directors is a member of the Executive Committee and provides leadership, coordination, and oversight to all Division Directors within the Association. The VP Directors serve as the primary liaison between the Executive Committee and Division Directors, ensuring consistent operations, effective communication, and alignment with the Association's policies, bylaws, and strategic goals.

Responsibilities:

- **Executive Leadership**
 - Serve as an active member of the Executive Committee by attending all meetings, participating in decision-making, and voting on motions
 - Contribute to strategic planning and financial oversight of the Association
 - Support the President and assume presidential responsibilities in their absence, alongside other Vice Presidents
- **Director Representation & Support**
 - Act as the primary representative and spokesperson for all Division Directors at the Executive level
 - Communicate feedback, challenges, and recommendations from Directors to the Executive Committee
 - Provide mentorship, guidance, and support to Directors, serving as their first point of contact
- **Operations & Policy Oversight**



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- o Ensure all Directors understand and consistently enforce Association policies and procedures, including codes of conduct, evaluations, team formation, and safety protocols
- o Oversee the player evaluation and team selection process to ensure it is fair, transparent, and compliant with policy
- **Committee Leadership & Communication**
 - o Chair the Directors' Committee and lead regular meetings to coordinate activities, share updates, and address cross-divisional issues
 - o Ensure consistent and effective communication from the Board is relayed through Directors to coaches, managers, and families
- **Conflict Resolution**
 - o Serve as an escalation point for issues not resolved at the division level
 - o Mediate disputes involving parents, coaches, or team officials prior to escalation to the full Executive Committee

Qualifications: This position requires a minimum of 2 years' experience as an LMHA Board or Committee Member and must have appropriate hockey experience or a skill set unique to the position.



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A.1.9 VICE PRESIDENT - FEMALE

Job Description:
<p>The Vice President, Female is an appointed or elected member of the Executive Committee and is responsible for the strategic leadership, development, and oversight of female hockey programming within the Association. The VP Female provides leadership in the planning, growth, and sustainability of female minor hockey in Leduc. The role focuses on governance, operations, and long-term strategy to enhance participation, performance, and program quality for female athletes.</p>
Responsibilities:
<ul style="list-style-type: none">● Governance & Strategic Leadership<ul style="list-style-type: none">○ Provide executive oversight in governance, administration, operations, and strategic planning for female hockey○ Support organizational growth and long-term sustainability of female hockey programming○ Ensure appropriate female representation in bylaws, policy development, and organizational planning○ Contribute to Board education, self-assessment, orientation, and succession planning● Program Development & Operations<ul style="list-style-type: none">○ Lead the development, renewal, and expansion of female hockey programs○ Plan and facilitate Female Hockey meetings at both the Association and Regional levels○ Oversee onboarding and support of the Black Gold Female Senior Director● External Relations & Representation<ul style="list-style-type: none">○ Serve as the Association’s primary liaison to Hockey Alberta, Hockey Canada, and IIHF on matters related to female hockey○ Represent the Association in regional and provincial female hockey initiatives● Marketing, Funding & Growth Initiatives<ul style="list-style-type: none">○ Develop and implement strategic and tactical marketing plans for female hockey, including promotional and advertising strategies



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<ul style="list-style-type: none"> o Identify and pursue grant opportunities and funding sources (e.g., EKEC, Florence Lede Foundation, Soroptimists), in consultation with the Executive and Development leads <ul style="list-style-type: none"> ● Board & Organizational Responsibilities <ul style="list-style-type: none"> o Attend monthly Board meetings and provide updates on female hockey initiatives o Perform additional duties as assigned by the President
<p>Qualifications: This position requires a minimum of 2 years' experience as an LMHA Board or Committee Member and must have appropriate hockey experience or a skill set unique to the position.</p>

A.1.10 TREASURER

<p>Job Description:</p>
<p>The Treasurer is a key member of the executive board responsible for the financial management and oversight of the minor hockey organization. This role ensures the fiscal health and transparency of the organization, managing all financial transactions, maintaining accurate records, and providing regular financial reports to the board and membership.</p>
<p>Responsibilities:</p>
<ul style="list-style-type: none"> ● Financial Management <ul style="list-style-type: none"> o Oversee all financial transactions, including revenue (registration fees, sponsorships, fundraising) and expenses (ice time, equipment, referee fees, insurance, etc.). o Manage and maintain the organization's bank accounts, including deposits, withdrawals, and bank statement reconciliation. o Process and track all payments, ensuring timely disbursement of funds for approved expenses. o Work with the Executive to develop and manage the annual budget, and monitor performance against the budget throughout the season.



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- **Record Keeping & Reporting**
 - Maintain accurate and detailed financial records, including ledgers, spreadsheets, and invoices.
 - Prepare and present a detailed financial report at all board meetings, including a statement of income and expenses, balance sheet, and budget variances.
 - Provide an annual financial statement to the membership at the Annual General Meeting (AGM).
 - Ensure all financial records are kept securely and are available for audit.
- **Compliance & Administration**
 - Ensure the organization complies with all financial regulations, including government and minor hockey association requirements.
 - File and remit any necessary documents (ie: AGLC, Provincial Annual Reporting)
 - Work with the Registrar to manage the collection of registration fees and ensure all accounts are current.
 - Serve as a primary contact for financial inquiries from parents, sponsors, and vendors.
- **Team & Fundraising Support**
 - Work with team managers to set up team accounts.
 - Review monthly team financial reports to ensure compliance with LMHA requirements.
 - Collect year-end financial documents from Team Managers

Qualifications: Treasurer will be appointed by a majority vote of the Executive Committee and will be for a three year term.

A.1.11 SECRETARY

Job Description:

The Secretary is responsible for providing administrative and organizational support to the hockey association. This role includes preparing and maintaining meeting agendas and minutes, managing correspondence and records, and supporting executive and committee communications. The Secretary helps ensure accurate recordkeeping, timely information sharing, and effective coordination to support the smooth operation and governance of the association.



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Responsibilities:

- Prepare, distribute, and maintain agendas, minutes, and records for board and committee meetings
- Maintain official association records, including bylaws, policies, motions, and correspondence
- Maintain association resources, including templates and logos
- Manage incoming and outgoing communications (emails, notices, announcements)
- Manage the association's centralized email account and distribution lists
- Ensure timely distribution of information to board members, coaches, volunteers, and members
- Track action items and follow up on decisions made by the board
- Facilitate the taking and distribution of association photos
- Maintain secure and confidential records in accordance with privacy requirements
- Provide general administrative support to ensure the effective governance and smooth operation of the association

Qualifications:

- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Attention to detail and accuracy in record-keeping
- Ability to manage confidential information with discretion
- Proficiency with standard office software (e.g., Microsoft Office, email platforms, shared drives)
- Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.

A.1.12 REGISTRAR

Job Description:

The Registrar is responsible for overseeing all registration-related functions within Leduc Minor Hockey Association (LMHA), ensuring that all players, coaches, and team officials are properly registered, eligible, insured, and compliant with Hockey Alberta, Hockey Canada,



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league regulations, and LMHA policies.

The Registrar acts as the central point of administration for the Hockey Canada Registry (HCR), player movement, affiliations, and approvals, and supports the Executive, Directors, and members through clear communication and accurate record management.

Responsibilities:

- **Player & Program Registration**
 - Manage all LMHA registrations through Spordle/RAMP, including:
 - Regular season registrations (U7–U18, co-ed, female and AA Tryouts)
 - LMHA-hosted camps and development programs
 - Ensure required documentation is collected and verified (birth certificates, proof of residency, legal land descriptions, declarations).
 - Monitor registration numbers and capacity and report concerns to the Executive and Directors.
 - Verify Respect in Sport Parent (RIS Parent) completion and proper linkage to players' Hockey Canada Registry (HCR) profiles.
- **Camp Registration (LMHA)**
 - Set up and manage registration packages for LMHA camps and development programs.
 - Ensure camp participants are properly registered.
 - Work with Camp Coordinators to confirm eligibility, attendance lists, and approvals.
 - Support refunds, transfers, or corrections in coordination with the Financial Administrator.
 - Address registration questions related to camps.
- **Hockey Canada Registry (HCR) Management**
 - Create and maintain HCR profiles for players and coaches
 - Add and remove participants to team rosters and submit for Hockey Alberta approval.
 - Distribute updated and approved HCRs to team officials.
 - Track pending approvals and resolve issues related to compliance or missing requirements.
 - Submit rosters to Hockey Alberta for approval and follow up on pending or rejected items.
 - Add Outstanding Balances to players' HCR accounts.
 - Work with Hockey Alberta to create Team Order HCR #'s
- **Player Movement & Affiliations**
 - Process HCR transfers, shared HCRs, and releases.
 - Manage affiliate player (AP) additions and removals in accordance with Hockey Alberta rules and LMHA guidelines.
 - Track AP limits and deadlines (e.g., January 15).



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- Liaise with Hockey Alberta and other associations on complex player movement cases.
- **Coach & Team Official Compliance**
 - Verify completion of coaching requirements, including:
 - Respect in Sport – Activity Leader
 - Safety Program
 - Coaching certifications
 - Monitor compliance deadlines and notify teams of outstanding requirements.
 - Ensure teams remain eligible to be on the ice.
 - Maintain and update LMHA coaching spreadsheets.
- **Communication & Support**
 - Serve as a primary contact for registration-related inquiries.
 - Communicate clearly with parents, coaches, and Directors regarding requirements, deadlines, and approvals.
 - Provide registration updates to the LMHA Executive/Board.
- **Governance & Compliance**
 - Ensure all registration activities comply with LMHA bylaws, Hockey Alberta regulations, and Hockey Canada policies.
 - Support the Registration Committee and Executive by providing information and guidance on registration matters.

Qualifications: Registrar will be appointed by a majority vote of the Executive Committee and will be for a three year term.

A.1.13 DEVELOPMENT DIRECTOR

Job Description:

The Development Director is responsible for overseeing all aspects of player and coach development within the Association, excluding the AA program. As the Chair of the Development Committee, the Development Director serves as the primary point of contact for all committee members and leads the planning and execution of development initiatives.

In addition to leading development efforts, the Development Director also serves as:

Chair of the Coach Selection Committee, overseeing the appointment and approval process for all head and assistant coaches.



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A member of the Executive Committee, contributing to the overall governance and strategic planning of the Association.

A member of the Team Selection Committee, supporting fair and balanced team formation.

This position plays a key leadership role in aligning development strategies with the Association's values, policies, and long-term goals.

Responsibilities:

- **Budget & Planning**

- Develop and submit a seasonal budget proposal to the Finance Committee for approval.
- Create a comprehensive season plan in collaboration with members of the Development Committee.
- Maintain accurate records of revenue and expenses from all LMHA-hosted development camps and activities.

- **Scheduling & Ice Allocation**

- Submit ice time requests to the Ice Allocator on behalf of the Development Committee for all planned development sessions.
- Coordinate and book development sessions for all Co-Ed teams within the Association.

- **Committee Leadership & Oversight**

- Actively ensure members of the Development Committee are fulfilling their assigned roles and responsibilities.
- Serve as:
 - Chair of the Coach Selection Committee
 - Member of the Executive Committee
 - Member of the Team Selection Committee

- **Vendor Management**

- Review and approve third-party development vendors for use by LMHA teams.
- Ensure all approved vendors have a valid contract and current liability insurance on file.
- Maintain and update the LMHA website with a list of "Approved for Use" vendors.
- Approve vendor invoices for payment and submit them to the Treasurer for processing.

- **Communications & Website Updates**

- Ensure the LMHA website is kept up to date with:



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- Approved vendors
- Upcoming LMHA-hosted development camps and clinics

Qualifications: Must have a minimum of 2 years experience on the LMHA board and/or a committee. They also require the appropriate hockey experience or skill set unique to the position.

A.1.14 SAFETY DIRECTOR

Job Description:

The Safety Director plays a critical role in ensuring a safe and compliant environment for all athletes, coaches, and volunteers within LMHA. This volunteer position provides leadership in the areas of risk management, injury prevention, and discipline support, while maintaining alignment with Hockey Alberta and Hockey Canada guidelines. The Safety Director works closely with team officials and LMHA leadership to uphold high safety standards across all teams and age levels.

Responsibilities:

- Ensure all coaches, assistant coaches, and team managers have valid Criminal Record Checks (CRCs) on file prior to participating in any on-ice or dressing room activities.
- Organize and track CRC submissions in a secure and efficient manner.
- Maintain and distribute basic first aid kits to all LMHA teams, in accordance with Hockey Alberta and Hockey Canada guidelines.
- Clearly communicate that additional athletic trainer bags and supplies are the financial responsibility of individual programs/teams.
- Reorganize and restock all first aid kits during the off-season (summer months) to prepare for the upcoming season.
- Serve on the Coaching Selection Committee to assist in evaluating and selecting suitable coaching candidates.
- Act as the Executive Board Liaison to the Discipline Committee, helping ensure disciplinary processes are followed fairly and consistently.
- Attend regular Executive Board and General Board meetings.



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- Provide updates, reports, and safety-related recommendations to the President and broader board as needed.

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.

A.1.15 MANAGER DIRECTOR

Job Description:

The Team Manager Director is responsible for providing leadership, oversight, and support to all Team Managers and Team Treasurers within LMHA. This position serves as the primary liaison between Team Staff and the LMHA Board of Directors, ensuring teams operate in compliance with Hockey Canada, Hockey Alberta, league regulations, and LMHA policies. The Team Manager Director plays a key role in recruitment, onboarding, communication, financial compliance, and the ongoing support of Team Managers throughout the hockey season.

Responsibilities:

- **Board Governance & Strategy**
 - o Must attend all LMHA Board meetings and represent the interests/concerns of team staff.
 - o Responsible for reviewing and updating the LMHA Team Manager Manual annually to ensure compliance with Hockey Alberta, Hockey Canada, LMHA, and applicable Leagues.
 - Note: Manual content should remain general to avoid conflicts with shifting league-specific rules.
 - o Attend all League Coach/Manager Meetings (EFHL, AEHL, etc.) to ensure accurate information is cascaded to Team Managers.
 - o Act as the first point of escalation for Team Managers when internal team issues or conflicts arise.
 - o Perform any other duties as assigned by the LMHA Executive Board.
- **Recruitment & Onboarding (Pre-Season)**
 - o Receive and review all Team Manager and Team Treasurer applications, vetting for any concerns from previous seasons.
 - o Provide formal approval of Team Managers/Treasurers to Head Coaches and Level Directors upon request.



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- o Maintain the "Approved Coaches/Managers" shared Google Sheet to ensure real-time tracking of staff.
- o Host the annual "Team Managers" Meeting at the beginning of the season (in collaboration with the Coach/Development Director).
- o Distribute the "New Team Package" upon approval, including:
 - LMHA Manager's Manual & Approved Ledgers (AA/EFHL/U7).
 - League-specific info (e.g., Referee Rate sheets).
 - Banking details (Servus Credit Union membership/account info).
 - Administrative forms (Code of Conduct, Pledges, Medical Forms).
- **Digital & Communication Management**
 - o Update the LMHA Team Manager website regularly, ensuring all links and resources are current.
 - o Provide Managers with login credentials for League and LMHA team pages; verify that team contact information is correctly listed on all platforms.
 - o Serve as the primary communication hub for Team Managers throughout the season, working alongside Division Directors.
 - o Maintain a high standard of communication and utilize a vacation responder when unavailable.
- **Financial Oversight & Compliance**
 - o Collect and review all Team Manager/Treasurer Code of Conduct forms.
 - o Collect and review monthly financial reports from all teams, communicating any visible errors or discrepancies.
 - o Ensure all teams remain in compliance with LMHA Financial Requirements (in collaboration with the LMHA Treasurer).
 - o Year-End Closeout: Ensure all team accounts are reconciled/zeroed out, and that final financial statements are submitted to the LMHA Treasurer by the designated deadline.

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.



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A.1.16 AA ROUGHNECKS SENIOR DIRECTOR

Job Description:
The AA Senior Director is responsible for the leadership, development, and overall operational oversight of the Association’s AA programming. This role ensures alignment with the Association’s standards, player development pathway, and governing body requirements, while supporting coaches, players, and families in a high-performance environment.
Responsibilities:
<ul style="list-style-type: none">• Oversee all AA teams and programming within LMHA• Ensure alignment with Hockey Alberta/Canada guidelines and LMHA policies• Establish and monitor program standards, expectations, and culture• Support the development pathway for AA athletes across all age groups• Provide mentorship, guidance, and evaluation for AA coaching staff• Coordinate development opportunities, camps, and specialty training• Assist with team formation processes, including evaluations and selections• Provide oversight and support for team operations, staffing, and communication• Address team-related concerns and ensure consistency across all AA teams• Contribute to the long-term vision and strategic direction of the AA program• Identify areas for growth and improvement in player and program development• Collaborate with other divisions to ensure alignment within the Association
Qualifications: Previous experience in hockey leadership, coaching, or program management (AA/AAA level preferred). Strong understanding of player development models and high-performance programming. A minimum of 2 years’ experience as an LMHA Board or Committee Member and must have appropriate hockey experience or a skill set unique to the position.



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A.1.17 BLACK GOLD FEMALE SENIOR DIRECTOR

<p>Job Description:</p> <p>The Senior Director – BGF Hockey Program provides strategic leadership and governance oversight for the Black Gold Female Hockey program. The role ensures the effective development, sustainability, and alignment of female hockey programming across all divisions within the Black Gold region.</p> <p>Working under the direction of the VP Female, the Senior Director supports the delivery of a positive and structured environment for female athletes while promoting participation, development pathways, and program excellence.</p> <p>The Senior Director provides leadership and oversight for:</p> <ul style="list-style-type: none">● Female hockey program structure and development● Athlete development pathways● Coach recruitment and mentorship● Female program operations and coordination● Community engagement and program promotion● Alignment of female hockey initiatives within the association <p>The Senior Director works collaboratively with Female Directors, program coordinators, coaches, and volunteers to support consistent program delivery and strategic growth.</p>
<p>Responsibilities:</p> <ul style="list-style-type: none">● Strategic Leadership<ul style="list-style-type: none">○ Support the long-term growth and sustainability of female minor hockey within the Black Gold region.○ Assist in the development and implementation of strategic plans for female hockey programming.○ Identify opportunities to improve participation, retention, and athlete development.● Program Oversight<ul style="list-style-type: none">○ Provide leadership and guidance to Female Directors and program volunteers.○ Monitor program operations to ensure alignment with association policies and standards.○ Support coordination of player movement and development pathways within the female program.● Athlete & Coach Development<ul style="list-style-type: none">○ Promote initiatives that support athlete development and positive sport experiences.○ Encourage and support coach development, mentorship, and recruitment



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<p>within the LMHA Development Committee.</p> <ul style="list-style-type: none"> ● Governance & Reporting <ul style="list-style-type: none"> ○ Provide regular updates and reports to the VP Female and Executive Board as required. ○ Participate in association meetings and planning discussions related to female hockey programming. ○ Contribute to annual program reviews and strategic planning processes. ● Community Engagement <ul style="list-style-type: none"> ○ Promote female hockey participation within the Black Gold region and work with LMHA Socials. ○ Support initiatives that strengthen community awareness and engagement in the female program.
<p>Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.</p>

A.1.18 U7-U18 LEVEL DIRECTORS

<p>Job Description:</p>
<p>The Level Director is a volunteer position reporting to the Vice President of Directors. They are responsible for the management, oversight, and effective operation of a specific age group/level within the association, ensuring all activities comply with LMHA Bylaws, Policies, Hockey Alberta (HA) regulations, and Hockey Canada (HC) rules. This role ensures teams, coaches, players and parents receive the support and guidance needed for a positive hockey experience. The Level Director acts as the primary liaison between LMHA and the teams in their assigned age division.</p>
<p>Responsibilities:</p>
<ul style="list-style-type: none"> ● Evaluations <ul style="list-style-type: none"> ○ Oversee the evaluation and team selection process for the assigned level, adhering strictly to LMHA policies regarding skill assessment and roster finalization. ○ Facilitate the appointment of Head Coaches for all teams at the level, in conjunction with the LMHA Coach Selection Committee.



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- o Work with the Director of Safety and LMHA Treasurer for team staff criminal record checks and team manager assignments.
- o Work with the VP of Directors and the LMHA Registrar to ensure all players, coaches, and team officials are properly registered and compliant with mandatory certification requirements as per Code of Conduct and Hockey Alberta regulations (e.g., Respect in Sport, Coach certification).
- **Communication**
 - o Act as the primary point of contact and liaison between the LMHA Executive, team officials (coaches, managers), and parents/guardians for the assigned level.
 - o Provide guidance and resources regarding LMHA rules and league requirements and commitments. Ensure consistent and timely distribution of information, policy changes, and scheduling updates to all teams at the level.
 - o Ensure strict adherence to the LMHA Policy and Procedure Manual, including but not limited to the Code of Conduct, Fair Play rules, and Disciplinary guidelines.
 - o Assist with resolving team-level issues/disputes or escalate if necessary.
 - o Document and formally escalate complex or unresolved issues, or breaches of the Code of Conduct, to the LMHA Disciplinary Committee or Vice President as per LMHA procedure.
 - o Monitor team activity to ensure adherence to league/level rules.
 - o Oversee the effective operation of team budgets, ensuring transparency and compliance with LMHA financial guidelines.

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.

Level Directors should not have an athlete in the same age division (except U7) that they are directing. Exemption from this policy may be approved by the Executive Committee if no suitable Level Director candidate is found within 30 days of the AGM. The exempted Level Director must be removed from the team selection process and may remain in this position until the next AGM.



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A.1.19 ICE COORDINATOR

Job Description:
The Ice Coordinator is responsible for the planning, scheduling, and management of all ice allocations for LMHA programs. This role ensures efficient use of ice resources across all divisions while supporting teams, leagues, and association operations. The Ice Coordinator works closely with the Board, city partners, and league representatives to deliver a well-organized and effective schedule.
Responsibilities:
<ul style="list-style-type: none">• Determines the ice requirements for the upcoming season• Secures ice from City of Leduc and surrounding communities as directed by the Board• Allocates ice to each team in accordance with LMHA Policies & Procedures• Schedules, reschedules and cancels ice times (practices and games) to maximize ice utilization• Updates the LMHA ice schedule and posts it on the LMHA website• Collaborates with the various leagues to confirm ice is available for league games• Collaborates with the LMHA Tournament Coordinator to secure ice for tournaments• Attends league meetings (specific to ice allocation)• Books referees for league home games through the Referee In Chief• Secures meeting rooms from the City of Leduc and surrounding communities as directed by the Board• Reviews and approves invoices for ice and meeting rooms• Provides ice assignments/costs (per division) to Financial Administrator• Attends committee meetings, as requested• Any other duties as assigned by the President or the Board
Qualifications: This is a non-voting Board position selected by the Executive Committee for a three year term.



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A.1.20 FUNDRAISING COORDINATOR

Job Description:
<p>The Fundraising Coordinator is responsible for developing, organizing, and overseeing fundraising initiatives that sustain the operations and growth of the Leduc Minor Hockey Association. This position plays a key role in ensuring hockey remains affordable and accessible for all players. The Fundraising Coordinator collaborates closely with the Volunteer Coordinator and Tournament Coordinator, ensuring clear communication and alignment of activities. This role reports directly to the Vice President of Operations.</p>
Responsibilities:
<ul style="list-style-type: none">● Association-Wide 50/50 Raffles<ul style="list-style-type: none">○ Lead planning and execution of LMHA's 50/50 raffles hosted through Rafflebox.○ Establish raffle schedules to ensure compliance with Hockey Alberta timelines and LMHA events.○ Manage the setup and tracking of raffle accounts, draws, and payout procedures.○ Submit draw results and reconcile funds promptly.○ Share raffle-related records with the Volunteer Coordinator to ensure families are properly credited for volunteer hours. ● Licensing & Compliance (AGLC)<ul style="list-style-type: none">○ Act as the primary contact with Alberta Gaming, Liquor, and Cannabis (AGLC) for all LMHA fundraising licenses.○ Apply for, maintain, and renew all raffle/gaming licenses as required.○ Ensure timely submission of financial reports, winner declaration forms, and other mandatory documents to AGLC.○ Maintain a secure record-keeping system for all licensing documentation, accessible to the VP Operations.○ Monitor changing AGLC regulations and update LMHA's fundraising processes as needed. ● Team-Level Fundraising Requests<ul style="list-style-type: none">○ Serve as the approval authority for team-based fundraising initiatives by reviewing proposals submitted by Team Managers, ensuring they align with LMHA fundraising guidelines and AGLC rules.



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<ul style="list-style-type: none"> o Approve or decline requests, providing a clear rationale and alternative suggestions if necessary. o Maintain a tracking system of all approved/denied fundraising activities to prevent conflicts and duplication of efforts. • Tournament Fundraising Support <ul style="list-style-type: none"> o Work directly with the Tournament Coordinator to align fundraising activities with LMHA tournaments (e.g., raffle tables, Plinko games, 50/50s). o Ensure raffle timelines and licenses are coordinated to avoid overlap or duplication. • Collaboration & Reporting <ul style="list-style-type: none"> o Provide regular updates to the VP Operations on the status of fundraising activities, revenue generation, and compliance. o Collaborate with the Volunteer Coordinator to align volunteer credits with Rafflebox 50/50. o Attend LMHA board or committee meetings as required to present fundraising updates.
<p>Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.</p>

A.1.21 TOURNAMENT COORDINATOR

<p>Job Description:</p> <p>The Volunteer Coordinator is responsible for the organization, scheduling, and tracking of volunteer activities across LMHA programs and events. This role ensures volunteer needs are met efficiently while supporting a positive and engaged volunteer experience.</p> <p>The Volunteer Coordinator is responsible for the organization, scheduling, and tracking of volunteer activities across LMHA programs and events. This role ensures volunteer needs are met efficiently while supporting a positive and engaged volunteer experience.</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Coordinate and schedule volunteer assignments for games, tournaments, and LMHA events



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- Maintain accurate and up-to-date volunteer schedules and records
- Collaborate with Division and Level Directors to identify and fill volunteer requirements
- Communicate expectations, schedules, and updates clearly to volunteers
- Provide guidance and support to new volunteers
- Assist with last-minute scheduling changes and coverage needs

- **Tracking & Reporting**
 - Monitor and record volunteer hours and participation
 - Provide regular updates to the LMHA Board and relevant committees

- **Program Support**
 - Support improvements to volunteer processes and tools
 - Promote volunteer engagement and recognize contributions
 - Foster a positive, inclusive volunteer culture within LMHA

- **Qualifications & Skills**
 - Strong organizational and communication skills
 - Ability to manage multiple priorities
 - Experience with scheduling tools or spreadsheets is an asset
 - Commitment to supporting a positive volunteer environment

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.

A.1.22 SPONSORSHIP COORDINATOR

Job Description:

Through networking, cold calls/emails, and community involvement gain sponsors for Leduc Minor Hockey, and assign them to teams as needed each season.

Responsibilities:

- Ensure all sponsors are sent yearly invoices and receipts as provided by the Treasurer.
- Manage the sponsorship spreadsheet offloading off any expired sponsors and



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<p>assigning new ones to teams as they are gained.</p> <ul style="list-style-type: none"> ● Communicate with the treasurer as to the sponsorships gained and invoicing ● Update yearly the sponsorship brochure ● Update yearly the sponsorship page on the website ● Provide all sponsor logos to the social media member to post online as the sponsorship contracts state ● Ensure any contract emails are sent out regarding our sponsors ● Aid in gaining sponsors for tournaments, weather via cash donations, or items for raffle tables ● Apply for other sponsorships through other agencies/businesses, Kruger, Kraft as examples. ● For the 2026-2027 season ensure all documentation for Kruger is completed and submitted as required to maintain our Kruger donation.
<p>Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.</p>

A.1.23 VOLUNTEER COORDINATOR

<p>Job Description:</p> <p>The Volunteer Coordinator plays an essential role in supporting the successful operation of the association by organizing, communicating, and tracking volunteer participation. This position ensures that all programs, events, and tournaments are adequately staffed and that volunteer expectations are clearly communicated to members.</p> <p>Due to the scope and workload of this position, the role is best fulfilled by two coordinators working collaboratively to ensure responsibilities are managed effectively throughout the season.</p>
<p>Responsibilities:</p> <ul style="list-style-type: none"> ● Volunteer Scheduling <ul style="list-style-type: none"> ○ Coordinate and schedule volunteers for all association programs, events, and activities. ○ Work with board members and program directors to determine volunteer requirements.



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- o Ensure volunteer shifts are filled in a timely manner.
- o Make adjustments to schedules when necessary due to changes or cancellations.
- o Ensure volunteer opportunities are distributed fairly and efficiently among members.

- **Communication**

- o Communicate volunteer opportunities to association members in a clear and timely manner.
- o Use the association communication platform (RAMP) to distribute mass emails regarding volunteer opportunities, requirements, and updates.
- o Ensure volunteer opportunities are advertised with sufficient notice to allow members to plan accordingly.
- o Update the association website each season to reflect upcoming volunteer opportunities and requirements.
- o Ensure all volunteer information is accurate, current, and easily accessible to members.
- o Provide clear descriptions for all volunteer positions including:
 - Date and time
 - Location
 - Role description
 - Expectations and responsibilities
 - Required equipment or materials

- **Volunteer Tracking**

- o Maintain an organized and up-to-date system for tracking volunteer hours.
- o Record completed volunteer shifts accurately.
- o Monitor member volunteer requirements and provide updates when requested.
- o Maintain clear and accessible records throughout the season.

- **Collaboration with Board and Program Directors**

- o Working with Directors to coordinate volunteer requirements for evaluations and association events.



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- o Working with Development Directors to schedule volunteers for development programs and First Shift programming.
- o Working with the Tournament Coordinator to organize and schedule volunteers for all tournaments and tournament-related activities.
- o Communicating regularly with board members to ensure volunteer needs are identified and met.
- **Organization and Record Keeping**
 - o Maintain neat, accurate, and organized volunteer records.
 - o Keep volunteer schedules and tracking documents current.
 - o Ensure continuity and clear documentation for future Volunteer Coordinators.
 - o Maintain organized electronic files and tracking systems.

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.

A.1.24 EQUIPMENT COORDINATOR

Job Description:

The Equipment Coordinator is a key volunteer role responsible for the management and distribution of all hockey equipment for the Leduc Minor Hockey Association. This position requires strong organizational skills and attention to detail to ensure that all teams and players have the necessary gear for practice, games, and evaluations.

Responsibilities:

- **Procurement and Budgeting**
 - o Develop an annual equipment budget for board approval during the offseason.



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- Manage the purchasing of new equipment, including all jerseys, pucks, and goalie gear, in line with the approved budget.
- **Inventory Management**
 - Maintain an accurate and up-to-date inventory of all association-owned equipment.
 - Conduct a full inventory check at the end of each season to track all items and identify any missing or damaged equipment.
- **Distribution and Collection**
 - Organize and distribute home and away game jerseys, practice jerseys, evaluation jerseys, pucks, first aid kits to team directors and coaches at the beginning of the season.
 - Coordinate the collection of all equipment from teams at the conclusion of the season.
- **Equipment Oversight**
 - Be the primary point of contact for all equipment-related inquiries from coaches and directors.
 - Manage specific equipment items, including:
 - Home and away game jerseys
 - Practice jerseys
 - Evaluation jerseys
 - Pucks
 - Goaltender equipment for the U9 division
- **Commitment**
 - This is a year-round volunteer position with peak activity during the start and end of the hockey season.
 - Attendance at board meetings as required to present the budget and provide status updates.

Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.



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A.1.25 SOCIAL MEDIA COORDINATOR

Job Description:
The Social Media Coordinator manages the organization’s social media accounts to promote events, share news, and engage the community. This role is responsible for creating and posting content, managing engagement, and supporting the organization's goals online.
Responsibilities:
<ul style="list-style-type: none">● Manage Social Accounts<ul style="list-style-type: none">○ Oversee platforms like Facebook, Instagram, and others.● Create & Post Content<ul style="list-style-type: none">○ Write captions, design graphics, and schedule regular posts.● Promote Events & News<ul style="list-style-type: none">○ Share upcoming events, announcements, tournaments and updates.● Engage with Followers<ul style="list-style-type: none">○ Reply to comments and messages in a timely, professional way.● Track Performance<ul style="list-style-type: none">○ Monitor likes, shares, and reach.● Maintain Brand Voice<ul style="list-style-type: none">○ Ensure all posts reflect the organization’s values and style.● Collaborate<ul style="list-style-type: none">○ Work with other board members or teams to gather content and support campaigns.
Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.



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A.1.26 PERMIT COORDINATOR

Job Description:
A Permits Coordinator is the main contact for handling all team permit requests. Their role is administrative and helps ensure teams are properly authorized for games, tournaments, and events outside the regular league schedule.
Responsibilities:
<ul style="list-style-type: none">● Process Permit Requests<ul style="list-style-type: none">○ Receive and review online forms from team managers or coaches when they need a travel permit, exhibition game permit, or tournament permit.● Verify Information<ul style="list-style-type: none">○ Make sure forms are filled out correctly and completely (e.g., team ID, dates, locations, opponents).● Liaise with Directors<ul style="list-style-type: none">○ Direct teams to contact their Division Director if there are missing or unclear details.● Submit/Approve Permits<ul style="list-style-type: none">○ Work within Hockey Alberta's or LMHA's system to issue and track the permits.● Keep Records<ul style="list-style-type: none">○ Maintain an organized log of permits for auditing, reporting, and scheduling purposes.● Ensure Compliance<ul style="list-style-type: none">○ Confirm that all games, tournaments, or events meet Hockey Alberta rules and Leduc Minor Hockey's policies.
Qualifications: Any person nominated for a Board position must be eighteen (18) years of age or older and must be a Member in good standing.



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A.1.26 COMMITTEE & SUBCOMMITTEE STRUCTURE

A.1.27 Approved Committee Structure

COMMITTEE NAME	EXECUTIVE COMMITTEE	FINANCE COMMITTEE	REGISTRATION COMMITTEE	COACH SELECTION COMMITTEE	TEAM SELECTION COMMITTEE	DEVELOPMENT COMMITTEE	BYLAW & POLICY COMMITTEE	EVALUATION COMMITTEE	DISCIPLINE COMMITTEE
CHAIRPERSON	PRESIDENT	TREASURER	REGISTRAR	DEVELOPMENT DIRECTOR	VP DIRECTORS (CO-CHAIR)	DEVELOPMENT DIRECTOR	VP OPERATIONS	VP DIRECTORS (CHAIR)	APPOINTED ANNUALLY
MEMBER	PAST PRESIDENT	PRESIDENT	PRESIDENT	VP FEMALE	VP FEMALE (CO-CHAIR)	COACH DEVELOPMENT	PRESIDENT	VP FEMALE	LMHA MEMBERS (APPOINTED AS NEEDED)
MEMBER	VP OPERATIONS	PAST PRESIDENT	VP OPERATIONS	VP DIRECTOR	PRESIDENT	PLAYER DEVELOPMENT	VP DIRECTORS	DEVELOPMENT DIRECTOR	VP DIRECTORS (NON VOTING)
MEMBER	VP DIRECTORS	VP OPERATIONS	VP DIRECTORS	PRESIDENT	VP OPERATIONS	GOALIE DEVELOPMENT	VP FEMALE	SENIOR AA DIRECTOR	VP FEMALE (NON VOTING)
MEMBER	VP FEMALE	VP DIRECTORS	VP FEMALE	COACH DEVELOPMENT	DEVELOPMENT DIRECTOR	FEMALE DEVELOPMENT	TREASURER	BGF SENIOR DIRECTOR	VP OPERATIONS (NON VOTING)
MEMBER	TREASURER	VP FEMALE	AA ROUGHNECKS SENIOR DIRECTOR	SAFETY DIRECTOR	AA ROUGHNECKS SENIOR DIRECTOR	BAUER FIRST SHIFT	REGISTRAR	ICE/GM	
MEMBER	SECRETARY	SECRETARY	TREASURER	LEVEL DIRECTOR	BGF SENIOR DIRECTOR		SECRETARY	LMHA MEMBER As Appointed	
MEMBER	REGISTRAR	REGISTRAR	SECRETARY		LEVEL DIRECTOR		LEVEL DIRECTOR	LMHA MEMBER As Appointed	
MEMBER	SAFETY DIRECTOR	SAFETY DIRECTOR						LMHA MEMBER As Appointed	
MEMBER	REFEREE-IN-CHIEF	REFEREE-IN-CHIEF						LMHA MEMBER As Appointed	
MEMBER	DEVELOPMENT DIRECTOR	DEVELOPMENT DIRECTOR							



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A.2 COMMITTEE JOB DESCRIPTIONS & RESPONSIBILITIES

A.2.1 EXECUTIVE COMMITTEE

Committee Description:
<p>The executive committee is a smaller steering group that performs specific functions on behalf of the LMHA Board of Directors. These functions include making decisions on urgent matters, guiding strategic planning, over-seeing board members and organizational performance, and ensuring governance of LMHA Bylaws and Policies & Procedures.</p> <p>The primary function is to facilitate quick and efficient decision-making, often with the authority to act on behalf of the full Board, as defined in the LMHA Bylaws and Policies & Procedures. Members of the Executive Committee include Board Members and other senior leaders, with the board chairperson leading the committee, as defined in the LMHA Bylaws and Policies & Procedures</p>
Responsibilities:
<ul style="list-style-type: none">• The Executive Committee meets monthly, generally prior to the LMHA Monthly Board Meeting.• Has the liberty to appoint Committees or Sub-Committees with specific duties & responsibilities, to assist in carrying out the operations of the Association.• Responsible for reviewing and approving Committee or Sub-Committee Members.• Receive in writing and approve/deny nominations for the LMHA Board of Directors.• Appoints LMHA honorarium positions and determines the minimum qualifications for the position.• Determine the date, time, and location for the Annual General Meeting.• Contribute to setting and refining the Association’s strategy, including evaluating opportunities, risks, and long-term goals.• Monitor and assess the performance of the Board of Directors and the Association, often reviewing performance and financial reports.• Ensure that LMHA Bylaws and Policies & Procedures are followed.• Carry out specific duties delegated by the LMHA Board of Directors.



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A.2.2 FINANCE COMMITTEE

Committee Description:
<p>The Finance Committee is a standing committee of the Leduc Minor Hockey Association Board, responsible for overseeing the financial health and sustainability of the organization. Its primary role is to provide strategic financial guidance, ensure fiscal responsibility, and support the Board in making informed financial decisions that align with the organization's mission and goals.</p>
Responsibilities:
<ul style="list-style-type: none">● Financial Planning & Budgeting:<ul style="list-style-type: none">○ Assist the Financial Administrator in the development of the annual operating budget, ensuring alignment with organizational objectives and prudent resource allocation.○ Review and recommend the annual budget to the Board for approval.○ Monitor budget performance throughout the year, identifying variances and recommending corrective actions.○ Contribute to long-range financial planning and forecasting.● Financial Oversight & Reporting:<ul style="list-style-type: none">○ Review annual financial statements provided by an approved accountant.○ Ensure the accuracy and integrity of financial records and reports.○ Provide insights and analysis of financial data to the Board, highlighting trends, risks, and opportunities.○ Oversee the organization's financial policies and procedures, recommending updates as needed to ensure compliance and best practices.● Fundraising & Revenue Generation:<ul style="list-style-type: none">○ Collaborate with the Board and other committees to develop and implement strategies for revenue generation, including fundraising initiatives, sponsorship opportunities, and fee structures.○ Monitor the effectiveness of fundraising efforts and provide recommendations for improvement.● Risk Management:<ul style="list-style-type: none">○ Identify potential financial risks to the organization and recommend strategies for mitigation.



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- **Investment Management (if applicable):**
 - Provide guidance on the management of any organizational investments, adhering to established investment policies.

A.2.3 REGISTRATION COMMITTEE

Committee Description:

The LMHA Registration Committee is responsible for reviewing, assessing, and approving registration-related matters that fall outside standard registration procedures. The committee ensures that all registration decisions are fair, consistent, transparent, and compliant with LMHA bylaws, Hockey Alberta regulations, and Hockey Canada policies.

The committee supports the Registrar by providing governance oversight and decision-making authority on exceptional or discretionary registration cases.

Responsibilities:

- **Registration Approval & Oversight**
 - Review and approve or deny:
 - Registrations from outside the LMHA hockey boundary zone
 - Exceptional registration requests
 - Apply LMHA guidelines consistently when assessing non-routine registration requests.
 - Ensure all decisions align with:
 - LMHA bylaws and internal guidelines
 - Hockey Alberta regulations
 - Hockey Canada policies
- **Draw Zone & Boundary Decisions**
 - Review registration requests impacted by:
 - LMHA recruitment boundaries
 - Determine eligibility of players whose residence falls:



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- Outside LMHA boundaries
- On boundary lines
- Outside AA draw zones
- Provide clear direction to the Registrar regarding approval or denial.

Capacity & Roster Considerations

- Consider team and division capacity when reviewing registration requests.
- Work with Directors to understand:
 - Available roster space
 - Division viability
 - Impact on existing teams
- Ensure acceptance of new registrants does not negatively affect team balance or development.

Special Circumstances & Exceptions

- Review special circumstances including (but not limited to):
 - Family relocation
 - School attendance considerations
 - Previous playing history
- Evaluate requests on a case-by-case basis while maintaining fairness and consistency.
- Document rationale for decisions when exceptions are approved.

Appeals & Disputes

- Review appeals related to:
 - Registration denial
 - Boundary decisions
 - Eligibility determinations
- Provide recommendations or decisions to the Executive as required.
- Ensure all appeal processes follow LMHA and Hockey Alberta guidelines.

Communication & Documentation

- Work with the Registrar to ensure:
 - Clear communication of decisions to families
 - Consistent messaging across the association
- Maintain confidentiality in all registration-related matters.
- Ensure all committee decisions are:



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- Documented
- Transparent
- Defensible if reviewed by Hockey Alberta

A.2.4 COACH SELECTION COMMITTEE

Committee Description:
<p>The Coach Selection Committee is responsible for the appointment and approval of all head coaches and assistant coaches for both co-ed and female teams. The committee is composed of the following members:</p> <ul style="list-style-type: none">● Development Director (Committee Chair)● Vice President of Directors● Vice President Female● Safety Director● Coach Development Lead● Director of the applicable level for which the coach is being considered <p>This committee ensures a thorough and consistent selection process across all team levels and programs</p>
Responsibilities:
<ul style="list-style-type: none">● The Development Director will create and maintain a Google Form that serves as the Coach & Manager Application Form. This form is updated annually and made available on the LMHA website when player registration opens.● Application Sorting Process<ul style="list-style-type: none">○ As applications are submitted, the Development Director will categorize each applicant based on their chosen age division.○ Applications will be copied from the main Google Sheet and placed onto the appropriate division-specific sheet for further review.● Head Coach Interview Process



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- Level Directors are responsible for coordinating interviews with potential Head Coach candidates.
- LMHA aims to ensure that all Head Coaches are interviewed at least once during their tenure with the Association.

- Additional interviews may be required if significant negative feedback was received about a coach in the previous season.

- Interview Guidelines
 - Directors should schedule a time and place that works for both them and the candidate.
 - Once confirmed, the Director will invite a second committee member to participate.
 - A minimum of two Coach Selection Committee members (Director + one other) must be present during each interview.

- **Nomination & Approval Process**

- Once a Head Coach candidate is selected, the Level Director will add the nominee's name to the "Nomination" tab on the division's Coach & Manager sheet.
- Committee members will then indicate their decision to approve or decline the nomination on this tab.
- A minimum of three approval votes is required for a nomination to pass.
- The Development Director (Committee Chair) will only vote in the event of a tie.
- Once a nominee is approved, the Level Director will officially offer the Head Coaching position to the candidate.

- **Assistant Coach Approval**

- After team selection is complete, each Head Coach will submit a list of proposed Assistant Coaches to their Level Director.
- The Level Director will share this list with the Development Director.
- Assistant Coach approvals will be determined as follows:
 - Co-Ed Teams: Development Director & VP of Directors
 - Female Teams: Development Director & VP Female



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- **Final Step: Carding**

- The Development Director is responsible for ensuring all approved Head and Assistant Coaches are added to the Approved Coach and Manager Sheet for proper carding and certification.

A.2.5 TEAM SELECTION COMMITTEE

Committee Description:

The Team Selection Committee is responsible for the appointment and approval of all head coaches and assistant coaches for both co-ed and female teams. The committee is composed of the following members:

- President
- Development Director
- Vice President of Directors
- Vice President Female
- Coach Development Lead
- Director of the applicable level for which the coach is being considered

Responsibilities:

The duties of this Committee shall include but are not limited to:

- Coordination of player evaluation and team selection processes at the beginning of the season.
- Developing and maintaining a comprehensive player evaluation process that reflects the values and beliefs of LMHA.
- Ensuring all age groups follow the player evaluation process set out by LMHA.
- Ensuring proper communication of the processes to the applicable players parents or guardians.
- Performing other duties relating to the player evaluation and team selection processes as considered necessary by the Board.



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A.2.6 DEVELOPMENT COMMITTEE

Committee Description:
The Development Committee is responsible for overseeing and implementing strategies to improve the skill development, for both players and goalies, as well as offer strategies for the success of our coaches. The goal is to foster a positive and progressive hockey environment for all participants, from entry-level players to more advanced athletes. All members of the Development Committee will report directly to the Development Director.
Responsibilities:
<p>The Development Committee is responsible for overseeing and implementing strategies to improve the skill development, for both players and goalies, as well as offer strategies for the success of our coaches. The goal is to foster a positive and progressive hockey environment for all participants, from entry-level players to more advanced athletes. All members of the Development Committee will report directly to the Development Director.</p> <p>1. Player Development Lead</p> <ul style="list-style-type: none">● To organize and manage all player development camps throughout the season, including but not limited to PD Day Camps, Fall Break Camps, Spring Break Camps, Summer Development Sessions and Checking Clinics. The goal is to provide high-quality, accessible development opportunities for players during non-regular season breaks and skill-specific needs. <p>Key Responsibilities:</p> <ul style="list-style-type: none">● Camp Planning & Scheduling: Identify appropriate dates for camps (e.g., PD Days, school breaks, off-season). Coordinate with the Ice Allocator to secure suitable ice times and locations.● Camp Staffing & Instruction: Hire approved third-party vendors or qualified internal coaches to run the camps. Ensure all instructors meet the association's and governing bodies' standards.● Budgeting & Registration: Work with the Development Director to:<ul style="list-style-type: none">● Determine camp structure, duration, and capacity. Set costs and participant fees.● Coordinate with the Registrar● Collaborate with the Secretary and Social Media Coordinator to: promote camps to membership via email, website, and social platforms.



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Coordinate with the Volunteer Coordinator to identify if volunteers are needed and ensure all shifts are filled prior to camp start.

- **Monitoring & Adjustments:** Regularly review camp registrations and make adjustments as necessary.

2. Goalie Development Lead

- To organize and manage all goalie development camps throughout the season, including but not limited to PD Day Camps, Fall Break Camps, Spring Break Camps, Summer Development Sessions, Friday Night Goalie Sessions and Try Goalie Skates. The goal is to provide high-quality, accessible development opportunities for goalies during non-regular season breaks and skill-specific needs.

Key Responsibilities:

- **Camp Planning & Scheduling:** Identify appropriate dates for camps (e.g., PD Days, school breaks, pre-season). Coordinate with the Ice Allocator to secure suitable ice times and locations.
- **Camp Staffing & Instruction:** Hire approved third-party vendors or qualified internal coaches to run the camps. Ensure all instructors meet the association's and governing bodies' standards.

Budgeting & Registration

- Work with the Development Director to ensure camp structure, duration and capacity and set costs and participant fees.
- Coordinate with the Registrar to open registration in a timely manner and monitor participant numbers and waitlists

Communication & Promotion

- Collaborate with the Secretary and Social Media Coordinator to promote camps to membership via email, website, and social platforms. Provide clear details on dates, fees, location and what players need to bring.

Volunteer Coordination

Work with the Volunteer Coordinator to:

- Identify if volunteers are needed (e.g., check-in, supervision).
- Ensure all shifts are filled prior to camp start.

Monitoring & Adjustments

- Regularly review camp registration numbers.



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- Make necessary adjustments (e.g., adding spots, cancelling underfilled sessions).
- Communicate any changes promptly to registrants and stakeholders.

3. Coach Development Lead

- To support the growth, education, and effectiveness of all coaches within the association by providing access to tools, resources, and learning opportunities. This role ensures coaches are prepared, certified, and aligned with the association's standards and values.

Key Responsibilities:

Access to Coaching Tools:

- Provide all head coaches with access to the Coach Them practice planning and drill design platform.
- Ensure access is granted before the set deadline, coordinating with administration and confirming usage.

Coach Education & Clinics

- Organize and promote coaching clinics (both on-ice and off-ice) throughout the season.
- Partner with qualified facilitators, Hockey Alberta, or other governing bodies to deliver relevant and timely content.
- Ensure clinics align with the skill level and needs of coaches across age divisions.

Junior Coach Tracking

- Monitor and maintain records of Junior Coaches (underage assistants) placed with teams in the association.
- Ensure Junior Coaches meet certification and supervision requirements as outlined by Hockey Alberta and the association.

Coach Selection Committee

- Serve as a member of the Coach Selection Committee.
- Participate in interviews for prospective head coaches.
- Have a vote in the head coach approval process, contributing to fair and balanced decisions.

4. Female Development Lead

- To support and enhance the development and engagement of female players within the association. This role focuses on ensuring that girls in the program receive equal



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access to skill development opportunities, mentorship, and events that promote growth, inclusion, and enjoyment of the game.

Key Responsibilities:

Development Programming

- Coordinate and book development sessions specifically for female teams across all age groups.
- Ensure programming aligns with player needs and follows development guidelines and standards (e.g., Long-Term Player Development model).

Event Organization

- Plan, coordinate, and promote female-focused events, including but not limited to:
- Female Hockey Day
- Spice Up the Ice
- Esso Fun Days – *Female Learn to Play* program
- Every Kid Every Community – development and outreach initiative

Program Growth & Visibility

- Work to increase awareness and visibility of the female hockey program within the association and community.
- Collaborate with the Communications or Social Media Coordinator to promote female development initiatives and events

5. Bauer First Shift Lead

- The Bauer First Shift Lead serves as the primary liaison between LMHA and the families participating in the program. They ensure smooth program delivery, clear communication, and proper coordination of volunteers to create a positive first experience with hockey for new families.

Key Responsibilities:

Parent & Participant Communication

- Serve as the main point of contact for parents and guardians once the program begins.
- Provide timely information and answer questions regarding schedule, equipment, expectations, and next steps.

Welcome Event Participation



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- Attend the First Shift Welcome Event, where participants receive their full Bauer equipment package.
- Assist with welcoming families, answering questions, and ensuring participants are ready for the start of on-ice sessions.

Volunteer Coordination

- Coordinate and fill on-ice volunteer spots for each First Shift session.
- Ensure all on-ice helpers meet LMHA volunteer requirements:
- Coaches must have completed Respect in Sport – Activity Leader.
- LMHA athletes assisting on-ice must wear full equipment.
- Track attendance of all volunteers at each session and provide this information to the Volunteer Coordinator for proper crediting.

Program Support & Oversight

- Provide on-site support during each ice session to ensure sessions run smoothly.
- Be available to assist with any issues or concerns from parents or volunteers.

A.2.7 BYLAW & POLICY COMMITTEE

Committee Description:

The Chair of the Policies & Bylaws Committee leads the review, development, and oversight of the organization’s governance framework, ensuring that all policies and bylaws are clear, up to date, and aligned with the mission, values, and requirements of the hockey association, league, and relevant governing bodies.

Responsibilities:

- **Leadership & Coordination**
 - Lead and facilitate all committee meetings, setting agendas in consultation with the President and Executive.



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- Provide direction and support to committee members to ensure effective participation.
- Report regularly to the Board of Directors on committee activities and recommendations.
- **Policy & Bylaw Development**
 - Review existing bylaws and policies to ensure compliance with governing bodies (e.g., Hockey Canada, provincial/territorial associations, league regulations, and applicable legislation).
 - Draft, amend, and recommend new policies and bylaws as needed.
 - Ensure that proposed changes are communicated to the membership in accordance with established procedures.
- **Governance & Compliance**
 - Monitor the organization's compliance with bylaws, policies, and applicable legal/regulatory requirements.
 - Provide guidance to the Board, committees, and membership regarding the interpretation of bylaws and policies.
 - Maintain accurate and up-to-date records of approved bylaws and policies.
- **Engagement & Education**
 - Ensure that the membership and stakeholders are informed about changes to policies and bylaws.
 - Support training and orientation for board and committee members regarding governance documents.
- **Skills & Qualifications**
 - Strong knowledge of governance practices, policies, and bylaws (experience in nonprofit or sport organizations preferred).
 - Ability to interpret and draft governance documents clearly and concisely.
 - Excellent communication, facilitation, and leadership skills.
 - High level of integrity, impartiality, and attention to detail.
 - Ability to collaborate effectively with diverse stakeholders.
- **Time Commitment**
 - Attend and chair committee meetings (monthly or as needed).
 - Attend Board of Directors meetings as required.



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- Participate in the Annual General Meeting (AGM) and any Special Meetings.

A.2.8 EVALUATION COMMITTEE

Committee Description:

The Evaluation Committee is a smaller steering group that performs specific functions regarding evaluations on behalf of the LMHA Board of Directors. A committee will be struck the fall preceding the expiration of a current evaluation contract, and will continue on as formed until the approval of a 2 year extension is completed for each evaluation process (goalies and skaters are to be separate processes). These functions include making decisions and recommendations regarding the evaluation processes, RFP creation and management, candidate interviews, performing contract oversight and enforcement as necessary, and ensuring governance of LMHA Bylaws and Policies & Procedures.

The primary function is to govern the evaluation process and ensure the mandates are followed in securing third party contractors, as defined in the LMHA Bylaws and Policies & Procedures. This committee shall endeavor to be composed of a parity of Board Members and non board stakeholders who reflect all levels and divisions of LMHA programming and shall be led by the VP of Directors or their proxy when necessary. The committee should ensure inclusion of VP Female, VP of Directors, Development Director, AA Senior Director, and BGF Senior Director at minimum from the LMHA Board of Directors.

Responsibilities:

- Convene as required by the upcoming expiration of contracts.
- Seek to include stakeholder perspective to inform their conversations and recommendations via membership survey.
- Create, circulate, and manage a RFP process with professionalism and integrity.
- Interview candidates as selected by majority vote by the committee.



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- Offer official LMHA Contracts for one year, with the possibility of additional 2-year extension after successful evaluations as agreed upon by both parties, to the selected candidates.
- make recommendations to LMHA regarding evaluation processes.
- reconvene after evaluations are complete to determine whether to offer a 2-year extension to those parties currently under their 1-year contract with LMHA.
- Ensure all LMHA policies, procedures, and bylaws are adhered to.

A.2.9 AA LEDUC ROUGHNECKS COMMITTEE

Committee Description:

The AA Leduc Roughnecks Committee is responsible for supporting the overall planning, operation, and development of the Leduc Roughnecks's AA program. The committee works to ensure the AA stream provides a positive, competitive, and development-focused experience for players, coaches, and families while aligning with the LMHA's policies, vision, and hockey development pathway.

LMHA has five volunteer positions tasked with overseeing the AA Leduc Roughnecks Teams. These five volunteer positions are:

- Chair - Senior AA Director
- U18 AA Director
- U15 AA Director
- U13 AA Director
- U11 AA Director

Responsibilities:

The AA Leduc Roughnecks Committee is responsible for:

- Support oversight and continuous improvement of the Leduc Roughneck's AA programming
- Provide input on player development initiatives, camps, and program structure



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- Assist in maintaining consistency in standards, expectations, and communication across AA teams
- Support coaches, team staff, and LMHA leadership as required
- Collaborate with the Board and other committees on AA-related matters
- Attend meetings and contribute to program planning and operations
- Uphold confidentiality, professionalism, and the best interests of the Association

Expectation: Committee members are expected to act with integrity, support a positive hockey environment, and contribute to the success and alignment of the AA Leduc Roughnecks program.

A.2.10 AA LEDUC ROUGHNECKS TEAM SELECTION COMMITTEE

Committee Description:

The AA Leduc Roughnecks Team Selection Committee provides oversight and structure to the AA evaluation process. The committee supports the identification and selection of players based on skill, performance, effort, and team fit, while minimizing bias and ensuring all athletes are provided an equitable opportunity to be assessed.

Consistent with leading practices across Alberta (e.g., centralized evaluation oversight, independent evaluators, and standardized criteria), this committee ensures that selections are based on defined criteria and supported by multiple evaluators and data points.

The AA Leduc Roughnecks Team Selection Committee exists to ensure that all AA team selections are conducted in a fair, consistent, and transparent manner that prioritizes player development, competitive integrity, and the overall best interests of the Association

The AA Leduc Roughnecks Team Selection Committee is comprised of the following four volunteer LMHA Board Members:

- AA Senior Director - Chair of Leduc Roughnecks AA Coach Selection Committee
- President
- VP of Directors
- AA Level Director for that specific team



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Responsibilities:

- Establish and oversee the AA evaluation and selection process in accordance with LMHA and Hockey Alberta guidelines
- Ensure standardized evaluation criteria, scoring systems, and processes are in place and consistently applied
- Coordinate the use of independent evaluators, where applicable, to support objectivity
- Monitor evaluations to ensure fairness, transparency, and accountability throughout the process
- Support final team selections in collaboration with appointed coaching staff and Hockey Operations leadership
- Ensure proper documentation of evaluation results and selection decisions
- Address concerns or questions related to the evaluation process in a structured and professional manner
- Maintain strict confidentiality regarding all evaluation and selection discussions and outcomes



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A.2.11 AA LEDUC ROUGHNECKS COACH SELECTION COMMITTEE

Committee Description:
<p>The AA Leduc Roughnecks Coach Selection Committee is responsible for the objective, transparent, and merit-based selection of coaching staff for all AA teams within the Association. The committee ensures that appointed coaches align with LMHA values, Hockey Alberta standards, and the development needs of athletes within the AA pathway.</p> <p>The AA Leduc Roughnecks Coach Selection Committee consists of the following LMHA Board members:</p> <ul style="list-style-type: none">● AA Senior Director - Chair of AA Leduc Roughnecks Coach Selection Committee<ul style="list-style-type: none">● President● Development Director (Chair of LMHA Coach Selection Committee)● VP of Directors● AA Level Director for that specific team
Responsibilities:
<ul style="list-style-type: none">● Develop and oversee the AA coach application and selection process● Establish clear selection criteria aligned with LMHA policies and Hockey Alberta requirements● Review coach applications, credentials, and certifications● Conduct interviews and evaluate candidates based on experience, leadership, communication, and development philosophy● Ensure all required certifications (Respect in Sport, NCCP, Safety, etc.) are met or planned● Collaborate with Hockey Operations/AA leadership on final coach recommendations● Ensure consistency and fairness across all AA team coach selections● Maintain documentation of the selection process and decisions● Address inquiries related to the coach selection process in a professional and consistent manner● Maintain strict confidentiality throughout the selection process



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A.2.12 DISCIPLINE COMMITTEE

Committee Description:
<p>The Discipline Committee is responsible for the fair, consistent, and confidential review of all conduct-related matters within LMHA. The committee supports the enforcement of the Association’s Discipline Policy Statement, ensuring alignment with LMHA bylaws, codes of conduct, and Hockey Alberta regulations. The committee exists to uphold a safe, respectful, and development-focused hockey environment by addressing incidents in a structured, impartial, and timely manner.</p> <p>The Discipline committee operates with:</p> <ul style="list-style-type: none">• Defined procedures for incident review• A commitment to impartiality and procedural fairness• Clear application of progressive discipline principles• Strict confidentiality throughout the process <p>The Discipline Committee is an invite-only committee, appointed by the LMHA Executive/Board.</p> <p>Members are selected based on demonstrated integrity, objectivity, and ability to handle sensitive matters. The committee operates independently from team officials and program staff when managing discipline matters. All members must declare and manage conflicts of interest in accordance with LMHA policy.</p> <p>The LMHA Discipline Committee is committed to administering discipline in a fair, unbiased, and consistent manner, in accordance with the LMHA’s Discipline Policy. All decisions will prioritize the safety, well-being, and development of players and participants, while upholding the integrity and values of Leduc Minor Hockey Association.</p>
Responsibilities:
<ul style="list-style-type: none">• Review all reported incidents in accordance with the LMHA Discipline Policy Statement• Gather and assess relevant information, including written reports and supporting documentation• Conduct hearings, when required, to allow for fair representation of all parties involved• Apply disciplinary measures that are consistent, proportional, and aligned with LMHA policies and Hockey Alberta regulations• Ensure decisions are documented and communicated appropriately to relevant parties



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- Maintain strict confidentiality of all matters, discussions, and outcomes
- Provide recommendations to the Board on discipline-related trends, policy updates, or procedural improvements
- Ensure timely resolution of matters to support the integrity of the program
- Perform additional duties as assigned by the President or Board

A.2.13 LMHA SCHOLARSHIP COMMITTEE

Committee Description:

The LMHA Scholarship Committee manages all aspects of the LMHA scholarship program, including application processes, evaluation criteria, and selection of recipients. The committee operates with integrity and impartiality, ensuring all applicants are assessed equitably against established criteria.

Consistent with practices across Alberta minor hockey associations, this committee emphasizes:

- Clear eligibility requirements
- Standardized evaluation and scoring processes
- Fair and transparent selection procedures
- Recognition of both hockey and non-hockey achievements

The Scholarship Committee is appointed by the LMHA Executive/Board. Members are selected based on integrity, objectivity, and ability to evaluate applications fairly. The committee may include Board members, volunteers, and community representatives. Members must declare and manage any conflicts of interest. All discussions and decisions are treated as confidential.

Responsibilities:

- Develop and maintain scholarship criteria, eligibility requirements, and application processes
- Review and evaluate all scholarship applications in a fair and consistent manner



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- Assess candidates based on defined criteria (e.g., hockey involvement, academics, leadership, community contribution, and character)
- Select scholarship recipients in alignment with LMHA policy and available funding
- Ensure proper documentation and record-keeping of applications and decisions
- Communicate results to applicants in a timely and professional manner
- Promote scholarship opportunities to eligible members
- Review and recommend updates to scholarship criteria and processes as needed
- Maintain strict confidentiality of applicant information and deliberations
- Perform additional duties as assigned by the Board or Executive