**Sponsorship Policy *APPROVED JANUARY 20, 2016***

AAA players have the ability to secure sponsorship for the following:  
   
1. AAA Registration - which includes commitment fee and the player's portion of Ice Levy.   
2. Yearbook Sponsorship

3. Sweater Sponsorship  
   
Monies for the player's Team Budget is not applicable.   
   
The company, or companies, who sponsor a player shall receive the tax receipt, not the player.

**Fundraising Policy *APPROVED SEPTEMBER 15, 2015***

The Lambton AAA Hockey Association approves the following fundraising activities:

1. Bottle Drives
2. Meat Raffles
3. 50/50 Draws
4. Product sales (e.g. Poinsettias, chocolate bars, steak, chicken calendars, etc…)

**Direct Alcohol or alcohol related products (e.g. wheelbarrows of booze, LCBO/Beer store gift certificates, alcohol raffles, etc...) are strictly prohibited.**

Activities not listed above should receive approval by the **Fundraiser Chair** prior to any fundraising.

**Alcohol Policy *APPROVED SEPTEMBER 15, 2015***

The DIRECT sale of alcoholic beverages and/or alcohol related products (e.g. gift cards) are prohibited by the Lambton AAA Hockey Association for all Fundraising Purposes. Any member in good standing with Lambton AAA caught supplying or encouraging alcohol or illegal substances to any player(s) shall be subject to discipline.

**Concussion Test and Health Questionnaire *APPROVED SEPTEMBER 15, 2015***

All players in the Lambton AAA Hockey Association signing a Letter of Commitment (carding) are required to complete the following prior to the team’s first ice team:

1. Baseline concussion testing
2. Health questionnaire (e.g. Privit, etc…)

**Players are unable to practice or play until proof of completion.**

**COACHES SELECTION PROCESS/POLICY *APPROVED DECEMBER 2, 2014***

**1 Qualifications**: To align with the vision of Lambton AAA Hockey Association, the following criteria is recommended for coaching applicants:

* Qualified individual
* Hockey Experience
* Effective Communication Skills
* Proven Leadership

It is Lambton AAA policy to give preference to **NON-PARENT APPLICANTS.**

**Only QUALIFIED APPLICANTS** will be contacted for an interview**.**

**2. Process for Coaches Selection**

Including the steps for offering a second year as a Coach.

**Mid- November**

* The First VP will communicate with current NON-PARENT COACHES to determine their interest in serving a second year as Head Coach of their teams.
* The First VP, Past President and another individual appointed by the First VP (does not have to be a member of the Board of Directors) will make up a Coaches Evaluation Committee. This committee will ensure there is no conflict of interest of any of its members.
* This committee will administer a head coach evaluation questionnaire and process the feedback. The Questionnaire will be sent to the Team Manager, Parent Liaison, Assistant Coaches and the Program Director.
* The Coaches Evaluation Committee will then make recommendations to the board at the December Board of Director’s meeting for Coaches who should be offered a second term.

**December**

* Following the December Board of Directors meeting, the First VP shall communicate and offer second terms to approved coaches. Coaches need to understand that this is contingent on them maintaining a clean coaching record for the remainder of the season.
* In the December Board of Director Meeting, the First VP shall provide for approval, a list of a minimum of 3 individuals to serve on the Coaches Selection Committee. The Coaches Selection Committee shall consist of local hockey knowledgeable individuals.
* Following communication of all approved coaches, the First VP will post applications for all open teams for the following season. Applicants need to reply by mid-January (or as per direction of the First VP).

**January**

* At the January Board of Directors Meeting, the Board shall approve additional criteria or qualifications for the subsequent year’s coaches.
* Following the coach’s application deadline, the First VP shall meet with the Coaches Selection Committee to provide all applications as well as to provide direction from the board. The direction from the board shall consist, but not limited to, the goals and expectations for each team for the next season. The First VP, through consultation with the President and Risk Management Director, shall provide to the Coaches Selection Committee any discipline other issues brought forward about any applicant.

**February**

* A member of the Coaches Selection Committee will contact qualified Applicants by mid-February.
* The Coaches Selection Committee shall provide their list of candidates to the First VP once the candidate has been selected.
* A member of the Coaches Selection Committee will contact all non-successful interviewed applicants by the February Board of Directors meeting.
* The First VP will contact all successful applicants after their approval at the February Board of Directors meeting.

**LAMBTON AAA – CODE OF PLAY GUIDELINE *APPROVED DECEMBER 16, 2014***

Fair versus equal ice time has always been an issue, open to interpretation, as well as great discussion. It is the goal of this guideline to help coaches, players and parents be aware of what can be expected in terms of **FAIR ICE TIME.**

**Players**

Players who have been successful, in obtaining a spot on a Lambton AAA hockey team, are now playing at the highest level of minor hockey. Along with that, come distinct differences and responsibilities. It is important that the player continues to improve as an individual, and as a teammate. The player’s attitude, work ethic and positive approach, will help ensure they receive fair ice time.

**Coaches**

Coaches have been tasked with the development of these young hockey players. Routinely sitting, or benching players, simply because they are perceived to be weaker than others, is not acceptable. A player can tell in an instant how they are viewed by their coach on when and how you play them.

It is understood that there will be times a player, or players, will be benched for disciplinary reasons. In this event, it is imperative that the coach ensures that the player is fully aware of the reason, and together have a collective course of action to correct the issue.

**The Lambton Jr. Sting Board of Directors supports the following guideline:**

**For Minor Atom through to Minor Bantam**

**Coaches have the discretion to manage their bench to achieve the win. Therefore, player’s ice time in the last 5 minutes of games will be at the discretion of the coaching staff.**

**For Major Bantam Age Group**

**Player’s ice time in the last period of games will be at the discretion of the coaching staff.**

**Minor and Major Midget AAA** is to be run similar to a junior hockey program. The coaching staff have full discretion of player’s ice time.

*Coaches, the flexibility to manage the bench, should never be abused. Exercising discretion or “shortening the bench” should only be considered in that “extraordinary situation”, which is typically when the team is up or down by 1-2 goals.*

**DRESS CODE POLICY** ***APPROVED DECEMBER 2, 2014***

**Association/Team Coats**

The Board of Directors will determine the exact and only coat each AAA team will wear during the season. All teams are required to wear and abide by this selection.

**Coaches and Bench Staff Attire**  ***APPROVED DECEMBER 2, 2014***

Coaches’ appearance is expected to positively represent the association, team and our County.

It is required that coaches follow an attire of business casual, complemented with a Lambton AAA Hockey coat.

**Trainers attire may be modified from the above as appropriate to their role (i.e. they may use sport shoes, etc...)**

**PLEASE NOTE – UNACCEPTABLE APPAREL FOR BENCH STAFF INCLUDES:**

* baseball hats
* hoodies
* jeans
* sandals/flip flops
* sneakers

The association will provide up to 5 approved association coats for the team’s bench staff.

**PROXY FOR AGM AND BOARD MEETING** ***APPROVED DECEMBER 2, 2014***

* There shall be no proxy allowed for board meetings. Board of Directors must be in attendance to vote.
* Proxy shall be allowed for the AGM. Thirty (30) days prior to the AGM, membership will be notified, for example posted on our webpage, of the process to transfer a member’s vote to another board of director or another member of the association.

**Process:** A member must email the Organization’s secretary with their full name (and their son or daughter players’ name, if applicable) and the member’s full name (along with their son or daughter player’s name, if applicable) who they are transferring the vote to, at a minimum 48 hours prior to the AGM.

The secretary will notify Association Members and Board of Directors who will carry proxies for the AGM. The complete list of carrying proxies shall be listed within the agenda of the AGM.

**\*Players 18 years of age or older at the time of the AGM have the right to vote. That vote would be in addition to the parents vote.**

**PRORATED ENTITLEMENT GUIDELINES**  ***APPROVED DECEMBER 2, 2014***

**PERSONAL/PERFORMANCE RELATED DEPARTURE:**

For clarity this policy applies to both the Organization and Team’s portion of coaches’ reimbursement.

Milestones shall be used as payment thresholds. A coach is entitled to the following percent of total reimbursement after achieving each milestone.

**Coaches Remuneration from AAA and Team**

September 1 25%

November 1 25%

January 1 25%

Last game of the season 25%

Teams may follow the association guidelines for payment or follow an agreed upon schedule between the coach and team manager, with approval of the association treasurer.

**OFFICE OF THE CHAIR ELECTION PROCESS** ***APPROVED DECEMBER 2, 2014***

Any Board of Director who has served on the Lambton AAA Board of Directors for 2 of the previous 3 years, may put forth their name for any upcoming Office of the Chair Positions. Member Association representatives are ineligible to stand for any of these Positions.

At the November Board Meeting, the secretary shall announce the positions available for the upcoming season. The secretary will ask for interested parties to submit their name to the secretary prior to the January Board Meeting. Qualified applicants have the following month to campaign on their behalf to other board of directors. At the February meeting, a closed ballot election shall be undertaken. The secretary, along with one other board of director, shall collect and count the casted votes. The successful applicants will be named and a motion put forward for their approval for the upcoming season.

**EVEN** numbered AGM years, the following stand for election at the upcoming AGM

1st VP, Fundraising Chair, Risk Management Chair, Equipment Chair, Public Relations Chair, Program Development Chair

**ODD** numbered AGM years, the following stand for election at the upcoming AGM

President, 2nd VP, Policy Chair, Secretary, Treasurer

**F1 POLICY** ***APPROVED DECEMBER 2, 2014***

**MINOR AND MAJOR ATOM**

F1’s are not allowed unless there is insufficient numbers for a team.

**MINOR PEE WEE, MAJOR PEE WEE, MINOR BANTAM AND MAJOR BANTAM**

The number of F1’s granted in these divisions will be evaluated yearly by the current Head Coach, in conjunction with the Review Committee, in order to maximize the competitiveness of each team. This process will be designed to protect the best interests of Lambton County AAA and take place over the course of tryouts and will ensure all players are evaluated fairly.

**MINOR MIDGET**

There is no restriction on the number of F1’s.

**MAJOR MIDGET**

There is no restriction on the number of F1’s.

**ACCELERATION POLICY** ***APPROVED DECEMBER 16, 2014***

Acceleration will only be allowed if the candidate is a top player in their position in the next higher age group as determined by an Evaluation Committee led by the Program Development Director or Coaches Mentor.

In order to qualify to play hockey at one age group up, **ALL** of the following criteria must be met:

1. A written request from the parent or guardian of the player must be received by the 2nd Vice President, no later than **the 1st day of March** of the playing year. The request shall include the team the player wishes to try out for and position.
2. The Head Coach at the next age group up must approve the request.
3. The Program Development Director, or Coaches Mentor, shall form an Evaluation Committee (a total of 3 persons) and bring forward the two names for approval by the Board of Directors.
4. The Evaluation Committee’s mandate will be to observe the player at the tryouts and make a recommendation through the Program Development Director or Coach Mentor to AAA Board.
5. If the committee’s recommendation is to allow the player to play up one age group, the Committee has determined that the player is among the top 3 forwards, top 2 defencemen or the top goalie in the tryouts of the upper age group.
6. The player’s first responsibility during this process is to their own age group and must attend those tryouts first.

If the player makes a team in the higher age group, they must remain in that age level for the balance of the playing season and is subject to the rules of that age group.

Coaches, and any associated team officials, will not solicit players from younger age groups. Any violation of this rule will result subject to review by the Discipline Committee, in the removal of any team official found to be involved in such activities.

All requests to try out at a higher age category must be presented through the 2nd Vice President. Team officials will not offer any advice, counsel or comments that encourage movement. They will simply refer interested parties to the board.

***\*Players will be required to pay tryout fees for BOTH teams.***

**DEPARTURE OF AAA PLAYER** ***APPROVED DECEMBER 2, 2014***

It is an expectation that the team will attempt to fill roster spots.

**Prior to November 1**

In the rare cases where a AAA team is left with an open roster spot (due to injury, family moving, player quitting, coaches release, etc..) the process that needs to be followed to attain a replacement player shall be:

* Head coach recognizes player from member center whom they believe can fill the roster spot.
* The AAA Head Coach contacts a member of the office of the Chair (1st VP, 2nd VP, President or Past President) of the situation.
* The Office of Chair Member shall contact the Home Association of the sought after player so the player’s coach and parents are notified and made aware of the situation.
* Only after the above process has been achieved, may the coach contact the player and/or the player’s parents/guardians about joining the AAA team

**After November 1 and Prior to January 10th (or Alliance deadline – whichever is first)**

The same process applies, but must be documented and presented to the AAA Board of Directors for approval.

**LAMBTON AAA DRESSING ROOM *APPROVED DECEMBER 2, 2014***

The highest level team playing for the organization shall be entitled to the Lambton AAA Dressing room (formerly known as the Minor or Major Midget Room).

**LAMBTON AAA BOARD OF DIRECTORS’ REMUMERATION CONFLICT *APPROVED DECEMBER 2, 2014***

Any Board of Director who is directly remunerated, by receiving compensation for services rendered to the Board, is prohibited from casting a vote during Board of Director Meetings.

**NON-AAA INDIVIDUALS INTERACTING WITH AAA PLAYERS *APPROVED DECEMBER 2, 2014***

In order to manage and protect Lambton AAA’s interests, the requirements for non-Lambton AAA personnel will be dependent upon the amount of “control” allocated to the visiting body.  Specific to this policy, control will be defined as the power to influence or direct people's behavior or the course of events.

In situations or scenarios where an active coach in good standing, or coaching staff members, is not present, and Lambton AAA youth are under the control of a non-Lambton AAA person(s), the person in control must meet the following criteria:

1. **Provide proof of insurance that meets Alliance’s standards and is accepted and approved by the Lambton AAA Board of Directors.**
2. **Vulnerable police check**
3. **Speak Out/Respect in Sport**

An example of such a scenario would be the dry land training or team building exercises outside of the care and control of the Lambton AAA.

In situations, or scenarios, where an active coach in good standing or a coaching staff member is present and in control, and being supported by a non-Lambton AAA person(s), the visiting person(s) would require no additional criteria.

An example of such a scenario would be an invited guest such as a Police Officer speaking to the youth in front of the in control coaching staff.

**The Program Director shall provide a vendor list at the start of each season of companies, or individuals, who have qualified to provide services to AAA teams.**

**POLICY FOR NON-PAYMENT  *APPROVED MARCH 21, 2017***

At the commencement of each season, one parent/guardian of each player must sign the team budget or otherwise provide evidence that they have read and accepted the budget. This budget will give parents information on the expectations regarding fees for the season and where/how they are being utilized.

All fees must be paid in full by December 15th of each year. This allows the AAA treasurer and the team managers two weeks to reconcile the player accounts and determine by January 1 which, if any, are delinquent so that appropriate action can be taken.

Team managers and coaches have the authority to work out a payment plan, if needed for a family. If the payment plan pertains to any Association fees, the plan must be submitted to the AAA Treasurer for approval.

After January 1, players whose accounts are delinquent will not be able to practice or play until payment is made in full.

If the team manager is having difficulty collecting fees, they will contact the AAA Treasurer, who will notify the parents that their child is suspended from all team activity until such time that fees are paid in full. If fees are not paid by year end, the player will be flagged in the Hockey Canada Registry by the registrar with all the subsequent ramifications.

If a player quits and there are outstanding fees, the player will be flagged in the Hockey Canada Registry by the registrar at that time, with all the subsequent ramifications.

On or about April 1, an additional $100 will be added yearly to all delinquent accounts that are not paid in full and on time.

**TEAM STAFF POLICY** *Approved MAY 2017*

Each team shall have, at a minimum, the following personnel:

* Coach
* Assistant Coach
* Manager
* Trainer
* Parent Liaison

Each of these positions shall be held by different individuals except that an Assistant Coach or Manager may also hold the position of Trainer. It is recommended that the team have an Assistant Trainer and/or that the Manager or Assistant Coach have trainer’s certification.

The Parent Liaison shall be elected by the parents of the players on the team. Such election shall take place prior to the team’s first league game, and the name of the individual elected shall be submitted to the Office of the Chair, the Risk Management Officer and the Policy Director for approval. If the Parent Liaison is not the parent of a child on the team, the individual must be a member in good standing with the Lambton AAA Hockey Association or be approved by the Office of the Chair.

REFUND POLICY *Approved MAY 2017*

This policy applies when a player who had signed with a Lambton AAA team for a given hockey season leaves the team during the course of that season and seeks to obtain a refund.

The availability and amount of a refund will depend on the reason(s) that the player will no longer be playing with the team, as well as the timing of the application for a refund, as described in this policy.

Applications/requests for refunds must be made to the Board in writing/by email.

**Scenario 1: Players who can no longer play due to injury, illness, moving or accident**

This scenario is intended to apply in circumstances where a player can no longer play on the team for reasons that are, to some extent, beyond their control, such as injury, illness, moving or accident.

This scenario is not intended to apply where the player can no longer play as a result of an injury suffered while participating in sports or activities outside of the AAA team’s games, practices or sanctioned activities.

The Board, in its discretion, will determine whether the circumstances of the player’s departure from the team fall within the intended application of Scenario 1.

Players in Scenario 1 will be entitled to a refund, the amount of which will be pro-rated depending on the date of the application. Given that, for most teams, the season starts in mid-August and concludes in mid-March, the pro-rating of the refund is based on an 8-month season, as indicated in the following table:

|  |  |
| --- | --- |
| **Date that application/request for refund is filed/made** | **Amount of refund**  **(% of eligible $)\*** |
| On or before September 15 | 100% |
| Between September 16 and October 15 | 75% |
| Between October 16 and November 15 | 67.5% |
| Between November 16 and December 15 | 50% |
| After December 15 | 0% |

\*Any team fees that have been assessed and paid by the player should be included for the purposes of determining the total amount that is eligible to be refunded and that is subject to pro-rating. However, in each case, the amount of the refund under consideration excludes the commitment fee, and the concussion testing and related fees. In addition, a $25.00 administration fee will be subtracted from the amount of the refund that the player is otherwise entitled to. Any monies obtained from a sponsor will be excluded from the calculation of the player refund and will be dealt with separately, as described in this policy.

No refunds will be given where the player leaves the team, and/or the application for the refund is made, after December 15.

**Scenario 2: Players who quit the team, or are injured outside of the team’s activities**

This scenario is intended to apply in circumstances where a player, by his/her own choice or the choice of his/her parents or other family members, decides to no longer play for the team (i.e. the player quits the team). This scenario is also intended to apply where the player can no longer play as a result of an injury suffered while participating in sports or activities outside of the AAA team’s games, practices or sanctioned activities.

The Board, in its discretion, will determine whether the circumstances of the player’s departure from the team fall within the intended application of Scenario 2.

Players falling under Scenario 2 will not be entitled to a refund of any kind.

Notwithstanding the above, in circumstances that it considers it appropriate to do so, the Board may, in its discretion, grant a refund to a player who falls within Scenario 2. The amount of any refund granted in such circumstances is also at the discretion of the Board. In exercising this discretion, one of the options available to the Board, should it consider appropriate to do so, is to treat the situation as one that falls within Scenario 1 and grant a pro-rated refund as described under that Scenario.

**Other Scenarios**

**Major Midget Players**

Notwithstanding the policy as stated above, Major Midget players may be entitled to a refund, given that players at this level are routinely added to or removed from a team throughout a given hockey season. Refunds for Major Midget players will be handled by the Board on a case-by-case basis. Generally, but at the Board’s discretion, the amount of a refund granted to a Major Midget player will be pro-rated according to the number of games and/or amount of time played with the Lambton AAA team over the course of a given season.

**Refund of Sponsorships**

If a player who is entitled to a refund under this policy has obtained a sponsorship, the sponsor will be entitled to a refund using the same pro-rating that applies to the player’s refund as determined under Scenario 1 of this policy.

GOALTENDER POLICY APPROVED AUGUST 15, 2017

This policy has been created to enhance and encourage continued development of goaltenders within the Lambton AAA organization. It is intended to provide for fair playing time for goaltenders in the various age groups within Lambton AAA.

This policy is based on the following assumptions:

* There are two goaltenders on a team’s roster
* Both goalies are available and willing to play

When either goalie is not available (e.g. due to injury or absence or unwillingness to play) and, as a result, misses a game that they are scheduled to play, that game is not factored into the calculation of the minimum/maximum playing time required to be met under this policy.

If a goalie starts but is subsequently pulled from a game, that goalie is considered to have played that game, regardless of how much time passed before the goalie was pulled. The goalie coming into the game is also considered to have played that game.

During the Regular Season

|  |  |
| --- | --- |
| **Age Group** | **Playing Time** |
| Atom and PeeWee | Both goalies shall have equal playing time (50/50 split) |
| Bantam and Midget | Neither goalie shall have less than 40% or more than 60% playing time (minimum 40/maximum 60 split) |

This playing time is ‘cumulative’ for the entire regular season. It is not necessary for a coach to alternate goalies from one game to the next or for each goalie to start every second game.

Playoff Seeding

If, during the course of the regular season, the coach feels that altering the goaltenders’ playing time will enable the team to be able to finish the regular season higher in the standings (i.e. in a higher playoff position), it is within the coach’s discretion to do. However, if the minimum playing time for the regular season stated above is not reached as a result of such a decision, the coach must eventually make up the playing time to the goaltender whose playing time falls below the minimum. The expectation is that, if the team is eliminated from the playoffs (Alliance or Provincial championships), the goaltender who received less than the minimum playing time would be played so as to bring the playing time as close as possible to the desired split for the season.

Tournaments – All Age Groups

Preliminary games/rounds should be split on an equal (50/50) basis between the two goaltenders, for all age groups.

However, should the team advance into the elimination/championship rounds, the coach has the discretion to play the goaltender that the coach believes gives the team the best chance for success.

Playoffs – Alliance or Provincial Championships

|  |  |
| --- | --- |
| **Age Group** | **Playing Time** |
| Atom to Minor PeeWee | Both goalies shall have equal playing time (50/50 split) |
| Major PeeWee to Midget | At the discretion of the coach |

Playdowns – Following Elimination from Alliance or Provincial Championships

|  |  |
| --- | --- |
| **Age Group** | **Playing Time** |
| Atom and PeeWee | Both goalies shall have equal playing time (50/50 split), subject to playoff seeding |
| Bantam and Midget | Neither goalie shall have less than 40% or more than 60% playing time (minimum 40, maximum 60) |

If, during the regular season, a coach exercised the discretion to alter playing time (see Playoff Seeding above) and, as a result, a goalie received less than the minimum playing time required for that age group, the expectation is that, if the team is eliminated, that goalie would be played so as to bring the playing time as close as possible to the desired split for the season.

Deviations from this Policy

If a coach plans to deviate from the stated playing times, except as specifically permitted under this policy, the coach must consult the Lambton AAA board member responsible for program development and the coaches’ mentor prior to making changes in playing time that will deprive a goaltender of the minimum playing time required under this policy.

Communicating this Policy

The parents of every goalie in the Lambton AAA organization should be informed of this policy by their child’s coach and should receive a copy of this policy. The coach must give the parents an idea of how the coach intends to apply the policy. This communication should take place prior to the start of the season, and both goalies should have a sound understanding of the coach’s expectations in terms of their performance.

**FUTURE POLICIES**

**FAMILIES IN NEED**

**TRAVEL POLICY**

Coaches have full autonomy to cancel/postpone games due to in-climate weather. Coaches need to think of the safety of their team arriving, but also returning from away games. Any closure of major highways due to weather such as the 402 or highway 40 would result in immediate cancellation.

**Please note**:

The coach, in conjunction with the ice scheduler, after doing proper due diligence, is to make the final decision **NO EARLIER THAN 90 MINUTES** before the earliest possible time a parent from their team would be leaving**, to arrive 60 minutes prior to puck drop**. Please note that some take longer to travel in winter, so be cautious when estimating times to reach destinations and consider where all players live on your team.

If after this discussion the coach declines to go to a game due to weather, the ice scheduler will contact the opposing center. **The coaches are not to be calling other ice schedulers or teams to discuss cancelling games** (this is the Alliance policy).

The coach shall notify the team right away of their decision.

Coaches and parents need to be prepared and understand, that if a game is cancelled, it may mean that the team is travelling to the destination during the week, and possibly at not the normal hours for that age group and/or the same rink. The ice scheduler will do their best to accommodate, however, once must understand the circumstances and time constraints in getting regular season and in particular, play-off games done on time.

**ALCOHOL POLICY**

Bob to take back and re-write. He needs to look at Hockey Canada and Alliance and follow their guidelines for AAA.

**THE FOLLOWING ARE FUTURE POLICIES THAT HAVE BEEN BROUGHT UP THAT WE WILL REVIEW IN TIME**

**SOCIAL MEDIA POLICY**

**PURCHASE POLICY**

It is required that prior to approval for any expense for equipment, jerseys, socks, coats, etc..that the AAA Board of Directors receives 3 quotes of similar suppliers.

**HEAD COACH POLICY**

Follow Fair Guideline

Attend all Coaches’ Meeting

Abide by the Coaches Attire policy

Follow season skill book

**YEARBOOK AND SWEATER SPONSOR POLICY**

**The Risk Management Officer shall;**

**A/ Receive any complaint involving the conduct of any member of Lambton "AAA" hockey. Members include; players, parents, guardians, family members, coaches, trainers, team officials, team managers, volunteers, directors, officers, committee members, convenors, administrators, employees and anyone else representing the organization at Lambton "AAA" activities or events.**

**B/ Receive any complaint involving the conduct of any member of Alliance hockey;**

**C/ Receive all complaints involving allegations of abuse or harassment by any member of Lambton "AAA" hockey or Alliance hockey;**

**D/ Forward any complaints involving the conduct of any members of Alliance hockey, who are not also members of Lambton "AAA" hockey, immediately to the Alliance hockey governing body;**

**E/ Forward any complaints involving allegations of abuse or harassment, by any member of Lambton "AAA" or Alliance hockey, immediately to the Alliance hockey governing body;**

**F/ Ensure that any complaint is received in writing and that confidentiality is maintained at all times;**

**G/ Fully review any of the above complaints, which are not already being investigated by the Children's Aid Society, local police, the O.H.F. or Alliance Hockey, within a reasonable time frame;**

**Complaint Administration**

**A/ All allegations of abuse of a child, under the age of sixteen years, shall be immediately forwarded to the Children's Aid Society and/or local police to be investigated;**

**B/ Any allegations of behaviour which involves criminal conduct, of a serious nature, shall be forwarded to local police to investigate;**

**C/ Any allegations of behaviour which involves criminal conduct, of a less serious nature, may be forwarded to local police to investigate or reviewed by the Risk Management Officer, at the discretion of the complainant, Alliance Hockey and the Risk Management Officer ;**

**D/ At no time will the Risk Management Officer become involved in any complaint which is already being investigated by the Children's Aid Society, local police, the O.H.F. or Alliance Hockey unless requested to do so by the investigating agency. Once any such investigation is completed, regardless of the outcome, the Risk Management Officer will then review the complaint to determine whether any further action needs to be taken by Lambton "AAA" hockey;**

**E/ At not time will the Risk Management Officer be expected to review complaints which are frivolous, vexatious or made in bad faith;**

**F/ At no time will the Risk Management Officer be expected to review complaints which are more than six months old;**

**Investigation**

**A/ Any complaint received by the Risk Management Officer, alleging serious misconduct by any member of Lambton "AAA" hockey, may result in immediate and indefinite suspension, by the President of Lambton "AAA" hockey, pending a review of the matter by the Risk Management Officer and/or the Investigative Panel;**

**B/ Any complaint received by the Risk Management Officer, alleging misconduct of a lesser nature by any member of Lambton "AAA" hockey, may be reviewed and adjudicated by the Risk Management Officer;**

**C/ Any complaint received by the Risk Management Officer, alleging misconduct by any member of Lambton "AAA" hockey, where the anticipated outcome could exceed a three game suspension, must be reviewed and adjudicated by the Investigative Panel;**

**D/ The Investigative Panel may;**

**- Receive written submissions,**

**- Review witness statements,**

**- Review any other relevant documents or evidence,**

**- Ask witnesses or involved persons to appear before the panel for questioning;**

**Decisions**

**A/ The complaint has merit;**

**B/ The complaint is without merit;**

**C/ There is insufficient information to make any determination as to the complaints merit;**

**Appeals**

**A/ Any discipline imposed by the Risk Management Officer, which involves a suspension of three games or less by the President of Lambton "AAA" hockey, may be appealed to the Investigative Panel. Any request for an appeal must be directed to the Risk Management Officer, in writing, within three days of the discipline being imposed;**

**B/ Any discipline imposed by the Investigative Panel, which involves a suspension of more than three games by the President of Lambton "AAA" hockey, may be appealed to Alliance hockey, in writing, within three days of the discipline being imposed;**

Document Revision History

August 2017 – Addition of Goaltender Policy