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**ACCELERATION POLICY**

Approved August 21, 2018

A request for a player to accelerate to the next higher age group must be approved by the Board of Directors. The decision to allow a player to accelerate will be made by the Board, in its discretion, on a case-by-case basis.

For any player who has not been approved to accelerate by the Lambton AAA Board prior to the 2019/2020 season, a request for acceleration will only be considered if the player seeking to be accelerated has played at least one year with the Lambton AAA organization in the age-appropriate group (i.e. the age group corresponding to that player’s birth year).

A written request from the parent or guardian of the player seeking to be accelerated to the next higher age group must be received by the 2nd Vice President no later than January 1 (i.e. approximately four months prior to tryouts for the season to which the request applies)..

The request shall include the team (i.e. age group) the player wishes to try out for and the player’s position (i.e. forward, defence or goalie).

In evaluating a request for acceleration, the Board may take into account any factors that it considers to be relevant, which may include but are not limited to the following:

* Whether the Head Coach at the next higher age group believes the player should be selected to that team
* Whether the player is one of the top three (3) forwards, the top two (2) defence, or the top goalie, among the players trying out for the team at the next higher age group
* Other aspects relevant to whether the player is a good fit on the team at the next higher age group

The player’s first responsibility during this process is to their own age group and the player must attend those tryouts first. Players will be required to pay tryout fees for BOTH teams.

If the request for acceleration is approved by the Board and the player is signed to the team in the higher age group, the accelerated player must remain with that team at 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 staff, will not solicit players from younger age groups. Any violation of this rule will be subject to review by the discipline committee, and may result in the removal of any team official found to be involved in such activities.

Team staff will not offer any advice, counsel or comments that encourage a player to make a request for acceleration. Interested parties should simply be referred to the Board by means of written request to the 2nd Vice President.

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**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.

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**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.

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**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 they 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 has 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.*

**CONCUSSION PROTOCOL (REMOVAL FROM PLAY AND RETURN TO PLAY POLICY)**

Approved November 20, 2018

*Adapted from: Parachute. (2017). Canadian Guideline on Concussion in Sport.* [*www.parachutecanada.org/guideline*](http://www.parachutecanada.org/guideline)

LAMBTON AAA HOCKEY ASSOCIATION has developed the LAMBTON AAA HOCKEY ASSOCIATION Concussion Protocol to help guide the management of athletes who may have a suspected concussion as a result of participation in LAMBTON AAA HOCKEY ASSOCIATION activities.

**Purpose**

This protocol covers the recognition, medical diagnosis, and management of players who may sustain a suspected concussion during a sport activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their sport safely. This protocol may not address every possible clinical scenario that can occur during sport-related activities but includes critical elements based on the latest evidence and current expert consensus.

**Who should use this protocol?**

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of school and non-school based organized sports activity, including athletes, parents, coaches, officials, trainers, and licensed healthcare professionals.

For a summary of the LAMBTON AAA HOCKEY ASSOCIATION Concussion Protocol please refer to the LAMBTON AAA HOCKEY ASSOCIATION Sport Concussion Pathway figure at the end of this document.

**1. Pre-Season Education**

Despite recent increased attention focusing on concussion there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all sport stakeholders (athletes, parents, coaches, officials, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage an athlete with a suspected concussion.

Concussion education should include information on:

* the definition of concussion,
* possible mechanisms of injury,
* common signs and symptoms,
* steps that can be taken to prevent concussions and other injuries from occurring in sport.
* what to do when an athlete has suffered a suspected concussion or more serious head injury,
* what measures should be taken to ensure proper medical assessment,
* *Return-to-School* and *Return-to-Sport Strategies*, and
* Return to sport medical clearance requirements

All parents and athletes are required to review and submit a signed copy of the *Pre-season Concussion Education Sheet* to their coach prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all sport stakeholders have a clear understanding of the LAMBTON AAA HOCKEY ASSOCIATION Concussion Protocol. For example, this can be accomplished through pre-season in-person orientation sessions for athletes, parents, coaches and other sport stakeholders.

**2. Head Injury Recognition**

Although the formal diagnosis of concussion should be made following a medical assessment, all sport stakeholders including athletes, parents, coaches, officials, and licensed healthcare professionals are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to on-site licensed healthcare professionals.

A concussion should be suspected:

* in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates *ANY* of the visual signs of a suspected concussion or reports *ANY* symptoms of a suspected concussion as detailed in the *Concussion Recognition Tool 5*.
* if a player reports ANY concussion symptoms to one of their peers, parents, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.

In some cases, an athlete may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting or neck pain. If an athlete demonstrates any of the ‘Red Flags’ indicated by the *Concussion Recognition Tool 5,* a more severe head or spine injury should be suspected, and Emergency Medical Assessment should be pursued.

**3. Onsite Medical Assessment**

In cases where an athlete loses consciousness or it is suspected an athlete might have a more severe head or spine injury, Emergency Medical Assessment by emergency medical professionals should take place (see 3a below). If a more severe injury is not suspected, the athlete should undergo Sideline Medical Assessment (see 3b below).

**3a. Emergency Medical Assessment**

If an athlete is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further Medical Assessment.

Coaches, parents, trainers and officials should not make any effort to remove equipment or move the athlete until an ambulance has arrived and the athlete should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the Emergency Medical Assessment, the athlete should be transferred to the nearest hospital for Medical Assessment. In the case of youth (under 18 years of age), the athlete’s parents should be contacted immediately to inform them of the athlete’s injury. For athletes over 18 years of age, their emergency contact person should be contacted if one has been provided.

**3b. Sideline Medical Assessment**

If an athlete is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the player should be immediately removed from the field of play.

The athlete should be referred immediately for medical assessment by a health care professional acceptable to Lambton AAA Hockey, and the athlete must not return to play until receiving medical clearance.

**4. Medical Assessment**

In order to provide comprehensive evaluation of athletes with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e CT scan). In addition to nurse practitioners, medical doctors[[1]](#footnote-1) that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role. The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Athletes with a diagnosed concussion should be provided with a *Medical Assessment Letter i*ndicating a concussion has been diagnosed. Athletes that are determined to have not sustained a concussion must be provided with a *Medical Assessment Letter* indicating a concussion has not been diagnosed and the athlete can return to school, work and sports activities without restriction.

 **5. Concussion Management**

When an athlete has been diagnosed with a concussion, it is important that the athlete’s parent/legal guardian is informed. All athletes diagnosed with a concussion must be provided with a standardized *Medical Assessment Letter* that notifies the athlete and their parents/legal guardians/spouse that they have been diagnosed with a concussion and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner. Because the *Medical Assessment Letter* contains personal health information, it is the responsibility of the athlete or their parent/legal guardian to provide this documentation to the athlete’s coaches, or employers. It is also important for the athlete to provide this information to sport organization officials that are responsible for injury reporting and concussion surveillance where applicable.

Athletes diagnosed with a concussion should be provided with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance and recommendations regarding a gradual return to school and sport activities. Athletes diagnosed with a concussion are to be managed according to their *Return-to-School and Sport-Specific Return-to-Sport Strategy* under the supervision of a medical doctor or nurse practitioner*.* When available, athletes should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their *Sport-Specific Return-to-Sport Strategy.* Once the athlete has completed their *Return-to-School and Sport-Specific Return-to-Sport Strategy* and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sports activities and issue a *Medical Clearance Letter*.

The stepwise progressions for *Return-to-School* and *Return-to-Sport Strategies* are outlined below. As indicated in stage 1 of the *Return-to-Sport Strategy*, reintroduction of daily, school, and work activities using the *Return-to-School Strategy* must precede return to sport participation.

*Return-to-School Strategy*

The following is an outline of the *Return-to-School Strategy* that should be used to help student-athletes, parents, and teachers to collaborate in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific Return-to-Learn Program in place to help student-athletes make a gradual return to school.

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| --- | --- | --- | --- |
| **Stage** | **Aim** | **Activity** | **Goal of each step** |
| **1** | Daily activities at home that do not give the student-athlete symptoms | Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up. | Gradual return to typical activities |
| **2** | School activities | Homework, reading or other cognitive activities outside of the classroom. | Increase tolerance to cognitive work |
| **3** | Return to school part-time | Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day. | Increase academic activities |
| **4** | Return to school full-time | Gradually progress | Return to full academic activities and catch up on missed school work |

McCrory et al. (2017).  Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine, 51*(11), 838-847.

*Hockey-Specific Return-to-Sport Strategy*

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities. An initial period of 24-48 hours of rest is recommended before starting the *Hockey-Specific Return-to-Sport Strategy.* The athlete should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the Hockey-Specific Return-to-Sport Strategy. It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full contact sport activities.

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| **Stage** | **Aim** | **Activity** | **Goal of each step** |
| **1** | Symptom-limiting activity | Daily activities that do not provoke symptoms | Gradual re-introduction of work/school activities |
| **2** | Light aerobic activity | Walking or stationary cycling at slow to medium pace. No resistance training *-Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity* | Increase heart rate |
| **3** | Sport-specific exercise | Running or skating drills. No head impact activities*- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity* *- Low to moderate impact passing, dribbling, shooting, and agility drills* | Add movement |
| **4** | Non-contact training drills | Harder training drills, i.e. passing drills. May start progressive resistance training *- Participation in high intensity running and drills**- Non-contact practice without heading**- Participation in resistance training work-outs* | Exercise, coordination and increased thinking |
| **5** | Full contact practice | Following medical clearance *- Participation in full practice without activity restriction* | Restore confidence and assess functional skills by coaching staff |
| **6** | Return to sport | Normal game play |  |

McCrory et al. (2017).  Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine, 51*(11), 838-847.

**6. Multidisciplinary Concussion Care**

Most athletes who sustain a concussion while participating in sport will make a complete recovery and be able to return to full school and sport activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame. If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine, neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete’s medical doctor or nurse practitioner. If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

**7. Return to Sport**

Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their *Return-to-School and [Name of Sport]-Specific Return-to-Sport Strategy* can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete’s past medical history, clinical history, physical examination findings and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging). Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must provide their coach with a standardized *Medical Clearance Letter* that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation. A copy of the *Medical Clearance Letter* should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a *Medical Clearance Letter* may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, or trainer, and undergo follow-up *Medical Assessment*. In the event that the athlete sustains a new suspected concussion, the LAMBTON AAA HOCKEY ASSOCIATION Concussion Protocol should be followed as outlined here.

* **Who**: Lambton AAA Hockey Association medical consultant or a Health Care professional acceptable to the Lambton AAA Hockey Association
* **Document:** *Medical Clearance Letter*

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**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.

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**LAMBTON AAA CONFIDENTIALITY STATEMENT**

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|  |
| Effective September 7, 2016 |

# Introduction

* 1. Lambton County AAA Jr. Sting is committed to providing a safe, respectful, inclusive, and equitable environment for all players, staff, volunteers, and parent/guardians.
	2. This confidentiality statement is written in accordance with Ontario’s *Human Rights Code* (1990), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability.

# Definitions In this statement document

* 1. **Sex/Assigned Sex:** The classification of a person as male, female or intersex based on biological characteristics, including chromosomes, hormones, external genitalia and reproductive organs. Most often, sex is assigned by a medical professional at birth and is based on a visual assessment of external genitalia.
	2. **Gender:** A system that operates in a social context to classify people, often based on their assigned sex. In many contexts this takes the form of a binary classification of either ‘man’ or ‘woman’; in other contexts, this includes a broader spectrum.
	3. **Gender Identity:** A person’s deeply felt internal and individual experience of being a man, woman, or another gender entirely. A person’s gender may or may not correspond with the sex assigned at birth. Since gender identity is internal, one’s gender identity is not necessarily visible to others.
	4. **Gender Expression:** The way a person presents and communicates gender within a social context. Gender can be expressed through clothing, speech, body language, hairstyle, voice, and/or the emphasis or de-emphasis of bodily characteristics or behaviours, which are often associated with masculinity and femininity. The ways in which gender is expressed are culturally specific and may change over time. May also be referred to as gender presentation or gender performance.
	5. **Gender Diverse** (*adj*): An umbrella term for gender identities and/or gender expressions that differ from cultural or societal expectations based on assigned sex.
	6. **Transgender** (*adj*): A person who does not identify either fully or in part with the gender associated with the sex assigned to them at birth—often used as an umbrella term to represent a wide range of gender identities and expressions.
	7. **Transition:** Refers to a variety of social, medical and/or legal changes that some trans people may pursue to affirm their gender identity. There is no checklist or average time for a transition process and no universal goal or end point. Each person decides what meets their needs.
	8. **Branch:** Not-for-profit Ontario Corporation incorporated under The Corporations Act, R.S.O. 1990 c.38 that has responsibility to administer hockey within a defined portion of the Province of Ontario.
	9. **Minor Hockey Association**: [self-defined by each MHA to include all staff, volunteers, and parents/guardians]
	10. **Player(s)** refers to any individual who is registered as a participant with a hockey team.
	11. **Private Information** refers to the personal information about an identifiable individual that may or may not be a Protected Ground and/or recorded on documentation.
	12. They, them, their and themselves are used as third person, singular, gender neutral pronouns.

# Statement

* 1. All players of the Lambton County AAA Jr. Sting have the right to have private information kept confidential, including information related to their sex/assigned sex, gender identity, and transition.
	2. The Lambton County AAA Jr. Sting can only disclose private information about a player:
		1. at a player’s request;
		2. with the consent of the player; and
		3. for the purpose for which the private information was collected.

# Requesting and obtaining consent

* 1. Requesting and obtaining consent to collect, record, keep, and/or disclose private information must be conducted in a safe and confidential setting. A player has the right to deny a request for disclosure without fear of discrimination or reprisal from the Lambton County AAA Jr. Sting. While a player must be allowed and enabled to have a parent/guardian support them when discussing issues of consent with the Lambton County AAA Jr. Sting, the involvement of a parent/guardian may not always be appropriate and is not required.

# Collection of private information

* 1. Conditions for Collection
		1. Collecting refers to the acquisition of private information that may or may not be recorded in a written document. Private information should only be collected by the Lambton County AAA Jr. Sting when reasonably justified based on:
			1. relevancy to the specific situation;
			2. with the consent of the player(s); and
			3. ability to ensure a safe, respectful, inclusive, and equitable environment for
			4. players in accordance with the By-laws, Regulations, and Policies of the Lambton County AAA Jr. Sting
	2. Record Keeping
		1. Recording refers to the written documentation of collected private information. Recording should only be conducted by designated staff or volunteers under a strict confidentiality agreement of the Lambton County AAA Jr. Sting when the recording of private information is reasonably justified based on:
			1. relevancy to the specific situation;
			2. consent of the player(s); and
			3. ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of the Lambton County AAA Jr. Sting.
		2. Documentation containing recorded private information should be held in a secure location for a predetermined period of time and by designated and confidential personnel of the Lambton County AAA Jr. Sting. Documentation must be destroyed at the end of the predetermined storage period.
	3. Conditions to Access Recorded Private Information
		1. Recorded private information should only be accessible to other staff and volunteers within the Lambton County AAA Jr. Sting when reasonably justified based on:
			1. relevancy to the specific situation;
			2. ability to ensure a safe, respectful, inclusive, and equitable environment for players in accordance with the By-laws, Regulations, and Policies of the Lambton County AAA Jr. Sting; and
			3. the level of authority within a team (ex. coach, bench staff, etc).
	4. Voluntary Disclosure
		1. All voluntary disclosures of private information by player(s) should be treated with the same level of privacy and confidentiality as requested disclosures.
	5. Disclosure of Child Abuse and Emergency Situations
		1. The Lambton County AAA Jr. Sting personnel have the responsibility to disclose incidents of child abuse as per the Lambton County AAA Jr. Sting’s policy on child abuse and do not require the consent of the affected player. Disclosure of information pertinent in emergency situations also does not require the consent of players as is outlined in Lambton County AAA Jr. Sting procedure on emergency situations.

# Complaints

* 1. It is the responsibility of the Lambton County AAA Jr. Sting to have a complaint process for addressing player grievances.

# Review

* 1. The three Ontario Branches will review and revise its record keeping and registration protocols annually, in relation to protecting the privacy and confidentiality of all players, including their transgender or gender diverse status.

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**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 an 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.

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**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

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.

Trainer’s 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.

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**LAMBTON DRESSING ROOM POLICY**

|  |
| --- |
|  |
|  |
| Effective September 7, 2016 |

# Purpose

The Ontario Hockey Federation is committed to providing a safe, respectful, and fully inclusive environment for players, parents/guardians, staff, and volunteers;

With the support of the Ontario Hockey Federation, Lambton County AAA Jr. Sting will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players;

All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression;

All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players;

With the support of the Ontario Hockey Federation, Lambton County AAA Jr. Sting will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long term accommodation solutions, so as to reflect both individual players’ needs and the potential structural limitations of facilities;

This policy is written in accordance with Ontario’s *Human Rights Code* (1990) (the *Code*), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability; and

Under the *Code*, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the *Code*. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the *Code*.

# Definition

Refer to the Lambton County AAA Jr. Sting Confidentiality Statement for definitions of terms utilized throughout this document.

# Rights and responsibilities of players

All players have the right to:

be a respected and equal registered participant of Lambton County AAA Jr. Sting;

have access to safe, inclusive, and equitable dressing room spaces and procedures that proactively anticipate and remove barriers to participation;

define and express their gender identity without fear of discrimination, harassment, or penalization within the Lambton County AAA Jr. Sting;

request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation and by the Lambton County AAA Jr. Sting;

with the support of Ontario Hockey Federation, have the Lambton County AAA Jr. Sting advocate on their behalf with respect to individual needs and requirements with respect to the protected grounds within the *Human Rights Code*;

utilize a change room or agreed upon equivalent changing area that meets their individual needs, including their gender identity and gender expression;

have all personal information kept confidential and disclosed only at the player’s request and/or with the player’s consent; and

be protected from discrimination and reprisal in response to a request to access change rooms based on gender identity and gender expression or a related accommodation request.

All players are responsible for:

treating all staff, volunteers, parents/guardians of players, and other players of Lambton County AAA Jr. Sting with respect;

asking for assistance and support to the best of their ability from the Lambton County AAA Jr. Sting when experiencing discrimination (e.g., differential treatment/difficulty accessing dressing rooms and other gender segregated areas based on lived gender identity) or when requiring related accommodation; and

in the event that they request an accommodation, working collaboratively with the Lambton County AAA Jr. Sting to find appropriate and equivalent dressing areas when faced with building limitations.

# Rights and responsibilities of the [minor hockey association]

All staff, volunteers, and parents/guardians of players of the [Minor Hockey Association] have the right to:

be respected and equally treated under the Human Rights Code and within the Lambton County AAA Jr. Sting;

be protected from discrimination, harassment and reprisal, and be accommodated for individual needs, based on their gender identity, gender expression or other prohibited ground of discrimination; and

be protected from discrimination, harassment and reprisal stemming from an association with another individual because of that person’s gender identity, gender expression or other prohibited ground of discrimination.

The Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, are responsible for:

treating all staff, volunteers, parents/guardians of players, and other players of the Lambton County AAA Jr. Sting with respect;

working proactively to ensure safe, inclusive, and equitable dressing room and other gender-segregated spaces and procedures for all players by anticipating and removing barriers to participation;

providing safe and confidential opportunities for players to discuss and seek compliance with their human rights, including accommodations for their individual needs;

ensuring that a player’s individual needs and requirements are met, including the use of their self-identified name(s) and pronouns within all documentation and by the Lambton County AAA Jr. Sting;

advocating for a player’s rights, including individual accommodation needs and requirements with respect to the protected grounds within the *Code*;

ensuring that all players are able to utilize the dressing room that is in accord with their gender identity and gender expression, and/or that meets any accommodation needs they may have;

when requested by a player, working collaboratively with them to find an appropriate and equivalent changing area that meets their individual needs, including their gender identity and gender expression; and

ensuring that a player’s personal information, including their sex/assigned sex and/or gender identity, is kept confidential and disclosed only at the player’s request and/or with the player’s consent.

# Promoting safe, inclusive, and equitable participation

All players have the right to participate fully within the Ontario Hockey Federation in accordance with its By-Laws, Regulations, and Policies. To do so, the Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, is responsible for working proactively to ensure all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds (e.g., gender identity and disability).

For example, if the Lambton County AAA Jr. Sting is required to utilize a facility that contains a limited number of dressing rooms, it is the responsibility of the Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, to anticipate and implement inclusive and equitable spaces and procedures within the structural limitations of the building. This may include developing equitable changing schedules based on gender identity. For instance, alternating the order in which players of different gender identities use the dressing room so that all players, regardless of their gender identity, have an opportunity to change first.

# Seeking recognition of gender identity and equal access to dressing rooms and other gender-segregated spaces

All players have the right to utilize a dressing room or appropriate and equivalent changing area based on their gender identity and gender expression. If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from the Lambton County AAA Jr. Sting. The Lambton County AAA Jr. Sting, once receiving the accommodation request in writing, either directly from the player or from the player’s parent(s)/guardian(s), is required to meet and work collaboratively with a player to find an appropriate and equivalent option. This may include utilizing a pre-existing dressing room or an appropriate and equivalent changing area if required to utilize a facility with a limited number of dressing rooms.

As each player is different, the Lambton County AAA Jr. Sting must assess and manage all accommodation requests on an individual basis. The Lambton County AAA Jr. Sting must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.

With respect to gender identity and gender expression, a player has the right to utilize the dressing room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and reflective of their gender identity and gender expression, and transition status. This is the case regardless of the player’s age, legal name, sex/assigned sex, or gender markers on identification documents. Players must be allowed and enabled to have parent(s)/guardian(s) support them when discussing access to gender appropriate dressing rooms; however, the involvement of a parent/guardian may not be appropriate and is not always required. All requests to the Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, must be taken seriously and acted on in a timely manner.

# Recognizing gender identity and providing equal access to facilities

Self-identified Names and Pronouns

All players have the right to utilize their self-identified name(s) and pronouns, regardless of their sex/assigned sex, their status of transition, or their legal name and gender markers on identification documents. Upon request, the Lambton County AAA Jr. Sting should make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation. Intentionally misgendering or inappropriately referring to a player by their given name(s), or their self-identified name(s) and pronouns without prior consent (e.g., if a player is not ‘out’ to family members, the team, other players, staff and volunteers of the Lambton County AAA Jr. Sting, etc.) is harmful and a form of discrimination.

Dressing Rooms and Appropriate and Equivalent Changing Areas

All players have the right to utilize the dressing room in accord with their gender identity and gender expression and that meets their individual needs. If, due to building constraints and despite the best proactive efforts of the Lambton County AAA Jr. Sting, a dressing room that meets a player’s individual needs is unavailable, it is the responsibility of the Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, to work in collaboration with the player to find an appropriate and equivalent changing area. This may include the Lambton County AAA Jr. Sting working with facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player’s needs are met and their right to inclusion and equal treatment are respected.

To ensure that all players are equal and valued members of a team, the team officials should only engage in pre and post-game talks when all players are present.

# Confidentiality and privacy

All players have the right to privacy. The Lambton County AAA Jr. Sting, with support from the Ontario Hockey Federation, is responsible for ensuring that a player’s private information, including, but not limited to, their sex/assigned six and/or gender identity, remains confidential. The Lambton County AAA Jr. Sting is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player’s request and/or with the player’s consent.

# Complaints

The [Name of Local Minor Hockey Association] must ensure that dressing rooms and appropriate and equivalent changing areas are safe, inclusive, and equitable environments for all players. In particular, trans players must be provided with safe environments, free from discrimination, harassment and violence relating to gender identity and gender expression. It is the responsibility of the Lambton County AAA Jr. Sting to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.

Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player’s right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, the Lambton County AAA Jr. Sting must not exclude trans players in response to complaints based on presumed risk.

# Review

The Policy will be reviewed by the applicable Branch on an annual basis.

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**F1 POLICY**

APPROVED DECEMBER 2, 2014

Minor and Major Atom

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

Minor Peewee, Major Peewee, 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.

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**FUNDRAISING POLICY**

Approved September 15, 2015

The Lambton AAA Hockey Association approves the following fundraising activities:

* Bottle Drives
* Meat Raffles
* 50/50 Draws
* 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.

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**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.

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**LAMBTON AAA BOARD OF DIRECTORS’ REMUMERATION CONFLICT**

Approved December 2, 2014

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

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**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).

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**NON-LAMBTON 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 is 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.**

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**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.

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**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

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**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.

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**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.**

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**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.

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**RETURN TO PLAY POLICY**

Approved February 20, 2018

This policy is based on the Hockey Development Centre Ontario (HDCO)/Hockey Trainers Certification Program (HTCP) Participant’s Manual (July 2017), section 14.0.

Communication with the player, parents and coaches is vital when a decision needs to be made about removing a player from action or returning to play.

If a player is unable to participate at their usual skill level due to injury or illness such as high fever or influenza, or they complain of pain and weakness during the activity, they should be removed from play. The player should be directed to a proper medical authority if necessary.

Caution should be exercised when such a decision needs to be made. The primary goal and duty is not to make a decision whether a player can return to play but rather to ensure that the safety of the player is the top priority at all times.

It is recommended that players who are removed from games or practices due to injury or serious illness and do not return to that game or practice, should obtain a note from a physician before they are allowed to return to play. A Hockey Canada Injury Report form and the HTCP Injury Data Collection Program report form should be completed and injury recorded on the team injury log so that an accurate injury/recovery history is maintained.

If in doubt as to the seriousness of a player’s injury or illness, exercise common sense and direct the parents to seek medical attention for the player and **request that a physician’s note be obtained before permitting the player to play or practice**. The trainer should clearly communicate the necessity of medical permission from a physician to the player’s parents or guardians and the coaching staff. Once medical permission is requested, the trainer should work with coaches and parents to ensure the player does not return without it.

After an extended layoff, players should practise before they play. The practice situation is a controlled setting which allows players to gradually adapt, feel comfortable, and regain confidence without risking further injury. The practice situation also permits a player to regain conditioning and cardiovascular endurance before returning to play.

Player returning from injuries should never be permitted on the ice unless wearing all protective equipment.

Players returning to practice from an injury should wear a different colour jersey than the rest of the team to identify them as returning from an injury, until full conditioning has returned.

The step-wise return to play guidelines for concussion management can be a beneficial process for guiding any injured athlete back into competition.

A player should not return to play unless they can demonstrate appropriate skills in a practice situation i.e. full function and return to pre-injury fitness and skill level.

The role of the hockey trainer (and of the coaching staff) is not to try to get the player back into competition as soon as possible, but to ensure that the player is both ready and safe to return to play. If there are doubts, a physician’s advice should be sought.

When working with older players who are driving, be aware that certain injuries or circumstances may impair their ability to drive or the decision-making process. Ensure that an injured player does not drive home alone.

Players returning to play following a muscular or skeletal injury (excluding fractures) can be signed off by a physician, chiropractor, physiotherapist or nurse practitioner. Fractures as well as neurological injuries including spinal injuries and concussions must be signed off by a physician (see special case for return to play following a concussion, below). (NOTE: The Hockey Canada Injury Report related to the insurance program must be completed by a physician or dentist, whichever applies.)

Special Case – Return to play following a concussion

If a concussion/suspected concussion occurs:

1. Remove the player from the game/practice.

2. If there is immediate player safety concern, call 911 or direct the player to a local Emergency Room.

3. Trainers, coaches, players or parents should contact:

Dr Gary Barwitzki (519)-541-0394

c/o Archway Health and Sport Services

1679 London Line

Sarnia, ON

for assessment/Return-to School Strategy/Return-to Sport Strategy.

4. Written documentation from Dr. Barwitzki is required for resuming return to hockey activity.

Consult the following resources related to concussion recognition and management:

* Hockey Canada overview on concussion by Dr Kristian Goulet- Medical Director of Children’s Hospital of Eastern Ontario, eastern Ontario Concussion Clinic, & the Pediatric Sports Medicine Clinic of Ottawa

<https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/concussion-consensus-overview-e.pdf>

* Concussion Recognition Tool 5

<https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/2017-clean-concussion-tool-5.jpg>

* Hockey Canada Concussion Card

<https://az184419.vo.msecnd.net/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/concussion_card_e.pdf>

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**SPONSORSHIP POLICY**

Approved July 17, 2018

AAA Players have the ability to secure sponsorship for:

1. AAA registration fees – which includes the commitment fee and the players portion of the ice levy; and/or
2. Team fees

Tax receipts shall be issued to the company(ies) or other entity(ies) who sponsor a player. (Tax receipts are not issued to the player.)

The total of any and all sponsorships secured by a player shall not exceed the total cost of the AAA registration fees and the team fees.

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**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.

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**TRAVEL POLICY**

Approved December 2, 2014

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 401 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.

1. Medical doctors and nurse practitioners are the only healthcare professionals in Canada with licensed training and expertise to meet these needs; therefore all athletes with a suspected concussion should undergo evaluation by one of these professionals. [↑](#footnote-ref-1)