



Sarnia-Lambton Jr. Sting AAA Policies and Procedures

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ACCELERATION POLICY

A request for a player to accelerate to the next higher age group must be approved by the Office of the Chair or the President. The decision to allow a player to accelerate will on a case-by-case basis.

For any player a request for acceleration will only be considered if the player seeking to be accelerated has played at least one year with the Sarnia-Lambton AAA organization (herein referred to as the SLJS) 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 of the year of the season they intend to be accelerated in.

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) defense, 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

Coaches of both affected teams may discuss and come to an understanding on the acceleration request. 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

The DIRECT sale of alcoholic beverages and/or alcohol related products (e.g. gift cards) are prohibited by the SLJS for all Fundraising Purposes. Any member in good standing with SLJS 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

1 Qualifications: To align with the vision of the SLJS, the following criteria is recommended for coaching applicants:

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

It is SLJS's 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-Season

- The First VP will communicate with current coaches to determine their interest in serving a second year as Head Coach of their teams.
- The First VP can offer a coach a 2nd season if supported by the Office of the Chair and/or the Coaches Mentor

January/February

- 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 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. This can also be communicated via email.
- 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 or February

- At the Board of Directors Meeting, the Board shall approve additional criteria or

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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 of, but not be 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 (or First VP) 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

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 SLJS 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 10-U13

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 U14-U15

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

U16 and U18

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.

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

https://alliancehockey.com/Articles/4093/Updated_Hockey_Canada_Concussion_Policy_and_Toolbox/

<https://www.hockeycanada.ca/en-ca/hockey-programs/safety/concussions/concussion-toolbox>

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

SLJS has developed the SLJS Concussion Protocol to help guide the management of athletes who may have a suspected concussion as a result of participation in SLJS 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 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 SLJS ASSOCIATION Concussion Protocol please refer to the SLJS 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,

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- 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 SLJS 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.

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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).

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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 SLJS, 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 doctors¹ 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

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.

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Medical Assessment Letter indicating 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

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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 <i>-Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity</i>	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities <i>- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity</i> <i>- Low to moderate impact passing, dribbling, shooting, and agility drills</i>	Add movement
4	Non-contact training drills	Harder training drills, i.e. passing drills. May start progressive resistance training <i>- Participation in high intensity running and drills</i> <i>- Non-contact practice without heading</i> <i>- Participation in resistance training work-outs</i>	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance <i>- Participation in full practice without activity restriction</i>	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.

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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 SLJS Concussion Protocol should be followed as outlined here.

- ▶ **Who:** SLJS medical consultant or a Health Care professional acceptable to the SLJS
- ▶ **Document:** *Medical Clearance Letter*

CONCUSSION TEST AND HEALTH QUESTIONNAIRE

Approved September 15, 2015

All players in the SLJS 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

<https://www.ohf.on.ca/media/4tvnmdak/ohf-confidentiality-statement-implementation-guide.pdf>

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DEPARTURE OF AAA PLAYER

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

Prior to December 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 December 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

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 SLJS coat. The expectation is that any jackets/coats worn by bench staff should be matching as they are provided.

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:

- hoodies
- ripped jeans
- sandals/flip flops

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

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LAMBTON DRESSING ROOM POLICY

<https://www.ohf.on.ca/media/f1uleumw/ohf-dressing-room-policy.pdf>

<https://www.ohf.on.ca/media/dkamwsth/ontario-dressing-room-policy.pdf>

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F1 POLICY

U10 and U11

F1's are not allowed unless there are insufficient AAA calibre numbers for a team. In rare cases, the Board may allow an F1 as goalie to ensure the competitiveness of the team.

U12-U15

The number of F1's granted in these divisions will be evaluated yearly by the current Head Coach, in conjunction with the Office of the Chair and President, to maximize the competitiveness of each team. This process will be designed to protect the best interests of SLJS and take place over the course of tryouts and will ensure all players are evaluated fairly.

U16

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

U18

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

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FUNDRAISING POLICY

The Lambton AAA Hockey Association reviews 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

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

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.

During the Regular Season

Age Group	Playing Time
U10-U13	Both goalies shall have equal playing time (50/50 split)
U14-U18	Neither goalie shall have less than 40% (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.

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

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Age Group	Playing Time
U10-U12	Both goalies shall have equal playing time (50/50 split) during Alliance Playoffs/Playdowns. During Championship weekend or Provincial Championships, it is at the coach's discretion. Every effort should be made to have equal playing time.
U13-U18	At the discretion of the coach

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 SLJS board member responsible for program development.

Communicating this Policy

The parents of every goalie in the SLJS 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' REMUNERATION CONFLICT

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

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

This is currently the U18 team and is required by Alliance Hockey Policy.

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NON- SLJS 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 SLJS youth are under the control of a non- SLJS 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 SLJS 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 SLJS.

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- SLJS 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

At the commencement of each season, one parent/guardian of each player must receive (hard copy or email) 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 may 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.

This policy may also include team fees.

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

Any Board of Director who has served on the SLJS 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 Director, 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

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.

Any changes to the AAA remuneration policy will be voted on by the board.

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PROXY FOR AGM AND BOARD MEETING

- There shall be no proxy allowed for board meetings. The Board of Directors must be in attendance to vote. There may, however, be some online votes that can't be delayed until the following meeting.
- 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 director of the board 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

This policy applies when a player who had signed with a SLJS 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

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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

U18 Players

Notwithstanding the policy as stated above, U18 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 U18 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 U18 player will be pro-rated according to the number of games and/or amount of time played with the SLJS 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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SPONSORSHIP POLICY

All Sponsorship information is available on the AAA website:

https://lambtonjrsting.ca/Public/Documents/Lambton_2023-2024_Sponsorship_Information.pdf

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

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 SLJS or be approved by the Office of the Chair.

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TRAVEL POLICY

Coaches must contact the ice scheduler 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 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.

AFFILIATION

- a. SLJS “AAA” teams may affiliate both vertically and horizontally (i.e. a U15 “AAA” Player may affiliate with a “AAA” U16 team). The following restrictions apply;
 - i) A team may affiliate **ONLY** to replace a player lost through suspension, illness, injury or unusual circumstances. (i.e. death in a family, etc.)
 - ii) A team **MUST** have the permission of the coach and parent of the affiliated player before placing the player on the affiliation list.
 - iii) A team **MUST** have the permission of a player’s coach and/or delegate to call on an affiliated player. A coach should never contact the affiliated player directly until permission has been granted.
 - iv) The affiliated player’s first responsibility is to the team with which they are carded.

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- v) It is recommended that each team affiliate two (2) goaltenders, each from a different team.
- b. A player registered with the SLJS may play as an affiliated player with proper permission from the “AAA” zone team, with a junior team. The first priority of such a player will be with their team.

COACHES AND MINOR TEAM OFFICIALS SELECTION PROCESS

- a. A Coaches’ Selection Committee of not less than 3 impartial, knowledgeable persons who are not members of any SLJS committee will be selected by the First Vice-President on the recommendation of the Executive Committee to interview head coaching applicants.
- b. The First Vice-President acting as Selection Committee Chairperson will oversee but not participate in the interview process.
- c. The Selection Committee shall establish a uniform protocol for interviewing head coaches ensuring that the same questions are asked of all candidates.
- d. At the completion of interviews, the First Vice-President shall present the Selection Committee’s consensus recommendation candidate to the Executive Committee for their discussion and approval by simple majority vote. Only the name of the Committee’s consensus recommendation candidate may be submitted for ratification by the Executive Committee.
- e. If the Executive Committee rejects the Selection Committee’s consensus recommendation candidate, the Executive Committee shall request that the Selection Committee submit an alternate candidate for discussion and approval. The Selection Committee may submit an alternate candidate for discussion and approval, or if (in their opinion) there is no good alternative candidate, may re-submit the original consensus recommendation for a second vote. If the Selection Committee submits an alternate candidate and the alternate candidate is not approved by simple majority vote, the Executive Committee may request for a second alternate recommendation or may elect to re-vote on the original consensus recommendation.
- f. Each selected coach will submit a list of his proposed staff for discussion and approval by the Executive Committee.
- g. The deadline for the reception of coaching applications will be set by the Executive Committee. No coach will be interviewed until an official application is received.
- h. The coach selection procedures shall be as follows:

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- i) The SLJS will request applications for coaching positions to be submitted to the First Vice Chair by an established date for coaching positions to commence the following Fall.
 - ii) Interviews for applicants will be held for coaching positions to commence the following Fall.
 - iii) The coaches will be ratified and announced prior to the annual Lambton Junior Sting banquet.
- i. Coaches will serve for a term of one season and a maximum of two (2) consecutive seasons with the same group of players. The U18 coach will be exempt from term limitation. **The Executive Committee in its discretion may consider a coach for a third consecutive year for the same age group if the Selection Committee submits the coach to the Executive Committee as its consensus recommendation. This would only be done if there is no qualified applicant for the age group in question.**
- j. No coach should align himself with assistants, managers, trainers, etc. in such manner that the try-out becomes a foregone conclusion to these same five or six designated individuals and their children.

COACHING POLICIES

- a. Coaches should have a practice plan formulated for each practice and goals set out for every team, respective of the age and abilities of each team. These goals should be communicated to the parents and players of every team.
- b. The coach of every SLJS AAA team and his/her coaching staff are representatives of both the organization as well as the county and must govern their behaviour accordingly.
- c. Coaches and all bench Staff Must be Dressed in Appropriate Attire.
- d. Coaches and team officials (assistants, managers and trainers) shall hold Team Meetings for all players and parents. Attendance at the first such Team Meeting shall be mandatory for all players and at least one parent or guardian of each player. It is the responsibility of the coach to ensure that players, parents, and team officials are aware that their concerns may be brought to the SLJS Executive Committee via the Team Representatives, and to ensure that the Team Representatives know of this duty.

TEAM UNIFORMS AND EQUIPMENT

- a. Team uniforms will be set by the Executive Committee.

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- b. All players playing for “AAA” teams must wear the official team jerseys and socks. Players will purchase their own gloves, helmets and pants to meet AAA specifications.
- c. The style and colour of the team apparel for all “AAA” teams will be approved annually by the Executive Committee prior to try-outs and team organization. This information will be forwarded to all team officials after their appointment.
- d. Teams are required to use an approved vendor for all team apparel.

FINANCES OF THE SLJS

- a. All financial transactions for “AAA” teams will be the responsibility of the Treasurer.
- b. The Treasurer will prepare financial statements for distribution to the Executive Committee.

TEAM FINANCES

- a. Each team will be required to submit an Operational Plan to the Executive Committee for their approval. Assistance with creation of Operational Plans is available from the Executive Committee.
- b. Each team will be responsible for raising sufficient funds to cover operating costs identified in their Operational Plan.
- c. Funds remaining at the end of the season will be reimbursed to the players as long as players/families are eligible.
- d. Fees collected during try-outs will be deposited to the League Account.
- e. Each team will prepare a financial statement to be reviewed by the executive board.
- f. Team fund raising projects must receive approval of the Fundraising Chairperson.
- g. Teams are to collect \$15 per practice for any non SLJS AP player.
- h. Each team will set up its own bank account, with all amounts drawn from said account requiring two (2) signatures, the signature of the team manager and the signature of one (1) parent (other than the manager.)

ICE TIME

- a. Ice time for SLJS “AAA” teams will be coordinated by the AAA Ice Coordinator.

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- b. Teams will be permitted to participate in four (4) tournaments per season unless otherwise approved by Alliance Hockey.
- c. Teams wishing to participate in more than four tournaments must apply to the Executive Committee for permission to do so. Permission to attend additional tournaments will be at the discretion of the Executive Committee.

INJURY REPORTS

- a. Injury Report Forms are available from the ALLIANCE Operating Committee member and online at the Alliance website. In the event of injury, a form must be filled out by coaching staff and submitted to the Minor Hockey ALLIANCE of Ontario office and the Risk Management Director within 48 hours.

LIAISON WITH LOCAL ASSOCIATIONS

- a. Minutes of all Executive Committee and “AAA” Hockey Committee meetings will be available to all member associations.
- b. In *in-camera* sessions required shall take place at the end of said meetings, with separate minutes kept to be reviewed and confirmed during the *in-camera* session at the next meeting.
- c. It will be the responsibility of the representatives from the local associations to publicize “AAA” information such as;
 - i) Coaching Application Information
 - ii) Try-outs, procedures, etc.

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REFEREES

- a. The Ice Director will liaise with the Bluewater Referee Association assignor to coordinate the assignment of referees.

REGISTRATION

- a. All registration information will be available on the SLJS website.
- b. The total cost of registration for “AAA” teams will be the same for all U10-U16 players.

TEAM ROSTERS

- a. “AAA” teams will carry a maximum of 19 players and a minimum of 17 players including two (2) Goaltenders. It is recommended that U14 teams and above strive to carry above the minimum number of players if possible.
- b. “AAA” team rosters will be declared by specified date.
- c. SLJS Players who request a release during the season to go to another AAA centre will be denied.
- d. Players may be signed to “AAA” teams during the year from local associations with the following conditions:
 - i) According to ALLIANCE signing dates.
 - ii) After consultation with the local association travel team convener, the local association coach, the AAA representative, and the “AAA” coach
- e. There will be no player movement after October 15. However, special consideration may be extended to U18 players returning from junior team tryouts. These players must have registered with their home association prior to junior or “AAA” try-outs.
- f. Any team official tampering with the member association players after October 1 without permission of the local association’s travel convener may be subject to immediate dismissal.

TRY-OUTS

- a. SLJS will organize try-out camps annually. Dates and times for the tryouts will be determined by the Operating Committee in conjunction with Alliance Hockey and the OHF. AAA approved coaching staff of will conduct these try-outs.

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- b. A fee determined annually by the Executive Committee will be charged
- c. No coach should align himself with assistants, managers, trainers etc. in such manner that the try-out becomes a foregone conclusion.
- d. Notwithstanding any restrictive regulations presently in force, the residential qualifications of the OHF will be strictly complied with.
- e. The Executive Committee may recognize “waivers” from adjacent and non-adjacent “AAA” zones permitting such players to try-out and register with the SLJS as “import players”, subject to the following restrictions which shall be strictly enforced:
 - i) Preference will be given to Lambton area players.
 - ii) Permission to sign import players will be done with communication and approval from the Office of the Chair.
 - iii) Prospective import players who meet all eligibility criteria are to be reviewed on the advice of the Coach, to determine whether the potential impact of the player to the team justifies him/her taking a roster spot from a local player;
 - iv) Any member(s) of the Executive Committee with a direct interest in the team in question shall not take part in the discussion or vote with respect to import players.

THE APPEALS AND DISCIPLINARY COMMITTEE

- a. The Risk Management Director may appoint an Appeals Committee who will deal with discipline problems on “AAA” teams.
- b. The Appeals Committee will hear concerns of parents and team officials.
- c. The Appeals Committee will decide and impose disciplinary actions following a hearing. Said hearing will:
 - i) Be held within a suitable timeline.
 - ii) The Risk Management Director may suspend a player or players and/or team officials pending a hearing.
 - iii) The Executive Committee will deal with appeals as per ALLIANCE guidelines.

Any accusations of harassment or abuse will be dealt with following the guidelines set out in the Ontario Hockey Federation.

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- d. In the event that one or more of the committee members declare a conflict of interest on any matter under consideration, substitution of said member(s) shall be made from within the Executive Committee.
- e. No less than three (3) members shall be empowered to act on any matter falling within the mandate of the Appeals and Disciplinary Committee.
- f. One of the three Committee members shall assume the responsibilities of Chairperson. Note: All submissions deemed by the committee to fall under its mandate (i.e. not allegations of abuse or harassment) shall be dealt with in the following manner.
- g. Detailed notes shall be maintained on all matters coming before the Appeals and Disciplinary Committee. One of the members can be designated for this task. Without limiting the generality of the foregoing, the “notes” obtained shall accurately reflect the following:
 - i) Persons present
 - ii) Official deliberations
 - iii) Correspondence/report
 - iv) Witness(es) accounts
 - v) Past history
 - vi) Decisions/judgments, etc.
- h. In all cases requiring formal process by the Appeals and Disciplinary Committee, the person(s) against whom allegations of improper conduct have been made, shall be advised in writing of said allegations. The involved person (s) shall be advised of the date, time and place of the relevant Appeals & Disciplinary Committee Hearing. The individual(s) shall be invited to attend, and if so desired, be prepared to present a defense, reply, or call witnesses in response to the allegations. Failure of the involved person(s) to attend the Appeals & Disciplinary Committee Hearing shall in no way prevent the Committee from otherwise proceeding with the matter under consideration.
- i. The Appeals & Disciplinary Committee may reserve judgment pending further information or deliberation deemed necessary to arrive at a fair resolution. Final decisions rendered by the Committee shall be forthwith communicated in writing to the involved person(s).
- j. Final dispositions made by the Appeal & Disciplinary Committee become effective from the time that formal notice is given, in writing, to the involved person(s). The formal notification shall also set out approved appeal procedure available to the concerned individual(s).

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- k. The involved person(s) shall have recourse to the Protest Committee within the AAA Policy Manual. Such recourse will apply to all decisions of the Appeals & Disciplinary Committee.
- l. In all cases, the decisions handed down by the Appeals & Disciplinary Committee shall be binding and mandatory, saving for, and unless, the involved person(s) serve formal appeal notice, in writing, to the Executive Committee. Said appeal notice must be formally tendered within 48 hours of the official Appeals & Disciplinary Committee notification having been served on the individual(s). Failure to follow the prescribed appeal format shall automatically void further process. Thereafter, the ruling of the Appeals & Disciplinary Committee shall be deemed binding and mandatory.

PROTEST COMMITTEE

- a. The Protest Committee shall be appointed by the Executive Committee and shall be comprised of one (1) member of the Executive Committee and two additional members of the Board.
- b. Members of the Appeals & Disciplinary Committee will not be eligible to sit on the Protest Committee.
- c. The Committee shall have the authority to:
 - i) Receive appeals/complaints. Investigate as deemed necessary;
 - ii) Hear submissions;
 - iii) Make findings of fact; and
 - iv) Render decisions on all matters of importance involving compliance with the policies of the SLJS by any of its members. The Committee shall exercise its authority and discretion fairly, reasonably and in accordance with the policies of the SLJS and the rules of natural justice.
- d. In the event that a member of the Committee has a conflict of interest in relation to the matter before the Committee, that member shall be disqualified from acting, thereby ensuring impartiality of the Committee. All decisions of the Committee shall be final and binding on the LJSAHA.

PAID POSITIONS

All paid positions (i.e. ice scheduler, etc) shall be tenured every two (2) years.