



Policies and Procedures

Effective Date: 9-9-2025

Date Revised: n/a

References:

LEMHA Bylaws

Purpose:

The Lake Erie Minor Hockey Association (LEMHA) Policy and Procedure Manual outlines the policies and procedures that promote a positive hockey environment and operational efficiencies. These policies apply to LEMHA and provide a framework for consistent and appropriate decision-making on many issues that can impact our members. These policies and procedures will be consistent with, and help us to accomplish our mission, maintain accountability, and clarify how we do business. All policies and procedures will also comply with all applicable legislation governing LEMHA through Hockey Canada(HC), Ontario Hockey Federation (OHF), Ontario Minor Hockey Association (OMHA), and any other body under which we operate, including periodical amendments to relevant governmental legislation for our jurisdiction.

Policy Statements:

Unless otherwise indicated, the policies and procedures contained in this manual will apply to all members, volunteers and any other individuals performing work on behalf of the LEMHA.

If there is a conflict between these policies and any HC, OHF, or OMHA policy, rule, or regulation, the LEMHA, HC, OHF, or OMHA policy, rule, or regulation that is most restrictive shall prevail.

These policies will be interpreted broadly in a manner that respects and promotes the objectives of the LEMHA as set out in the Bylaws.

Procedure:

All members have a responsibility to familiarize themselves with the content of the policies and procedures in this manual and to conduct themselves accordingly.

The Board of Directors has the responsibility to communicate with members about the application of the policies and procedures to ensure compliance and to take action if problems arise.

All members will have access to the Policy and Procedure Manual in order to review and understand organizational practices. All policies and procedures will be:

- Presented in a common and consistent format;
- Formally approved by the Board of Directors
- Located electronically on the association website; and
- Kept current and reviewed regularly.

The Board of LEMHA shall propose, approve and enact policies and procedures that coincide with perceived need of the Association. Approval must be done through majority vote of the Board at any regularly scheduled board meeting.

Members may submit a request in writing regarding any requested amendments to existing policies for review at the next scheduled board meeting, however the board retains the right to either uphold the existing policy or to enact the requested change, whether in part or in full, by way of majority vote. Requests may be submitted to the Vice President Administration for presentation.

Policies will be reviewed every 2 years by an elected ad-hoc committee comprised of current board members.

Effective Date: 9-9-2025**Date Revised: n/a****References:***Hockey Canada**Ontario Minor Hockey Association**Personal Information Protection and Electronic Documents Act (PIPEDA)***Purpose:**

This Policy describes the way that LEMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association [CSA] principles identified in the federal Personal Information Protection and Electronic Documents Act [PIPEDA]. LEMHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

Policy Statements:

LEMHA's privacy policy guides us in the collection, use and disclosure of personal information. Details that are particular to an individual – such as date of birth, personal address, telephone number, email addresses, medical and health records– are considered “personal information”. LEMHA will only collect information that is necessary to conduct hockey programming. Specifically:

1. Player / volunteer name, address and date of birth are collected to determine that the player's level of play information is consistent with Hockey Canada and OMHA regulations.
2. Historical information concerning past teams played for is collected in order to determine team placement as well as determining if transfer regulations apply.
3. Information as to a player's parent/guardian name, address, telephone numbers and email addresses are collected in order to facilitate emergency contact information as well as to ensure compliance with Hockey Canada and OMHA residency regulations.

Procedure:

LEMHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our intended purposes. LEMHA safeguards the integrity of your information by means appropriate to its sensitivity. Data is collected in electronic format only and is safeguarded through the use of secure access using assigned ID's and passwords.

You have the right to request access to the personal information about you and your player held by us, to review it and, if applicable, to correct it. Data pertaining to players and volunteers is not disclosed for public use.

Effective Date: 9/9/2025**Date Revised: n/a****References:**

Personal Information Protection and Electronic Documents Act (PIPEDA) Privacy Act

Purpose:

It is the policy of LEMHA to limit the disclosure of confidential information that could be detrimental to the best interests of the Association and its members. The directives as defined within this policy are intended to enhance public confidence in the integrity of LEMHA and its members, volunteers, delegates, players, and third party service providers.

Policy Statements:

Lake Erie Minor Hockey Association (LEMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, LEMHA requires all volunteer board members, coaching staff, and volunteers to handle sensitive personal member information in a confidential and appropriate manner. It is understood that volunteer board members, coaching staff, and volunteers of LEMHA will become aware of confidential information regarding our members through the course of their service and agree that if confidential information is not effectively protected, the operations of LEMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Volunteer board members, coaching staff, and volunteers of LEMHA are required to keep all confidential information and relevant knowledge regarding the operation of LEMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of LEMHA, and the well-being and privacy of our members.

Procedure:

All volunteer members of the Board of Directors, coaching staff, and volunteers will be required to sign a confidentiality agreement which shall be securely kept on file with other pertinent documentation pertaining to LEMHA.

It is understood that Board members circulate information electronically as needed including, but not limited to, meeting minutes and financial documents. Where electronic information is received which falls under the confidential classification as outlined in the confidentiality agreement, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for LEMHA.

It is considered best practice to insert in any email communication a release statement as follows:

Confidentiality statement: This email transmission may contain confidential or legally privileged information that is intended only for the individual named in the email address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this email is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

Issues that pertain to a breach, or suspected breach will be dealt with by following the Complaint Resolution Process policy.

Confidentiality Agreement - Volunteer Board Members

Purpose

Lake Erie Minor Hockey Association (LEMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, LEMHA requires all volunteer board members to handle sensitive personal member information in a confidential and appropriate manner. It is understood that volunteer board members of LEMHA will become aware of confidential information regarding our members through the course of their service. Volunteer board members agree that if confidential information is not effectively protected, the operations of LEMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Volunteer board members of LEMHA are required to keep all confidential information and relevant knowledge regarding the operation of LEMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of LEMHA, and the well-being and privacy of our members.

Confidentiality Agreement (Volunteer Board Members)

The following is classed as confidential information.

Confidential Information:

- Member lists;
- Member medical information;
- Member personal information;
- Information gathered during member interviews (i.e. as held by the disciplinary committee);
- Board of Director personal information;
- Human resource planning, policies or procedures;
- Unreleased financial information, status and statements;
- Any information, or documentation labelled "Confidential" by LEMHA, or listed as such by separate memorandum, or e-mail that informs of confidential status;

Any information relating to the LEMHA that is freely in the public domain may not be considered "Confidential". In the event that a volunteer board member can prove that information was possessed before it was received from LEMHA, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

In serving on the Board of Directors of LEMHA, volunteer board members shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, at any time, unless LEMHA gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for LEMHA.

Organizational Property:

Upon the end of a volunteer board members term of service, volunteer board members shall promptly return (without duplicating or summarizing), any and all material pertaining to LEMHA business, members, parents of members or staff in their possession including, but not limited to: all member information,

physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement / Statement of Confidentiality

I acknowledge that I have read and understand the Confidentiality Agreement of Lake Erie Minor Hockey Association. I agree to adhere to this agreement in its entirety and will endeavor to ensure that coaching staff/volunteers working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may be removed from my position until such a time that the Disciplinary Committee reviews the infraction as per the Disciplinary Measures and Complaint Resolution policies upheld by LEMHA.

Name: _____

Signature: _____

Date: _____

Witness: _____

Confidentiality Agreement – Coaches and Volunteers

Purpose

Lake Erie Minor Hockey Association (LEMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, LEMHA requires all Coaching Staff and Volunteers to handle sensitive personal member information in a confidential and appropriate manner. It is understood that Coaching staff/volunteers of LEMHA will become aware of confidential information regarding our members through the course of their service. Coaching Staff/Volunteers agree that if confidential information is not effectively protected, the operations of LEMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Coaching Staff/Volunteers of LEMHA are required to keep all confidential information and relevant knowledge regarding the operation of LEMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of LEMHA, and the well-being and privacy of our members.

Confidentiality Agreement

The following is classed as confidential information.

Confidential Information:

- Member lists;
- Member medical information;
- Member personal information;
- Information gathered during member interviews (i.e. as held by the disciplinary committee);
- Any information, or documentation labelled "Confidential" by LEMHA, or listed as such by separate memorandum, or e-mail that informs of confidential status;

Any information relating to the LEMHA that is freely in the public domain may not be considered "Confidential". In the event that a Coaching Staff/Volunteer can prove that information was possessed before it was received from LEMHA, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

Coaching Staff/Volunteers shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, at any time, unless LEMHA gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for LEMHA.

Organizational Property:

Upon the end of a season, Coaching Staff/Volunteers shall promptly return (without duplicating or summarizing), any and all material pertaining to LEMHA business, members, parents of members or staff in their possession including, but not limited to: all member information, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

Acknowledgment and Agreement / Statement of Confidentiality

I acknowledge that I have read and understand the Confidentiality Agreement of Lake Erie Minor Hockey Association. I agree to adhere to this agreement in its entirety and will endeavor to ensure that coaching staff/volunteers working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may be removed from my position until such a time that the Disciplinary Committee reviews the infraction as per the Disciplinary Measures and Complaint Resolution policies upheld by LEMHA.

Name: _____

Signature: _____

Date: _____

Witness: _____

Effective Date: 9/9/2025**Date Revised: n/a****References:***Hockey Canada Code of Conduct**Ontario Minor Hockey Association Code of Conduct LEMHA**Bylaws***Purpose:**

Lake Erie Minor Hockey Association (LEMHA) dedicates itself to the advancement of minor hockey for all individuals by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment. As such, LEMHA will follow the mandates set out by Hockey Canada, OMHA, and our own in house regulations regarding Code of Conduct.

Policy Statements:

Hockey Canada Code of Conduct states the following:

Hockey Canada endeavors to make hockey enjoyable and safe for all players, coaches, officials, volunteers and parents through its code of contact.

1. Strive to enhance the safety of all hockey participants at all times.
2. Always err on the side of caution and never practice any behaviour that may ultimately harm a participant or worsen an injury.
3. Never intentionally mislead or lie about your qualifications, education or professional affiliations.
4. Strive to achieve the highest level of competence and continue to educate yourself to update and improve your skills.
5. Strive to promote the values of Fair Play, integrity and friendship in hockey, and never condone, encourage, engage in or defend unsportsmanlike conduct, including the use of performance enhancing substances.
6. Always put the player's best interest first and ensure that all players are treated with respect and integrity; free from any form of physical and/or emotional maltreatment.
7. Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, sexual orientation, age, religion or ethnic origin.
8. Respect all participant information as confidential. Such information shall not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency.

OMHA Code of Conduct states the following:

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association ("OMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.

OMHA Code of Conduct Policies and Procedures Manual can be found [HERE](#).

LEMHA has adopted a Code of Conduct that all team officials, players and parents/guardians are expected to follow. The purpose of this Code of Conduct is to maintain a fun, pleasurable experience for all who attend any function related to LEMHA.

A violation of the Code of Conduct may lead to disciplinary action against the team official, player or parent/guardian; thus it is recommended that members familiarize themselves with the Code of Conduct and the possible disciplinary actions.

The LEMHA Code of Conduct places an emphasis on respect: Respect the game; Respect the rules; Respect the opponents; Respect the Coaches, Officials, Parents, Executives, Players, Arena Staff, Volunteers and their decisions; Respect the facility; Maintain self-control at all times.

The following are guidelines that are expected to be followed:

PLAYER CODE OF CONDUCT

I will:

- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, LEMHA and my team.
- ✓ Respect the rules of the game, opponents, officials and their decisions.
- ✓ Maintain self-control at all times.
- ✓ Attend as many games and practices as reasonably possible.
- ✓ Be present before games and practices in a timely manner.
- ✓ Notify the coach/manager ahead of time if I will be absent.
- ✓ Respect the facilities, either home or away, in which I'm privileged to play.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- ✓ Refrain from using foul language towards teammates, coaches, officials or opponents.

- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.
- ✓ Show respect for the feelings and abilities of the players on the other team.
- ✓ Accept the capabilities of other players.
- ✓ **Accept defeat gracefully...love the game above the prize.**

PARENT CODE OF CONDUCT

I will:

- ✓ Support my child with positive encouragement.
- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, LEMHA and my child's team.
- ✓ Maintain self-control at all times.
- ✓ Encourage my child to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences.
- ✓ Respect the facilities, either home or away, in which my child is privileged to play.
- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.
- ✓ Show respect for the feelings and accept the capabilities of my child, my child's teammates and players on the other team.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and the Association.
- ✓ Avoid confusing my child by coaching from the stands.
- ✓ Gain an understanding of the LEMHA 24-hour rule to deal with team complaints and adhere to it.
- ✓ Refrain from expressing my opinion of the coaches or players in front of my own child.
- ✓ Refrain from using foul language towards other parents, coaches, officials or opponents.
- ✓ Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- ✓ Refrain from demonstrating frustration or anger after a loss or poor performance.
- ✓ Not physically abuse any other person.
- ✓ Refrain from approaching the bench during a game situation unless summoned by a coach.
- ✓ **Accept defeat gracefully...love the game above the prize.**

TEAM OFFICIAL CODE OF CONDUCT

I will:

- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, LEMHA and my team.
- ✓ Act as a leader of my team and act in a highly professional manner at all hockey related activities.
- ✓ Be responsible for my behaviour and the behaviour of my team.
- ✓ Respect the rules of the game, opponents, officials and their decisions.
- ✓ Maintain self-control at all times.
- ✓ Show respect to the players and parents of my team.
- ✓ Respect the facilities, either home or away, in which my team plays.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- ✓ Refrain from using foul language towards my players, other coaches, officials or opponents.
- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.

- ✓ Show respect for the feelings and abilities of the players on the other team.
- ✓ Accept the capabilities of all players.
- ✓ Follow the 2-Deep rule in the dressing room and when interacting with players.
- ✓ Respect the 24-hour rule in dealing with parents'/players post game.
- ✓ Adhere to the Confidentiality Agreement that I have signed.
- ✓ **Accept defeat gracefully...love the game above the prize.**

Procedure:

The President, as per the Bylaws, section 10.2 (a), has the authority to suspend any member (e.g. parent), team, player, team official or referee for various actions until a review by the Board and/or referral to a Discipline Committee.

The President, at their discretion, may decide to not suspend the member (e.g. parent), team, player, team official or referee for any inappropriate behaviour, but instead may refer the incident directly to the board and/or Discipline Committee to investigate the matter.

It is important for all officials to understand that there are potential serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of LEMHA and/or its governing bodies.

The Referee in Chief will not tolerate any abuse from players, parents or coaches. The violation of any rule, regulation or policy of LEMHA and/or its governing bodies may lead to disciplinary action by LEMHA and/or its governing bodies.

It is the responsibility of the Officials to familiarize themselves with the rules and regulations as well as taking the appropriate clinics for the season.

If a player, who is also an official, is suspended from their team as a player, they are sustained from officiating during the duration of the suspension.

All complaints must follow the disciplinary procedures as outlined in the Complaint Resolution Process policy.

Effective Date: 9/9/2025

Date Revised: n/a

References:

Hockey Canada

OMHA Guidelines

Purpose:

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

Policy Statements:

It is the Policy of Hockey Canada (HC) that there shall be no bullying, harassment or abuse permitted whether physical, emotional or sexual of any participants in any of the HC Programs. HC expects every parent, coach, volunteer and staff member to safeguard the welfare of all participants and to protect them from any form of violence.

Procedure:

Dressing Room Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

Road Trips

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

Physical Contact

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

Parents in Locker Rooms

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that they will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in their discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

Co-Ed Dressing Room Policy

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a. Male players will not undress to less than a minimum of shorts while females are present.
 - b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:
 - a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

Smart Phones and Other Mobile Recording Devices Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Any complaints of misconduct must be filed with LEMHA using the guidelines provided in the Complaints Resolution Policy and the form can be found on the association website.

Refunds

Effective Date: 9-9-2025

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Date Revised: n/a

References:

Purpose:

To outline the process for submitting a refund, in whole or in part.

Policy Statements:

Any requests for refund based on a registration fee to be determined in the current season by the Board, will be subject to a non-refundable administrative fee, determined by the Board when setting registration fees for the season.

Procedure:

All refund requests must be submitted to the Treasurer via email and must include the following information:

- i. Full name of player
- ii. Age Group
- iii. Parent/Guardian's full name requesting the refund
- iv. Player's registered address
- v. Contact phone number/email
- vi. Reason for the request

The Treasurer will communicate the information of player withdrawal to the Registrar for removal from HCR 3.0, as well as the Vice President of the respective league the player was registered in.

All requests for refunds will be granted based on the following restrictions, less the administrative fee in all cases:

- i. Prior to the commencement of the season, or until the date of the first scheduled game – 100% less administrative fee
- ii. Between commencement of the season and November 15 – 50% less administrative fee
- iii. After November 15 – no refund will be given without first being considered by the Board

A partial refund on a pro-rated basis as determined by the Executive may be provided to any player who is unable to continue playing after Nov. 1st, for reasons of moving from the geographic area, illness and/or injury.

Refund exceptions will be made for new players in the IP division allowing for a full refund minus the administration fee up to the end of September of that season.

Effective Date: 9-9-2025

Date Revised: n/a

References:

Hockey Canada

Ontario Minor Hockey Association

Purpose:

It is essential for coaching staff to have the proper certification to be behind the bench. These are regulations created by Hockey Canada and the Ontario Hockey Federation to ensure that all coaches are trained under uniform guidelines. This policy will outline the reimbursement protocol for LEMHA.

Policy Statements:

LEMHA recognizes the time and dedication that volunteer coaching staff commits to the organization and to its participants. To that end, LEMHA will only reimburse certification costs to the level of certification required for the division that the participant will be rostered to.

Procedure:

Each participant will attend for a police clearance and submit the receipt to the Risk Management of Travel Director with their police clearance. The Risk Management Director will only send the receipt to the Treasurer for reimbursement. They will include the address for the mailing of the reimbursement to be sent.

Permission to attend clinics must be granted by the VP Travel or VP House League, respectively, to be considered for reimbursement. Each participant will register themselves for the appropriate clinic(s) as required by Hockey Canada, and/or OMHA Policies and Procedures. This includes remitting any registration fees as described in the registration process.

**Note: LEMHA only reimburses clinic registration fees; other costs such as meals and travel are not eligible for reimbursement.*

Once a participant has attended the clinic, email a request for reimbursement to the appropriate level (i.e. Vice President - Travel for those coaching travel/representative teams or Vice President – Local League for those coaching local league teams) and attach all receipts associated to the clinic(s) attended to it. Reimbursements will only be considered with proper receipts attached to the request.

The appropriate VP will submit the approved expenses to the Treasurer for processing once the participant's status has been verified through HCR. A cheque refunding your clinic fees will be issued by the Treasurer and delivered to the participant.

Requests for reimbursement must be submitted by March 31 to the appropriate VP to ensure that year end procedures can be met by the Treasurer. Reimbursement for training/courses/expenses from a previous season will not be processed.

Effective Date: 9/9/2025**Date Revised: n/a****References:***Hockey Canada**Ontario Minor Hockey Association**LEMHA Bylaws**ONCA***Purpose:**

To establish the guidelines under which a Treasurer is chosen for the Association and outline the positional duties associated with the role.

Policy Statements:

The Treasurer is detached position reporting directly to the LEMHA Executive board. Voting rights may be established by a vote of the board, however if granted, the position of Treasurer cannot be compensated.

The Treasurer will be selected by the Executive of the LEMHA Board of Directors on a bi-yearly basis. Compensation and voting rights will also be voted on at that time.

General Duties and Responsibilities:

The Treasurer shall:

- i. be responsible for the bookkeeping of the association and all monetary transactions including but not limited to cheque writing, paying of invoices and bills, expense reimbursements and any other transactions involving the association's finances;
- ii. shall be a signing officer on all association bank accounts;
- iii. ensure adherence to and implementation of financial policies in the financial administration of the Association;
- iv. ensure the submission of the tax return of the Association at the end of the financial year;
- v. present a projected financial position for the current year to the Membership at the AGM;
- vi. present a report to the Board outlining the results of the tax return from the previous year – usually received 90-120 days from April 30;
- vii. when required by ONCA, present the report of the auditor for the previous year;
- viii. when requested by the Board, provide all working papers and the accounting software file for review;
- ix. provide financial statements at monthly Board Meetings;
- x. evaluate, review, and recommend financial policy to the Board and to the Executive Committee;
- xi. have an accounting or financial background and/or experience in related positions;
- xii. ensure that all necessary and appropriate insurance has been purchased;
- xiii. assist in the transition of duties to the incoming Treasurer;
- xiv. such further and other matters as may be ancillary to the duties as set out above.

Effective Date: 5/21/2025**Date Revised: n/a****References:***Hockey Canada**Ontario Minor Hockey Association***Purpose:**

To ensure fair and consistent methods across the Association and create accountability to the members for all funds collected on the team's behalf. To ensure that team fees are kept to a minimum and that bench staff are mindful of the total cost being incurred by the parents/guardians/players.

Policy Statements:

The budget and finances of a team are the responsibility of the team officials. Team accounts are assigned by the Treasurer and must be utilized as directed. Use of an outside financial institution is prohibited.

Teams must submit their proposed budget to the Vice President Travel for review PRIOR to the initial parent meeting, which shall include the budget and financial position of the team members.

All teams must use a budget tracking sheet which will be provided to the team Manager by the Treasurer.

Fundraising is encouraged to mitigate the amount of team fees charged to the players, however the purpose of fundraising is not to allow additional expenses to be added to the budget.

The parents/guardians of the team members are to be presented with the proposed budget and team fees at the initial parent meeting, as well as actual detailed results at the end of the season. Parents/guardians are to approve the proposed budget by way of vote at the initial parent meeting.

LEMHA is responsible for setting policy regarding team budgets and providing direction and feedback to the bench staff regarding application of the policy. For clarity, LEMHA does not manage the financial activity of the team beyond any review performed by the Treasurer, and any issues or discrepancies, financial or legal, that may occur are not the responsibility of LEMHA.

Team bank accounts must have 2 signing authorities. Signers cannot be related to each other in any form, including common law or marital status, or familial relations on any level.

Procedure:

The Head Coach and team manager are responsible for the tracking and controlling of team funds, summarizing the actual results versus what was budgeted, and presenting the summary to the parents/guardians for their review on a regular basis, and/or as requested.

Budget Format

All Initial Team Budgets and Actual Budget Summaries must be prepared using the provided budget tracking sheet. The line items in the budget and summaries must be in sufficient detail to properly describe the nature of the income or expenses included. Supporting schedules providing further detail of the transactions or activity related to an item should be included where necessary.

Tournament Planning in the Preseason:

LEMHA will temporarily finance any approved tournaments in the interim of collecting team fees to ease the financial burden on any one individual, where necessary, up to \$6000.00. All advanced funds must be repaid in full to LEMHA by September 30th of the current season. Applicants who wish to apply for this funding must provide a request in writing to the VP Travel for fund disbursement to their team account. Failure to meet the repayment date will allow LEMHA treasurers the right to access the team account and divert the funding back to LEMHA at the association's discretion. Any abuse of this financing will result in team sanctions up to and including the suspension of team activities and/or removal of bench staff until such a time as the funds have been repaid.

Key Dates and Deliverables

- i. Initial Budget approved by Parents no later than 30 days after team selection.
- ii. Actual vs Budget Summary provided to Parents no later than January 31st.
- iii. Final Actual vs Budget Summary provided to Parents no later than March 31st, or within 1 month of last ice time, whichever comes first.
- iv. Final budget settlement to the Treasurer and parents, and bank account drawn down to a minimum balance (ex. \$10.00) to allow for the account to stay open for the following season.

Best Practices

- i. Communicate budget status to parents regularly and often
- ii. Obtain parent approval prior to incurring significant unbudgeted expenditures
- iii. Record transaction activity as it occurs and retain supporting documentation
- iv. Ensure cash-based transactions are accompanied by receipts or a sign-off list
- v. Ensure bank reconciliations are performed monthly
- vi. Follow up and escalate issues with delinquent fees early
- vii. Document each parents acknowledged receipt of Initial Budget, Interim Summary Reports and the Final Summary.

Tryouts

Page 1 of 2

Effective Date: 01-13-2026

Date Revised: n/a

References:

Ontario Minor Hockey Association

LEMHA Bylaws

Purpose:

To determine the process for tryouts within LEMHA for Representative/Travel teams.

Policy Statements:

LEMHA tryouts for any Travel/Rep team shall follow the timelines and protocols as determined by OMHA policy guidelines.

Tryouts will be subject to a non-refundable fee as set by the Board in advance of tryouts each year.

Any person attending tryouts must be registered for LEMHA tryouts.

Procedure:

The tryout times, dates and fees shall be posted on the association website.

Evaluators are determined by the Head Coach of the respective teams. Each applicant will be evaluated objectively. When possible, goalies will be evaluated by a certified goalie instructor.

All applicants are entitled to receive 1 ice time, but are only required to pay the tryout registration once should they attend a B tryout after being released. Example: Player attends tryouts for the A team and is released after the first ice time; player may then attend a tryout for the B team at no additional cost. However, if the player only attends a B tryout, then the fee would apply.

No applicants are guaranteed to play in an exhibition game during tryouts. Late registrants will be granted one ice time, at the coach's discretion.

Coaches will apprise the applicants as to their advancement in the process at their discretion; this can be done via phone call, email, or through the use of online platforms.

Should a written request be made to evaluate a new player moving into the area after tryouts, the Board will consider each case individually. New players shall not replace an existing rostered player who has signed an Offer of Commitment.

It is expected, but not mandatory, that all players wishing to play for an OMHA team must attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness or any other reason, must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee.

Injuries sustained or sickness during Rep Tryouts - (i.e. Short-Term Injury)

All injuries that occur during Rep tryouts should be reported and recorded using Hockey Canada's Medical report form. It is a player's responsibility to ensure that injuries sustained as a result of the tryout are reported.

The player should seek medical attention and a Doctor's note may need to be provided to the Director Risk Management indicating the nature of the injury, as well as that player's ability to continue on the ice. Where the player cannot continue on the ice as per doctor's instructions, a second will be required that clearly specifies that the player is able to resume upon their return.

If the player is ill or injured prior to completing tryouts the player may be added to the team at the coach's discretion. The designated coach of the Representative team will take note of all evaluations completed up to the point of injury.

If the player is unable to return to the team the coach may, at their discretion, add a player who was cut from tryouts if one is available.

Injuries Sustained during Rep Tryouts (i.e. Long-Term Injury)

All players who are deemed to have a long-term injury whom the coach wishes to add to his team must have a meeting with the Vice President – Travel and one other designate from the Board. At this meeting the player and coach must outline a return to play plan with supporting documentation from doctors and specialists. Coaches must show a plan for players return and demonstrate benefits to both player and team. All decisions and outcomes that derive from this meeting are final and are not eligible for appeal.

Exceptional Status Players

Effective Date: 01-13-2026

Date Revised: n/a

Page 1 of 1

References:

Purpose:

It is understood that it is the intention of LEMHA to provide the best level of hockey for any players within the association. From time to time, it is recognized that there may be players within the association who are exceeding in their age level and may have the capacity and skills to play and have an impact at a higher level. This policy shall outline the process and considerations for such a player.

Policy Statements:

Exceptional status will only be granted following the policies and procedures set forth by Hockey Canada and OMHA, which can be accessed at their respective websites. Players who are under the Pathway to Potential may have different considerations to align with Hockey Canada's vision and plan. U7 will not qualify for exceptional status.

It must be understood that LEMHA will contemplate any advancement with an appreciation for the fairness of players within the proper age category who are also competing for a spot at this upper age group.

The maximum number of players that may be granted exceptional status is ONE player per age group, per position, except at the discretion of the Vice President - Travel upon conferring with the Board.

Exceptional status is valid for one season only, and must be re-applied for every season.

Players who return to the Association after attending AAA tryouts will not be eligible to apply for exceptional status except at the discretion of the Vice President – Travel.

Applicants must also attend all tryouts within their true age division while evaluation is occurring.

The fee associated with Exceptional Status is \$250.00, in addition to the set tryout fee for the current season. This fee is payable upon application submission, and is non-refundable, regardless of the outcome of the evaluation. **Payment is to made directly to LEMHA and not any one individual.**

Procedure:

The following form must be completed in full and submitted to the Vice President – Travel a minimum of 2 weeks prior to the start of tryouts to ensure evaluator availability.

All decisions are final and are not appealable.



LEMHA Exceptional Status Form

Player Name: _____ Date of Birth (yyyy/mm/dd): _____

Address: _____

Phone Number: _____ Email: _____

Division Applying for: _____

Upon signing below, I, the parent/guardian of the applicant, acknowledge that I have read and understand the Exceptional Player Policy and that I understand the process of the application.

Parent: (print) _____ Signature: _____

Please make sure the following criteria are met in order for your application to be considered:

- Application is to be submitted, at minimum, 2 weeks before the commencement of tryouts.
- Application is to include the parent/player rationale for applying for exceptional status.
- Application must include the endorsement of the applicant's coach from the previous year.

*To be included with the application is a cheque for \$250.00, payable to **Lake Erie Minor Hockey Association** – this cheque will only be cashed if the Vice President – Travel agrees to proceed with the application. If the application is denied, the cheque will be returned to the applicant.*

Please use a separate sheet to outline your request and rationale.

Please ensure that you have the endorsement of your previous season's coach attached.

Failure to meet/include all criteria will result in the forfeiture of your application.

All decisions are final and non-appealable.

Reimbursement of Non-Parent Coaches

Page 1 of 2

Effective Date: 5/21/2025

Date Revised: n/a

References:

Hockey Canada

Ontario Minor Hockey Association

Purpose:

As an addendum to the Travel/Representative Team Budget Policy, this policy is meant to outline the reimbursement structure for non-parent/guardian coaches at the travel or representative level. The recruitment and retention of non-parent coaches is a top priority of LEMHA and this policy serves to reflect that goal and further set out the expectations of travel/representative teams.

Policy Statements:

LEMHA recognizes the time and dedication that volunteer coaching staff commits to the organization and to its participants. To that end, LEMHA will only reimburse non-parent coaching costs to the levels outlined within this policy.

For reference, reimbursement can only occur for non-parent coaching staff – if there is a parent or family member involved at any staff level, they are not eligible for any reimbursement of any costs associated with this policy.

Reimbursement of costs cannot exceed four (4) tournaments within the regular season. These tournaments must not be within reasonable driving distance of the home centre and must constitute overnight stays.

All travel/representative teams are expected to include these costs in their team fees. Fundraising may be done to cover these costs; please consult the fundraising policy to remain within that policy's parameters.

Non-parent coaches are expected to share accommodations and travel arrangements where possible in order to not cause undue expense to the team members. Where this is not possible, expenses will only allow for 50% reimbursement at a minimum, as voted on by the parents of the team.

Accommodations will be covered for a maximum of three (3) nights with double occupancy (2 rooms for 3 or 4 non-parent coaches or 1 room for 2 non-parent coaches) booked at the same hotel and rate of the team members, per tournament. Additional rooms or nights are at the coaching staff's expense. Team fees will cover a maximum of 2 rooms total per tournament.

Mileage is not covered. Gas will be reimbursed in the amount of \$500.00 per season for one vehicle only. Use of additional vehicles by the coaching staff will not be covered. Where the coaching staff chooses to

ride with a parent/member of the team, gas will not be reimbursed. It is the responsibility of the head coach to determine the division of these funds within their staff.

Procedure:

Parents/team members are to be informed of the costs for non-parent coaches at the first team meeting held to outline team fees and the season plans. The team budget should be presented at this meeting and the costs should clearly align with what is stated in this policy.

Coaches seeking reimbursement for their expenses under the guidelines of this policy must submit receipts to the team manager. Receipts must be submitted by March 31st – no consideration of reimbursement will be given after that time. Receipts must include a date and time of the event. US expenses will be paid out in Canadian dollars using the exchange rate at the time the expense was incurred.

The gas stipend outlined in this policy is to be given at the start of the season along with any team fees dedicated to pay for tournament registrations that the coaching staff may have paid ahead the season start date to ensure a spot is reserved. This/these payments are to be clearly outlined in the team budget sheet supplied by the Treasurer.

Reservations concerning this policy's guidelines, as it may pertain to the individual team costs, on the part of any parent of a team member/team member should be clearly articulated at the initial team meeting in which these costs are announced. Once the season starts and the team member is engaged in play, it will be assumed that the guidelines have been accepted and the reimbursement amount as set forth in the team budget is to be paid.

The items in the policy are considered bare minimum requirements – any increases in the amounts listed are to be voted on by the parents in the initial parent meeting where the team budget is approved.

Effective Date: 05/21/2025

Date Revised: n/a

References:

Hockey Canada

Ontario Minor Hockey Association

LEMHA Bylaws

Purpose:

Recognizing that participation in minor hockey may present extra costs, and to ease the financial burden for our members, teams will be permitted to fundraise and obtain sponsorships under the guidelines set forth in this policy.

Policy Statements:

When raising funds and/or soliciting sponsorships, members are reminded that they are representing LEMHA and must project a positive image of LEMHA at all times.

For clarity, fundraising will include such activities as chocolate bar sales, use of the FlipGive app, or similar apps, raffles, etc. Sponsorships include the solicitation of any business in exchange for advertising recognition such as use of their logo on team clothing or storage items, team banners, etc.

Fundraising and the gaining of sponsorships is optional and is not required by the team to cover their expenses, however, where the team wishes to make use of these options no member of the team shall be excluded from the activity the funds are used for based on the amount contributed. Do not assume that all members have the same access to resources.

No team member (player, coaching staff, or parent/guardian included) can provide goods or services where they profit individually or as a business owner without clearly divulging that conflict to the team. In such a case the team must agree by a 90% vote outcome (excluding the conflicted member) to proceed with their provision.

Refunds to the players/parents/guardians are never to exceed the amount of cash contributed to the team by the named individuals as team fees. For clarity, there is to be absolutely no fundraising or sponsorship attainment for individual gain.

No team shall be involved in a fundraiser which involves the sale or consumption of alcohol, tobacco products, marijuana or other substances.

Teams may plan, budget and fundraise/collect sponsorships only for the following purposes:

- Tournament team registration fees

- Reimbursement of non-parent coaches (please refer to the Reimbursement of Non Parent Coaches Policy)
- Additional ice time/training
- Team articles such as jackets, shirts, ties, etc.
- Costs for end of the year banquet and trophies/awards
- Team swag as selected by the coaching staff
- Travel expenses
- Other such team costs approved in advance by LEMHA

Jersey sponsorship procurement is encouraged by LEMHA, provided that the following guidelines are met:

- i. LEMHA has a minimum dollar amount to be paid to the Association where jersey sponsors are procured by the team at an amount set forth by the Board on an annual basis. This amount is to be paid to the Association upon receiving the funds solicited. Any amounts above and beyond this set payment to LEMHA may be kept by the team itself.
- ii. Sponsor bars must meet the standards as set by the Board.

All teams must refrain from approaching those businesses and organizations which already provide a sponsorship through the Association as a whole. Please contact a member of the Board to obtain a do-not-contact list for the current season.

Excessive fundraising is strongly discouraged. The amount of funds obtained by a team through fundraising and sponsorships should never exceed the parent approved budget without Board approval and LEMHA reserves the right to interject and seize any excessive funds held within the team bank account, and to reallocate those funds to the Association as a whole.

Procedure:

All fundraising activity and sponsorship attainment is to be documented, collected, disbursed and recorded on the budget sheet provided by the Treasurer. This information is to be provided to all team members upon request.

Team Banner requirements:

1. All teams must include their jersey sponsor on their banner at the top of the banner with a high quality format of their logo.
2. All banners must include the CURRENT Association logo – this logo must not be altered in any way. Please reference the Use of Association Logo Policy.
3. **No banner may include the logo of any brewery, distillery, winery or tobacco company as per OMHA policy, even where the brewery, distillery, winery may exist as part of a restaurant.**
4. Banners must be free standing and not placed in any area which is deemed a safety hazard per the health and safety rules of the establishment it is being displayed in. Where teams are asked to move their banner to meet these criteria, they must do so immediately, and respectfully.

Any refunds provided to members of the team at the end of the season must be documented on the budget sheet provided by the Treasurer as individual line items per refund given.

Use of Association Logo

Page 1 of 2

Effective Date: 05/21/2025

Date Revised: n/a

References:

Hockey Canada

Ontario Minor Hockey Association

LEMHA Bylaws

Purpose:

To set out the parameters by which the LEMHA logo shall be utilized.

Policy Statements:

The following logo is the approved logo, in its entirety, for use by teams, tournaments, Association members and approved suppliers. No other variations are considered acceptable without the express permission of the LEMHA Board of Directors. This includes the Lake Erie Minor Hockey Association name, acronym "LEMHA", or any other reference to the Association.



Logo #3 may be used in a leather engraved patch for the exclusive use of Travel/Representative players. This includes both A and B teams, and MD Development teams, but does not extend to Select teams.

Travel/Representative teams are required to wear the jersey design approved by the Board of Directors for Travel purposes only. Select Teams are required to wear the jersey design approved by the Board of Directors for Select purposes only. No variation of either jersey will be accepted. Alternate, or third jerseys are not permitted without express permission of the Board of Directors and will only be allowed in cases of special circumstance (i.e. OHF qualification).

LEMHA has certain assets which belong to the Association and exist for the collective benefit of our membership. The LEMHA Board of Directors mandate is to protect our Association assets and ensure that they are not exploited for purposes which are not to the benefit of our membership.

Among these assets are our logos and trademarks. LEMHA may occasionally permit membership teams to use our logos or trademarks for specific applications (e.g. equipment, apparel, fundraising activities).

Also as part of its mandate, LEMHA can periodically request tenders from companies interested in supplying uniforms, equipment, apparel or services to our Association. Our objective is to use our financial resources and volume purchase capability to ensure that our membership receives good value in terms of quality and reliability at a reasonable cost.

LEMHA has certain obligations to our supplier agreements. The approved LEMHA supplier may not use our logos and trademarks or have product produced without Board approval. Further, this requirement for Board approval in advance applies to the use of any non-accredited product or service provider whether or not such use involves LEMHA logos or trademarks, or facilities provided by the Association (e.g. ice rented by the LEMHA).

The Board has historically looked favorably on member requests to use our logos and/or trademarks. We have also occasionally approved non-accredited suppliers if existing suppliers could not provide the product or service specified. In either instance, LEMHA requires that you submit a written request to the Board so that we can track how Association assets are being used and can honour the spirit of our supplier agreements.

We are confident that our members will understand the benefits of the above. However, to be clear: **any future use of Association logos or trademarks, or the purchase of goods or services from non-accredited suppliers without the prior consent of the Board of Directors will result in sanctions including team financial penalties and/or the suspension of team officials.**

Procedure:

Logo Guidelines:

LEMHA logo(s) shall not be redrawn, recreated or reproduced in any colour other than those provided; additional words may not be added to the logo(s); the logo(s) should never be manipulated, stretched, distorted or cropped.

Player Clothing Guidelines:

1. Track Suits

- a) the predominant colour for track suits is DARK NAVY
- b) pants and jackets may be accented with AVIATOR BLUE(7462C) and/or COOL GREY(7C)
- c) the LEMHA logo must be prominently displayed on the left breast of the jacket
- d) all sponsor logos must be less prominent than the LEMHA Logo

2. Jackets

- a) the colour for leather, wool or Melton jackets is DARK NAVY
- b) the predominant colour for all other jackets and windbreakers is DARK NAVY accented with AVIATOR BLUE(7462C) and/or COOL GREY(7C)
- c) fleece liners may be DARK NAVY or COOL GREY(7C)
- d) the LEMHA logo must be prominently displayed on the left breast of the jacket
- e) all sponsor logos must be less prominent than the LEMHA Logo

3. Shirts

- a) the predominant colour for dress or golf shirts can be DARK NAVY, AVIATOR BLUE(7462C), OR COOL GREY(7C)
- b) the LEMHA logo must be prominently displayed on the left breast of the shirt
- c) all sponsor logos must be less prominent than the LEMHA Logo

4. T & Sweatshirts

- a) T-Shirts, hoodies & sweatshirts may be DARK NAVY, AVIATOR BLUE(7462C), OR COOL GREY(7C)
- b) the LEMHA logo must be prominently displayed on the front

5. Headwear

- a) the colour for headwear is DARK NAVY, AVIATOR BLUE(7462C), OR COOL GREY(7C), or any combination thereof
- b) the LEMHA logo must be prominently displayed on the front

All teams must receive approval from LEMHA before purchasing any apparel for their respective team. Requests for approval may be submitted to the Equipment Director via email.