



LONDON JUNIOR KNIGHTS REP HOCKEY

Policies for 2022-2023



LONDON REP HOCKEY ASSOCIATION INC. o/a London Junior Knights

ORGANIZATION

Your team is representing the City of London; your conduct and support, and that of your coaching staff and players/parents is paramount for the success of London Rep Hockey Association Inc.

If you have concerns or questions, take them to the appropriate source for resolution, the appropriate age Convenor.

The London Rep Hockey program is offered for players who reside in the City of London with their parent(s), go to school in the City of London, except for Lambeth residents. Lambeth was granted immunity from the OMHA when the City boundary was expanded.

For AAA hockey Kilworth is part of the Elgin Middlesex zone regardless of where the player started their minor hockey program. If a Kilworth player (Grey Area) started their minor hockey program in West, they can participate in the London Jr Knights AA program. They must have a Right of Choice filed with the Alliance and be apparent on the Hockey Canada Data Base. There will be an additional non-resident fee of **\$125.00** registration fee for Kilworth players.

We may accept F1 Waivers to AAA teams, to play London Jr Knights, if the players reside with their parents. There will be an additional non-resident fee of **\$125.00** registration fee for F1 Players. F1 players trying out must be approved by the age level convenor. No London player is to be displaced if they are the same caliber of play and the player must be evaluated to be on the top line for the team.

Any coach interested in signing a F1 player must first talk to their Convenor and provide an email to them in advance of the last try out ice, so the player can be evaluated as in your top line.

U18 (Midget) AAA is open borders. Any player who has not played for Junior Knights in the past, and is successful in securing a position on our U18 (Midget) team will pay the full registration fee, and if they are not a resident of the City of London they will assessed an additional \$125.00 registration fee for players from out of town.

Player Bump up fees for AAA from U10 (Minor Atom) to U16 (Minor Midget) is \$50.00 per player. Bump up fees for U18 (Midget) AAA player is \$25.00. This is collected with the September payment.

Full registration will include try out fees, registration fees and bump up fees. Try Out fees must be paid before a player can be carded with any team. The other fees are due with a split payment by the parents for September 15 and November 15th.

Any registration fees, try out fee, or team fees paid with a company cheque is considered a sponsorship and is not eligible for a refund to the player or players family if there is a credit at the end of the season, in the teams account.

Try out fees will be published on our website with the Application for try outs. Try out fees for AAA + AA are a different fee that that AA only. The fee is also a different amount for Minor Bantam (U14) and Up age groups.

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2022-2023 LJK Registration Cost Summary				
Age Group	Registration	Additional Fees		
		AAA upcharge	Non-London Resident (Includes Lambeth)	New to LJK
U10 (Minor Atom) to U16 (Minor Midget)	\$1,627.50	\$50.00	\$125.00	
U18 (Midget)	\$813.75	\$25.00	\$125.00	\$1627.50

The contact to the Board from each team, will be either, the rostered Head Coach or Manager. They have the authority to submit official paperwork for Travel Permits, book the Resource Room "On Line", and complete major penalty reports "On Line". Under no circumstance will a team official or parent contact Hockey Canada directly or our governing body, that being The Alliance. All contact is through the Board.

OBJECTIVES

The purposes and objectives of London Rep Hockey Association Inc. are:

- a) To promote, organize and develop amateur hockey youth programs, for the development of representative teams with high levels of competency.
- b) To help develop good character among players and other members; by promoting and teaching the importance of the values of physical competition, physical activity, good sportsmanship, inter-community understanding, good fellowship, and the fair treatment of others. There shall be no place in the London Rep Hockey Association Inc. for discriminatory behaviour with respect to race, place of origin, family circumstance, gender or creed.
- c) To protect and serve a mutual interest of all its members.
- d) To encourage a strong sense of community pride and participation.
- e) To foster among its members, supporters and teams, a general community spirit, good sportsmanship, and fellowship.
- f) To nurture an understanding of the importance, dedication and commitment both in sports and in life, as individuals and as members of a group or team.

PLAYER MOVEMENT

The London Rep Hockey Association does not permit a player to play up an age category but rather supports them playing in their own age group. Under circumstances identified by the Vice President of Hockey Operations, the Board may approve a player to play up an age group. The Alliance Policy on playing up for players 8 and under must be followed, applications must be approved by the Alliance and the specific request must come directly from our Association.

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PLAYER TRYOUT AND MOVEMENT ASSESSMENT/TRYOUT

REP teams' representatives and coaches have first right to approach any family (player), to invite them to try out for the London Jr Knights organization.

Before any player can step on the ice, they must be registered, and their try out fees paid. Proper paperwork must be handed in for, F1's, and confirming Body Checking Clinics at the appropriate age groups.

All registration fees must be paid by September 15th and November 15th installments, or the player will be suspended and not allowed to play or practice with the team. This fee will remain the same throughout the year for any player registering to play for a Junior Knights team. Move ins are required to pay the full registration fee. Any exception to this is to be brought to the attention of the board by the Treasurer for approval.

1. London Rep Hockey does not provide AAA Pre-Tryout Release under any circumstances; as directed by Alliance Policy, players must attend the AAA Camp.
2. A player who has tried out for but not made a AAA team shall be given the appropriate release upon request. All AAA releases shall be completed and submitted by the Vice President of Operations or, their designate.
3. A player who has not obtained a rostered AAA position or a release is to be directed to our AA Try Outs.
4. A player offered a AAA rostered position who refuses to be carded with the team will revert back our AA team and if they refuse to be carded with our AA team, they will revert back to GLHA.
5. A rostered position will not be held for a potential move in player unless that player attends a try out session and the move is eminent.
6. A rostered position may be held for a previous years carded London Jr Knights player who had paid the try out fee but was unable to attend the try out ice due to illness, injury, or extenuating circumstances, which would be reviewed by the London Jr Knights Board of Directors for Approval.
7. From the Alliance Manual of Operations/Policies London Rep Hockey does not provide AAA Pre-Tryout Release under any circumstances; as directed by Alliance Policy, players must attend the AAA Camp.

U12 to U16 AAA Player Movement

1. Participants must try-out in the Centre or Zone to which they reside and will not be granted a release upon request. All Zone AAA try-outs require a permission to skate from a Zone participant's Home Centre.
2. All participants must try-out and be released in accordance with each Member Association Centre/Zone Try-out Policy.
3. All participants **the Association wishes to sign** must be offered a roster spot by 11.59pm **on the fourth day**. Failing to secure a AAA position, they can proceed to our AA tryouts or if requested **they must be provided an F1 Form Waiver upon request**.

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4. The only release applicable for movement within ALLIANCE AAA Hockey Competition is an OHF AAA Hockey Waiver. If a participant does not have an OHF AAA Waiver they are not permitted to try-out. The OHF AAA Waiver is maintained by the participant throughout the try-out process. Prior to trying out the Waiver must be presented to the Association. If successful, the participant must submit the Waiver to the Association.
5. AAA participants U14 or above on an OHF F1 waiver has the option to remain with the team they participated with in the previous season or to return to their Home Association for tryouts. If the participant is released from the tryout with any one of these two teams the participant is then able to tryout with any Alliance team with his OHF F1 Waiver.
6. Once released and in possession of an OHF AAA Waiver an ALLIANCE Hockey participant may try-out with any one of the other ALLIANCE Hockey Centres or Zone Member Associations.
7. Member Association Centre/Zone policies regarding the number of import players who are eligible to play for their teams will still apply.

The format which is being utilized to pick London Rep Hockey Association Inc. hockey teams from U10 to U18 will be finalizing the players from the try outs scheduled as directed by date published by Alliance Hockey. AAA teams will be picked first, then 2 AA teams will be finalized via draft, overseen by the age division Convenor. For U18 this will include Identity Skates.

Our try out ice will include a Body Checking Clinic for the age-appropriate players. When ice is available and when in funds we will also hold a 90 minute Goalie Assessment Clinic, that will be run by independents giving the coaches a chance to specifically watch Goalies.

All try outs will be completed within the time frame published by the OHF and the date for signing of the Intent to Play.

Our last try out ice is the end of our try outs. The days before the signing meeting are not to be used to have the team on the ice in any practice or exhibition game.

The head coaches will email the successful players to their teams and advise them to attend with a parent, to a meeting to sign the Intent to Play form. The successful players will be published to their team on the team website. When the roster is approved by Hockey Canada, the team members and Approved Coaching Staff will be added to the team roster, on the team website. Any exception to this process will need Board Approval in advance, presented by their convenor.

We will endeavour to have 3 back-to-back ice times and 3 additional try out ice times for AAA, and 2 back-to-back ice times and 3 additional try out ice times for AA.

All try out ice assigned by the Association is to be used as Try Out ice. A team will not be finalized before the end of try outs and shall not use the try out ice as a team practice. Every participant who is registered is guaranteed 3 hours of try out ice at each division (AAA and AA). E.g., if a player is cut after 3 hours of ice at AAA, he again is given 3 hours at the AA try out level before they can be cut.

As the try outs continue the AAA Head Coach posts which players carry on with their tryouts, and the AA Green Coach normally publishes at the same time who will be attending AA try outs.

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Players trying out for AAA team on a F1 form must be approved by the age level Convenor. No London player is to be displaced by a F1 player if they are the same caliber of play. The player must be assessed as being on the top line for the team.

U10 (Minor Atom) to U16 (Minor Midget) AA teams, will be allowed to set up intrasquad exhibition games only during try outs.

When a player is selected for a London Junior Knights team both the Player and a Parent/Guardian must sign the Alliance Hockey Declaration of Intent to Play Form, with the form submitted to the Executive Assistant. The Code of Conduct Player/Parents/Guardians must also be signed and submitted to the Executive Assistant. Each family must complete the "On Line" Respect in Sport and provide the RIS number on the Code of Conduct Form. Bench Staff and On Ice Helpers must also sign and submit the Code of Conduct form to the Executive Assistant.

Player signing meetings will be scheduled by the Board and will be scheduled according to the final sign date announced by the Alliance. At the AA signings, the older age groups will be scheduled in the morning time slots.

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CODE OF CONDUCT PLAYER/PARENTS/GUARDIANS/BENCH STAFF/ON ICE HELPERS

Membership in the London Rep Hockey Inc., hereinafter called the London Junior Knights, is not a right, it is a privilege. Members must abide by the Constitution, Policies and Procedures and their behavior is expected to mirror the spirit of the Code.

All members of the London Junior Knights shall respect other C.H.A., O.H.F., O.H.L., LONDON JR. A KNIGHTS, ALLIANCE, and LONDON JUNIOR KNIGHTS members, officials, parents, players, team officials, volunteers and Board of Directors. Any inappropriate conduct harassment or abuse (includes profanity) directed towards game or team officials, parents, players, volunteers or Board of Directors of the C.H.A., O.H.F., O.H.L., LONDON JR. A KNIGHTS, ALLIANCE, and LONDON JUNIOR KNIGHTS will not be tolerated.

All members of the London Junior Knights shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

LONDON JUNIOR KNIGHTS maintain policies and practices to ensure player safety while engaged in team activities. It is the responsibility of the parents to ensure player safety outside of team activities including activities taking place outside the City of London. Parents are responsible for the supervision and welfare of their player at out of town tournaments while not engaged in sanctioned team activities. In cases where neither parent can be present, they must obtain the consent of another responsible adult to be tasked with ensuring the supervision and welfare of the player. The parents shall then notify the Head Coach and Manager of the team and identify the adult who has accepted responsibility for their player's supervision and welfare. That adult designated by the parents, and not any member of the bench staff, shall then be responsible for the supervision and welfare of the player outside of team activities.

Violation by any member of any provision of the Code of Conduct may result in an immediate and indefinite family (including player) suspension or expulsion from the London Junior Knights.

In the event of an alleged violation of the Code of Conduct, the Discipline Committee shall be notified, and a resolution attained as soon as practical. The Discipline Committee's decision is final.

I have read the above Code of Conduct and agree with it. I realize that any violation of the Code of Conduct may result in suspension or expulsion from the London Junior Knights of my family and myself.

Team: _____

Player's Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Parent/Guardian RIS # _____

Print players name _____ Sweater No# _____

Bench Staff/On Ice Helper Signature _____ Date: _____

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OFFICIALS RESPONSIBILITIES

Each team is responsible for reimbursing any team official for the cost of obtaining their HC level of carding, or police screening. Before anyone can be carded with a team or be carded as an on ice or off ice official, their name must be submitted to the Board of Directors for approval, secure the appropriate HC carding, and go through our police screening process. The Head Coach will submit the names of staff he would like carded to his team to their Convenor and to the Registrar. The applicants must complete the "On Line" Request for Carded Officials in full, which is then sent to the Board for Approval. The "On Line" team roster, and the Alliance Approved roster will be updated when submitted staff have been approved. Only then, and if they have the proper accreditation, and submitted police checks can they go on the ice, be on the bench, or be part of the team. All On/Off Ice Helpers must have the Coaches Respect in Sport Activity Leader training, Coaches Gender Identity Training for Team Officials, a clear Police Check, **and do not go on the bench.**

If you are rostered with London Rep Hockey Association Inc. you can not be carded with any other association, *without Board approval.* If you are carded with another hockey association, you can not be carded with London Rep Hockey Association Inc. without Board approval. However, you may participate only as an on ice helper, if you are carded with another Hockey association, have been approved by our Board, and have the proper accreditation, and police check. If you are in violation of this policy your name will immediately be removed from the roster and you will be suspended from any activity with the team.

COACHES **Certified HC – Hockey Canada**

- adhere to all London Rep Hockey Association Inc. Alliance, OHF and HC rules and regulations, including player and team official suspensions, **only participate in approved permits only events, that are insured.**
- Business Casual Dress Code for all Games and Tournaments.
- generally, coach the on-ice activities.
- Head Coach presents qualified team officials for rostering. Must include 1 Manager, 1 Trainer and 1 Assistant Coach, to a max of 5 rostered officials. In the 5 will be included the Head Coach and any ice helpers. Any additional rostered officials above 4 will be a team responsibility, AND the 5th position must be an assistant trainer if there are not already 2 valid trainers on the bench. (Note: team officials must be approved by the Board of Directors prior to being rostered, and must have submitted an On Line police check for screening. The Coach submits their name to the Registrar via email, and once advised of the website link, they must complete the "On Line" Request for Carded Officials, which is sent to the board for approval. The Registrar uses this email from the Head Coach as a follow up when Request for carded Officials has not been completed, and to confirm only those names submitted are completing the Request for Carded Officials. They must be rostered before participating as a team official. **This must all be done within 2 weeks of the team being picked.**
- ensure only approved and rostered staff/instructors participate in team functions, violation of this policy will mean immediate suspension until a hearing can be arranged, with the Discipline Committee.
- select players at tryouts, have the signed Intent to Play form, and Code of Conduct forms signed at meeting set up by the Scheduler immediately following try out ice.
- select AP Players, and have the signed forms completed and handed in to Registrar.
- provide assistance to London Jr Knights coaches where it is requested.
- support and participate as an on-ice instructor with the hockey development program.
- maintain the discipline of players in the dressing room and at the arenas.
- oversee all team practices, and coach the team in all league, tournament and playoff/playdown and exhibition games.
- appoint a designate to run the team during any absences.

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- ensure all players receive equal attention to ensure proper player development.
- ensure proper conduct of players and team officials on and off ice at any London Rep Hockey Association Inc. function.
- make use of affiliated players during practices and/or games when possible.
- attend coaches' meetings, as required or designate,
- provide assistance and/or recommendations to the Vice President - Hockey Operations to aid in the program's development.
- liaise and co-operate with appropriate Convenor when necessary.
- co-operate with members of the Coach's Development Committee.
- must notify your convenor of any of your absence from the team both practice and games.
- Complete 3 player/parent interviews 1 by the end of September, 2 by the end of December, and 3 an Exit interview before the teams year end, and to advise convenor when this is completed
- Missed carding/rostering and other administration deadlines will result in a 3 game suspension of head coach and reduction in honorarium payment.
- update tournament games on team website as the team progresses.
- Pre Season Gender Identity Chats.

TRAINERS Certified HC

NOTE: Our Convenors will be at large trainers should you need them in an emergency for a game or practice.

- assure teams' first aid kit contains the basic requirements as outlined in the level trainer's manual, cost being a team expense.
- check player equipment to ensure safety to all players.
- inform coach and parent of player's condition.
- ensure proper first aid is given to any injured player.
- keep an updated health information sheet for all players which will include the player's, allergies and emergency contact person.
- **complete accident reports on all injuries and file same with the Vice-President – Administration, within 12 hours of the incident.**
- have a plan in place for an emergency situation.

MANAGERS Certified HC

- to generally manage the team.
- Business Casual Dress Code for all Games and Tournaments.
- inspect dressing rooms before your team enters and inspect dressing rooms after your team has left for damage and report immediately to facility.
- assist the coach in the selection of tournaments and exhibition games.
- provide the team roster to the Registrar via email to registrar@londonjuniorknights.com, and respective Convenors upon the selection of the team
- take responsibility for Association equipment, ensure game sheet accuracy.
- liaise with the parents as necessary.
- advise the Scheduler and Convenor of all exhibition games, by email the Exhibition Travel Permit to scheduling@londonjuniorknights.com.
- submit travel permits to Scheduler for all exhibition games and tournaments.
- inform Scheduler when accepted or declined to a tournament.
- ensure travel permit has been approved prior to playing any exhibition or tournament games.
- ensure team financial records are kept in accordance with London Rep Hockey Association Inc. policy, using the provided template which is a download from our website. Team Treasurers will be responsible for submitting a detailed budget before it is presented to the parents, AND approved by the parents by September 30th, and financial statement outlining all cash flow of team affairs to the

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Treasurer, Executive Board of Directors, by the 15th day of January and by the 15th day of April, or at any time as requested by the Treasurer or the Vice President. Monthly statements indicating transactions for that period, will be submitted by the 5th of every month to the Treasurer with copies to each family on your team.

- make sure visiting teams are greeted prior to each game and ensure dressing rooms are properly assigned and on line game sheets are completed correctly reflecting attendees and suspensions, and officials are there for the games.
- during playoffs/playdowns email the score immediately following the game to scheduling@londonjuniorknights.com both home and away. Include the game number, along with the score. Immediately following each game, update your score to our website, including exhibition and tournament games.
- advise Scheduler two weeks in advance of when practice ice will not be used, practice ice is not to be traded with another team. Advise Scheduler of any Omit Dates. Ice is assigned based on availability of teams. Ice assigned will be charged to the team if there is no Omit Date on record, and no other team is available to take the ice.
- report suspensions/ major penalties via the Alliance "On Line" Reporting System, copy the Convenor
- **Report Match penalty immediately following the game to your Convenor and the Executive Assistant**
- an original copy of each game sheet is to be received by the association within **48 hours of the game being played.**
- ensure the proper procedure is followed when using affiliated players ie.) Notify Convenor, inform coach of player to be affiliated and contact player.
- attend the managers' meetings as required. Attendance is mandatory.
- ensure game sweaters are only used for games, not for practices or try outs.
- advise Scheduler of all additional ice times, practice, off ice or conditioning team events related to hockey to continue insurance coverage.
- ensure contact is made to arenas for exhibition games, advising of teams you will be playing for dressing room assignments. Your team statement from the Association will include a billing for the cost of home exhibition games for officials and timekeeper, plus the 5% administration fee for referee assignment and \$1.00 administration fee for assignment of time keeper.
- adhere to all London Rep Hockey Association Inc., Alliance, OHF and H.C. rules and regulations, including player and team official suspensions.
- assign a timekeeper for the game if one has not attended your home game.
- check for game officials 20 min before the start of games to insure they are in attendance.
- arrange for insurance certificates for development staff who are paid from the team.
- arrange for deposits, travel permits, fundraising permits and adhoc ice arrangements for the team.
- Collect and submit Registration Fees to the Treasurer for processing, Sept 15 and Nov 15.
- Collect and submit to the Registrar, within two weeks of the team being picked, signed Code of Conduct for Players/Parents/Guardians/Bench Staff/On Ice Helpers.
- Advise Convenor of any "Situations" where player/parents are not upholding the Code of Conduct.
- Secure Hockey Canada Certificates of Insurance when warranted.
- Manager and Head Coach will be the official contact to the Board of Directors.

TEAM ROSTER & AFFILIATION SIGNING & ROSTER MOVEMENT OF PLAYERS

Head Coaches for all London Rep Hockey Association Inc. will only card/roster players who live with their parents in the City of London, (with the exception of Lambeth), attend London Schools, with the exception of Form F1/ releases, and teams will declare a minimum roster of:

- i. U10 (Minor Atom) to U16 (Minor Midget) – a minimum of 17 players/ a maximum of 19 players. Older age groups are advised to max their number of players due to injury and high school hockey.
- ii. U18 (Midget) AA – a minimum of 17 players/ a maximum of 18 leaving 1 card for player movement.
- iii. U18 (Midget) AAA (only) minimum of 19 maximum 20 players.

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This roster requirement includes two goalies and must be achieved by carding time, which is prior to the team's first league game. This roster requirement is obviously subject to player availability. A Head Coach may appeal to the Board of Directors, through the Vice President – Hockey Operations to reduce the number of carded players on his team, however it will be a team expense to pay the registration for the reduction of carded/rostered players. As head coach you do not have the authority to remove a player from your team once they have been carded. Only the Board of Directors may approve the removal of a player from a team after they have been rostered.

Player movement between AAA and AA is allowed for U18 (Midget) only up to January 09, but must be approved by U18 (Midget) AAA and AA Head Coach and the Board of Directors, prior to contacting the player and his/her parents. A player voluntarily leaving a team must first obtain a release prior to playing AAA & AA.

In the event of a move-in resulting in a new registration, it will be granted, and the player may be carded, provided no rostered player is displaced from the team. No positions will be held for potential move ins who have not attended one of our scheduled try out sessions.

Player Affiliation

The Board of Directors views this area as an integral part of the development of its players. The proper use of affiliated players will only enhance our London Rep Hockey Association Inc. players and ultimately our London Rep Hockey Association Inc. programs. All Head Coaches are expected to affiliate players to their team and to utilize them whenever possible. They are to be included in the practice schedule.

Affiliated players may not be used by a team, until they are on an approved affiliation list. A player may be affiliated to only one team, unless specified in the Canadian Development Model.

Alliance policy is declared for the maximum number of games played, and maximum number of AP players. Once an AP player is approved on a team they cannot be released to go to another affiliation.

Players who have not attended a Body Checking Clinic can not AP to a team where body checking is allowed.

No player from the team's roster is to be displaced to accommodate the affiliated player. This means an affiliated player may only be used to fill in for players who are absent, injured, suspended, etc. Also, you cannot top off your roster with affiliated players, and no healthy scratches.

All Affiliated players, and their Parent/Guardian, must have signed the Affiliation Player Agreement before they can be processed through the Hockey Canada data base and approved by the Alliance. Once approved they will show up on the team's official roster from Hockey Canada Data Base and be added to the team webpage as an AP player.

The following steps will be taken by a team wishing to use an affiliated player, for both games and practices,

- 1) the respective Convenors will be contacted, and advised of the situation, and request to use the affiliate. (this can be done by e-mail).
- 2) the affiliated player's Head Coach/Manager will be contacted and; (this also can be done by e-mail after confirmation from your convenor).
- 3) the affiliated player's parent/guardian will be called.

The use of the affiliated player may be stopped with a negative response at any time during the three step process. In the event of a game conflict, excluding exhibition games and practices, a player's commitment is to the team to which he is carded/rostered. **If an affiliated player participates in a game without permission from the head coach or manager of the team to which he is carded, the head coach of the affiliating team will be automatically suspended for a minimum of three games and the player will be suspended for a minimum of one game. Ignorance of this policy is not an excuse.**

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The Convenor will manage the AP process with their respective teams.

AAA A/P forms must be provided to the Registrar by the Head Coach or Manager of the team they are to affiliate to, by November 10th of the current playing season. AA A/P forms must be provided to the Registrar by the Head Coach or Manager of the team they are to affiliate to, by November 30th, after the Convenor meets with the coaches to finalize AP's, and after AAA teams have picked their AP players.

No Player can play until the Affiliated is approved by the Alliance at which time you will receive a revised Roster that will include your Affiliated Players.

The AAA Teams will AP with same age at the AA level, save and except U18 (Midget) AAA can AP with U16 (Minor Midget) AAA, and U18 (Midget) AA. U16 (Minor Midget) AAA teams will AP with the U16 (Minor Midget) AA teams and only with Convenor approval may AP from the U15 (Bantam) AAA team. AA teams will AP with AA teams one age younger. The AP process will be monitored and approved by the convenor at each age group. From time to time there may be exceptions made to the AP teams and this must be approved by the Vice President – Hockey Operations and your team Convenor.

ICE POLICY

Ice times will be assigned by the Scheduler. Ice changes will be relayed through our web site, so the coaching staff and parents are advised to sign up for notifications. Ice will be assigned based on the Minor Hockey ice times allocated by the City of London. Weekday from 5:00PM to 10:45PM and weekend, from 6:00AM until 10:45PM. A morning practice may be set up by individual teams to start at 7:00am, during the week, for primary school age players. Any Exceptions to rule needs board approval. The appeal must come to the board through your Convenor. **Earlier or later ice is not mandatory for your team including PD day ice contracts.**

If a team cannot use a London Jr Knights scheduled practice due to tournaments, the team Manager must return the time to the Scheduler two weeks in advance of the scheduled date. This must be done so the ice can be redistributed. If your team burns ice for whatever reason, it will be required to pay for it at the year's rate.

All regular scheduled practices that fall on a scheduled league game, and playoffs will automatically be taken back by the Scheduler and will be reassigned to another team.

There will be **no trading of London Jr. Knights assigned practice ice**. If you decide not to follow these procedures your head coach will be suspended until a hearing with the Discipline Committee. Any ice switches from your "Own Ice" or your own team contracts must be relayed to the Scheduler, for reasons of insurance and team availability. Your team will be billed for your additional ice based on what was assigned to you. You will also be billed for the team's Own Ice contracts from the City of London and Western Fair Sports Centre.

If your team does not have an omit on their calendar for any given date, it is assumed and administered that your team is available for ice assignment. If your team is assigned ice at this time, and your team does not accept or does not use the ice, and it can not be assigned to another London Jr Knights team, your team will be charged the ice cost on their next invoice.

Your team will be assigned one weekly practice from the association, (save and except omits from the City contracts, and scheduled games), as this is included with registration. Any additional practice ice assigned to your team requested by your team will be charged to your team on their monthly statement. You can not book any team supplemental ice until your regular seasons calendar has been completed. At that time, it is also advisable to stay away from picking up additional ice on Thursday, Friday, Saturday and Sunday as this is when additional ice becomes available when teams are out of the City for games and tournaments. We will try to provide at least an hour a week over the season save and except for your OMITTS.

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Any team securing a yearly contract outside Minor Hockey ice times must get board approval and any of the time outside the Minor Hockey ice time is not mandatory for attendance.

The Hockey Season for U10 (Minor Atom) to U16 (Minor Midget) officially begins in September. From the time your team is picked in the Spring, you can book a non mandatory 90 minute practice ice time per week, no exhibition games. Starting the second last week in August, the teams can up their practice to 3-90 minute **non mandatory practices (this includes exhibition games)**. The definition of a week is what is displayed on the organization team calendars, so Sunday to Saturday. For your exhibition games please do not book long distance travel during weekdays, this may be holidays for the players but not necessarily for the parents. **Also remember these are non mandatory.** Please avoid Labour day Weekend. The London Jr Knights will not approve an exhibition series for any teams, that includes non London Jr Knight's teams using London Jr Knight's ice. These types of exhibition series are considered OMITS and Tournaments, which impact our normal Tournament Policy.

ICE OMITS EXHIBITION GAMES & TOURNAMENTS

The team must first clear the participation in any exhibition game or tournament through your Scheduler. The Scheduler is ultimately responsible for any games and if there is a problem you will be made aware of it at this stage of the process.

Any team wishing to play exhibition game, intrasquad games or tournament must complete the appropriate "On Line" travel permit form and email it to Scheduler. The Scheduler must receive the travel permit at least 48 hours before playing an exhibition game and a least 1 week in advance of a tournament, fifteen days if outside Alliance territory.

Travel permit forms must be completed for all exhibition games, both home and away. All start times of exhibition games must fall within the Minor Hockey ice times assigned by the City of London. Any exception to this must have approval from your Convenor. Additional costs to stage these games will be an expense of the team.

The Alliance assesses a standard fee for non-Alliance tournaments, which will be billed to your team.

Maximum number of tournaments will be capped as directed by Alliance Hockey. . In any tournament you are attending at a minimum of 14 players from your team roster must be able to attend the tournament. Omits are directed by the Alliance. There will be no tournaments allowed or approved before or during Labour Day weekend.

If any Tournament you are planning to attend is no more than 300KM driving distance to the venue from our official address, Western Fair Sports Centre, *316 Rectory Street*, London ON, N5W 3V9, it will be approved. If any Tournament has a driving distance of more than 300KM then there needs to be a secret ballot taken by the convenor, of the parents (1 vote per rostered player), if 4 decline the tournament is not approved.

If any Tournament you are planning to attend is more than 8 hours away, the non parent coaching staff can not charge the team their travel expenses, This includes flights, car rentals, etc. It would be their own personal expense. In this instance the secret ballot is taken by the convenor who explains to the parents that the additional cost is not a team expense.

The Scheduler will require Ice Omits for a Silver Sticks Finals in Advance with original group of ICE OMITS, all Coaches are reminded of this at the first SPRING Coaches Meeting. Ice Omit forms need to be completed and submitted to the Scheduler by June 01 each year. Requests for single exhibition games are outside of this process and will be granted where there is no other league or playoff/playdown game conflicts.

Travel permits are required for all tournaments and as mentioned above shall be forwarded by your team to the Scheduler. London Rep Hockey Association Inc. organization will provide, when funds are available, coaches with the initial funding for entry in up to three tournaments. "On Line" Request must be completed by Sept 01.

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The monies provided is an advance only and shall be refunded to the organization. and billed to the team on their statements. The team requests the advance by using our "On Line" Request for Tournament Advance. Cheques are to be made payable to the tournament only. Teams need not complete the Request for Tournament advance for our own tournaments they will just be invoiced to your team.

A Tournament Travel Permit will not be granted until all scheduled games have been rescheduled. Do not assume this is an automatic approval. Do not request a travel permit for a tournament during Junior Knights kick off weekend or Alliance Playdowns/Playoffs as this will not be approved, with the exception of the U13 (Pee Wee) Quebec Tournament, Toyota Cup, Ontario Winter Games and Silverstick Finals. To reduce complications, it is requested an Ice Omit sheet be completed and forwarded to the Scheduler no later than June 1st. This will enable us to block off dates when scheduling regular season games.

Regularly scheduled games cannot be changed in order to play exhibition games for any reason whatsoever. We do not approve an exhibition game with GLHA teams who play in the same league as we do. Scheduled games cannot be changed in order to accommodate team functions, for any reason whatsoever. Any team playing an exhibition game must use an Official Game Sheet and Alliance Certified Officials. Your Scheduler will arrange for officials to be at your home exhibition game if they are requested on the travel permit. On line Game Sheets are to be used for all games league, playoff, playdown, exhibition and Tournaments. .

The costs of all exhibition games including international exchanges are borne by the host team and the team will be billed for a 5% referee assignment fee, plus \$1.00 timekeeper administration fee, referees are paid at the book rate of the Alliance Handbook.

Referees and Time keepers will be assigned by the Scheduler. The team will notify arena management of the game. Teams will be invoiced the costs for any exhibition games.

Rep Teams may not play exhibition games or enter tournaments with non-affiliated teams at any level. Failing to observe this rule will incur disciplinary action and a 3 game suspension of the head coach.

Proper ID is required for Out of Province travel for London Jr Knights Hockey. This includes Passports, Birth Certificates and letters from parents for players traveling with one parent.

TRAVEL PERMIT PROCESS

- Only the Head Coach or Manager can complete the request for travel permit.
 - The electronic Exhibition Game Travel Permits for All Exhibition Games and Intrasquad Games and the Alliance Tournament, and all Out of Branch Tournament travel permits are completed "On Line".
 - By completing the section of the travel permit under OFFICIALS: You are requesting us to arrange for home referees for home exhibition games and team notifies arena of game the night before. Please provide number of officials required, and game time e.g. 2 Man System and actual playing time of the game e.g. 15-15-Break-15 If you are requesting time keepers fill this out in the Other Comments section.
 - Exhibition games when approved are posted to your website calendar, and the team will be billed for the timekeepers and officials.
 - Application for travel permit must be done "On Line". **Application Coach Manager of Travel Permit**
- 1) Visit www.minorhockeyforms.com and register for an account if you do not already have one, or login if you do already have one.

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- 2) Search for your Association and/or click on your Association in the list provided.
 - 3) Choose the form that you want to complete – the ALLIANCE Hockey Non-ALLIANCE Tournament Permit Request Form in this case.
 - 4) Complete the form in full.
 - 5) Once approved, you will receive an email with instructions to return to the site and download a completed Permit as a PDF which you will be able to email to the tournament (and/or print and bring with you).
- Payment for Tournaments forms will be billed on your monthly invoice from the London Jr Knights.
 - Tournaments when approved the signed travel permit will be emailed back to the sender, or sender will be notified when Out of Branch Tournaments have been approved and they can go "On Line" and print off a copy.

GENERAL INFORMATION –

COACHES SELECTION COMMITTEE

A Coaches Selection Committee will be struck by the Vice President of Hockey Operations, to select the Head Coaches for the upcoming season. This will consist of the Vice President of Hockey Operations, the Convenors, and additional Hockey knowledgeable people. The convenors will not be involved with selections where they may have a son/daughter or relative playing at the age level. During the season our Convenors and a Coaches Development Committee, set up by the Vice President - Hockey Operations, will be attending your games and practices. Their evaluation and analysis of these functions will be forwarded to the Coaches Selection Committee for use in the selection of next year's coaches. It is recommended that the committee try to secure non parent coaches at every level, but at the U16 (Minor Midget) AAA level we endeavour to select all non parent coaching staff as this is their draft year. The Coaches Selection Committee will put forth the slate of head coaches to the Board for approval at a board meeting.

SCREENING

A Screening Policy is used by our organization. No person should have contact with a player in their approved capacity without a valid police check. The screening policy will include a Police Vulnerable Sector Record Check specifically for our organization. All coaches, assistants, managers, trainers, on ice helpers, board members, and any other volunteer with access to youth shall be required to obtain a Police Vulnerable Sector Record Check. Within two weeks from the time a person is identified as needing a police check, they must submit a proof that they have applied for one, and a further four weeks for the check to be submitted to the London Jr Knights Board. If the finalized police check is not submitted to the Board through our Executive Assistant, the person will be removed from their position with London Jr Knights. An extension could be granted in certain circumstances at the sole discretion of the Board. Any persons identified as a result of their Police Vulnerable Sector Record Check to have information of concern in their background shall be contacted to see if they wish to continue. If the volunteer wishes to continue a committee of three members from the Board of Directors, shall interview the volunteer to determine the details of the concern and determine if the person should move forward in the process. The costs of these police checks will be a team responsibility, with board members being a board responsibility. Original police checks shall be turned over to the board through our team/board mailbox at WFSC.

Common sense is used to prevent unwanted accusations from occurring. We want your coaching experience within our organization to be positive. You must adhere to the OHF Code of Conduct, and the OHF Social Media Policy.

All team officials must adhere to the following guidelines:

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- i. Do not go into the dressing room alone.
- ii. Do not linger in the dressing room when the players are changing/showering.
- iii. Do not discipline or confront a player, in private, without another member of your coaching staff present, as well as, the player's parent or guardian.
- iv. Use care when congratulating your players.
- v. **At no time be alone with any player(s), especially during tournament or travelling to or from games or practices.**
- vi. Parents are not allowed in the dressing room alone.

These suggestions are for all members of your coaching staff. Remember it is better to err on the side of caution.

WHEN YOUR TEAM IS PICKED

Advise all staff and players that no cell phone is allowed in the dressing room, we strongly recommend a multi cell phone bag be provided to the dressing room where cell phones can be collected and stored during each game and practice.

- Your team will be finalized at our last try out ice and at the Team Signing meeting scheduled for you, have player, and parents sign the Alliance Hockey Declaration of Intent to Play Form, and the Code of Conduct forms and place the original signed documents in our box at WFSC addressed to the attention of the Registrar, immediately following the meeting.
- You must provide within a week of your team being picked a list of players, their date of birth, their city of residence, and their sweater number to the Registrar, Vice President of Administration and your Convenor. All players and coaching staff must go to the Hockey Canada Data Base and Register for our organization so the teams can be created.
- Within two weeks of your team being picked, you must submit via an email message, to your Convenor and the Registrar, your requested coaching staff including a Manager, Assistant Coach, Trainer and on-ice helpers. These people must complete the On Line Request for Carded Official and if need be secure a valid Police Check within 4 weeks.
- Hockey Canada roster includes 4 carded officials, Head Coach, Manager, Trainer and Assistant Coach.
- We will allow up to 5 carded officials per team, and this includes the Head Coach. The additional cost being a team expense, and this includes any on ice helpers, and 1 manager (not on the bench). The first additional bench staff will need to have a valid trainer's certificate. This should be more than enough. Only 4 are allowed on the ice with the team during practice at any one time. The conveners and VP of Operations are also available to be on the bench as well, as they are rostered as At Large Officials for our organization. If you maybe short in terms of a practice, why not reach out to one of your fellow coaches for help?
- A maximum of five officials to be on the bench at any one time, two of which must be a Trainer and an Assistant Trainer. The London Rep Hockey Association Inc. organization is responsible for the cost of

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carding/rostering four team officials. The cost of carding a fifth and subsequent official will be the team's responsibility. All carded officials including On/Off Ice Helpers must have the Coaches Respect In Sport Activity Leader training, Coaches Gender Identity Training for Team Officials complete and submit a signed Code of Conduct form to the Registrar, have a clear Police Check, plus they must have the correct accreditations for the level they are applying to coach within.

- As soon as possible we complete the carding/rostering of each player on your team, as well as update our website with your rosters. ***The Registrar will update the Staff and On Ice Helpers on the Team web page. No one can participate or have any interaction with the team until they have been approved.***

Your team will be provided with and must follow our FINANCIAL POLICIES AND PROCEDURES document, as well the document will be posted as a downloadable document on our website.

Prepare a team budget. A template for the format of the team budget is supplied by the Treasurer of our Board and is a downloadable form from our website.

The budget will include all costs associated with running your team for the upcoming year i.e.) number of proposed tournaments and their entry cost, pre-season and additional ice requirements, expected reimbursement, rostering cost for additional rostered positions, estimate of administrative costs and optional expenses such as jackets and warm-up suits. **A total of \$1000 to be used for incidentals excluding hotel accommodations, plus a mileage charge of .10 cents/km less than Revenue Canada declared mileage, for away games and tournaments from team funds may be used to offset expenses incurred by the coach and his staff (the mileage rate is applicable for non parent staff and only max of 2 vehicles if a third plus non parent carded official is traveling to out of town games.** Team budget for mandatory dry land training can only be for a 4-week period in September, for all age groups. Anything past September must be up to the parents and not be included on the team budget. This can be added to your Team Calendar as an event but will not be considered as an OMIT. The budget for all teams is not to exceed \$34,000.00, with only September dryland included. Any team requesting a team budget above \$34,000.00 must be approved by the full board and be presented with full detail of the reason for the request. Prior to presenting your budget to your parents, it must be forwarded to your Convenor and the London Jr Knights Treasurer for initial approval. The parents should be notified of this expense and that payment will be rendered upon presentation of logical receipts. Once the parents approve your budget, it must be forwarded to the Treasurer of the London Rep Hockey Association Inc, for approval with a copy to your Convenor. Thereafter, a monthly statement shall be forwarded to the Treasurer and your Convenor. Every player parent who is directly or indirectly interested in an existing contract or proposed contract with the Team shall declare his/her interest and absent himself/herself from decisions on the contract. These contracts shall have a comparable not directly related to the parent for comparison and decision making.

Hold a parent meeting as soon as possible after your team has been selected, with your Convenor in attendance. This will be your opportunity to explain the league you are in, the tournaments you wish to enter, and it will afford you the opportunity to present your budget to them for approval. Advise the parents at this meeting that they will have to help with the Jr Knights tournaments with other volunteers filling in for them when their son/daughter is playing. Establish, in writing, the rules and expectations that will govern your team for the coming year i.e.) dress code, time to arrive at the arena for games/practices, and attendance requirements. Included in your expectations will be any penalties which will occur for non-compliance of these team rules. Make sure the penalties are clearly spelled out to avoid any future conflict.

Provide your Convenor with a copy of your team rules. This plus the Highschool Hockey Policy and the Attendance Policy, will support you should disciplinary action be taken. Communicate to the players and the parents your plan for the year. While utilization of a "playbook" is not mandatory. The more clearly you outline your plans, the better the chances of survival. Make sure the parents know the proper forum for discussing problems or the progress of their child with you, the coach. Hopefully, this will reduce arena confrontations.

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London Junior Knights do not support a position of "Parent Representative", your Manager is your Go to Person if the Parents have concerns, or directly to your age Convenor.

During your parent meeting a Team Treasurer should be selected, , a Fundraising co-ordinator, if required. No fund raising can take place until the "On Line" form is completed and approved by the board. The Treasurer is to be selected from the parent group and should not be a member of the coaching staff, and in no way is to be related to any coaching staff. (i.e. coaches' wife will not be treasurer or having any signing authority). The Treasurer will assume responsibility for presenting the team budget and providing the Board of Directors with a monthly financial statement. If team fundraising is to take place, a co-ordinator should be chosen to identify and put in motion the team's fundraising activities. As a coach you can suggest but not dictate appropriate activities.

HIGHSCHOOL HOCKEY POLICY

Understanding that each of you would like to also play hockey school hockey, it is important that we understand the parameters as it affects the Association.

We do encourage you to play high school sports but with the understanding that the London Jr Knights is your primary focus. High school sports cannot be at the expense of your own team and the commitment that you have made to your coaches and teammates for the season.

With this in mind we, do have rules in place in terms of participation on your high school team.

- If there is a game conflict, high school league or high school tournament, then your London Jr Knights game takes priority.
- No high school games or practices on game day.
- If you choose to play on games day you will not participate in your London Jr Knights game and will be a healthy scratch for the game.
- There will be an exception to this policy for schools that participate in special early day league games i.e. Gold Cup Games as these games are generally played at 10:00am or noon and will not affect your game day play if there is a conflict.

ATTENDANCE POLICY

London Jr Knights is committed to developing youth into successful adults through their experience in hockey. A high level of commitment from each of the players and their families is expected. If a player is unable to attend due to other commitments, it is expected that the conflict be communicated to the coach as soon as the conflict is identified to provide enough time for the coach to arrange the AP players if necessary. Coaches shall not punish players for missing their team function. Should conflicts arise so frequently that they begin to have a detrimental effect on the team, the coach shall arrange a meeting with the player and their family and the age group convenor to discuss a resolution. This attendance policy is for other than Highschool Hockey which has its own rules stated above.

PLAYER CONDUCT AND DISCIPLINE

This area will cover approved forms of disciplinary action to be used by you, the coach. Obviously, discipline is only necessary when attempting to modify a player's behaviour during team functions on or off the ice. It is recommended that you document the disciplinary action which you took in case more extreme measures are required at a later date.

As mentioned above it is very important that the players and the parents are aware of the team rules. It is difficult to justify disciplining a player if you assume, he "should have known better" as opposed to having clearly defined your team's rules.

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The following disciplinary steps are recommended:

- 1) **Verbal Reprimand** – This type of discipline occurs for minor incidents or as your initial attempt to correct a problem. The disciplinary action shall involve another member of your coaching staff, the player and yourself. Notify the player's parent(s) of the meeting and give them the opportunity to attend. The meeting should be in private, away from the other players. Inform the player of your concerns, the behaviour you expect from them and what action you will take if the unwanted behaviour continues. Attempt to make this meeting as positive as possible. Document the meeting for your benefit.
- 2) **Benching** – This type of discipline will generally take place when the player's unwanted behaviour continues despite the verbal reprimand or the behaviour warrants by-passing a verbal reprimand i.e., breaking a team rule which specifies benching, a serious on-ice infraction, etc. Ensure the player knows why they are being benched and what actions you will take if the behaviour persists. Inform the player's parent why their child was benched. Again, document your actions with the player and the parent.
- 3) **Suspension** – As a coach you can suspend a player, with the Convenor's approval, for up to two games. To suspend a player for more than two games you must contact your Convenor for approval and a meeting shall be held between the Convenor, the player, the player's parent and yourself. During the meeting you will inform the player why they are being suspended and what further actions you will take should their undesirable behaviour persist. This meeting will be documented.
- 4) **Removal** – **As a coach, you do not have the authority to remove a player from your team roster once they have been carded.** Only the Discipline Committee, acting on behalf of the Board of Directors, may recommend such a decision. This action will only take place if it is in the best interests of the team and/or the organization. If such a request is received from a coach, the Discipline Committee will expect to receive the proper form of documentation from the coach outlining the problem and the steps which were taken to try and correct it. The Discipline Committee may also recommend a player's removal from a team for a single incident involving violence, abuse, harassment or a criminal activity.

APPROVED PARTICIPANTS

Only carded/rostered officials, on ice helpers, or instructors who are approved by the Board, and registered on the insurance list will be allowed to participate in or at any London Rep Hockey Association Inc. function.

If you plan on using anyone in an instructional capacity, you must first submit their name through the Registrar, so that they can be presented to the Board for approval. If they are a volunteer, they can be rostered on the On Ice Helper Roster, and will be eligible for Hockey Canada Insurance. If they are paid to be on your ice they must provide us with their own Insurance Certificate proving that they have their own insurance coverage.

In accordance with the London Rep Hockey Association Inc. policy, a carded/rostered official with another organization will not be approved for carding within our organization.

The approved participants will be listed on our website, team pages. The insurance proof for these approved participants is the responsibility of the team who submitted their names for approval, and if covered with Hockey Canada Insurance the cost of this will be a team responsibility.

PLAYOFF HINTS

Make sure you read the online Minor Hockey Alliance Manual of Operations and your OHF, HC rule book. Your competition is well versed in the rules and if required will use protests to advance their team through the Alliance playoffs. Also, be aware of the Alliance policy regarding tournament and playoff conflicts.

If you are unsure as to a rule, league policy, Association policy or procedure to follow, please contact your Convenor for clarification.

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GAME SHEETS

Starting in the 2020-2021 season all the London Jr Knights teams will be using Electronic game reporting, for regular season games. An I-Pad is available at each venue we have our home games, so that the coach can secure and record his players/coaching staff and penalty serving information before it is handed over for the competition staff to complete. Rosters are to be downloaded from the Hockey Canada Data base.

The coach in charge of any team shall be regarded as the official of the team for the game. This is the Head Coach if he is participating in the game. This individual will assume responsibility to the Alliance for the eligibility of all players of the team in the game, and for the conduct of their team officials and players during the game and while travelling to and from the game.

If a player or players of the visiting or home team fail to reach the arena prior to game time, the responsible official of the said team shall notify, **PRIOR TO THE GAME TIME**, the referee and the responsible official of the other team the name or names of such players who have been delayed, but would otherwise be playing. The players shall be permitted to take their place in the game on arrival, provided their name is on the game sheet.

SUSPENSIONS – RULE INFRACTIONS

Please refer to all the Alliance Handbooks regarding the length of suspensions. e.g. OHF Minimum Suspension List, CH rule book, Alliance Handbook etc. Do not guess at how long the player should sit. If the player plays when still suspended, it will result in further suspensions to the head coach and the player. Confirm through your Convenor, or the Vice President of Operations, or their designate.

"On Line" reporting of player/bench staff game suspensions. There is also a link on our website to the Reporting of Alliance Game Suspensions. Copies of the game sheet must be uploaded as well.

Alliance Game Suspension Report Form

In response to the revised minimum suspension list and the changes to accumulated suspensions for Players and Bench Staff ALLIANCE Hockey now has an "On Line" suspension report form. The form can be completed on either the regular (desktop) version of the ALLIANCE Hockey website or from the mobile version. This document explains where the form can be found.

All suspended players must be listed on the game sheet along with the suspension number ie.) game 1 of 1 from PA123 or game 1 of 2 from Oshawa Tournament. All major penalty with suspensions is to be recorded with the Alliance "On Line" forms. Copies of this form to be sent to your Convenor and the Executive Assistant.

CARDING/ROSTERING

The Registrar will provide the teams with information for HC carding/rostering. The team Manager is responsible for the accurate information. Players and coaching staff must complete the Hockey Canada registration in order for the teams to be completed. Information will be delivered to the Registrar at a minimum two weeks after the team has been picked. A copy of the birth certificate will be needed for all new players to Rep Hockey. Any player new to the City must complete an OHF Residential Move Form. These forms may take up to two weeks for processing and the player card can not be approved until such time as the OHF has approved the residency form. You may be required to submit out of province or out of country forms as well that may take up to 6 weeks to process. Inter City moves must also complete the Alliance Residential Move forms. This is required for both players and coaching staff. The player can not participate in any games until their card/roster is approved. Approved HC cards/rosters must be secured before any tournament/league game. Carding appeals and HC charges for out of country residence is an expense of the parent/guardian of the player.

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ACCIDENT REPORTS

Team trainers must immediately file an accident report with the Vice President of Administration. Reports must be filed on any incident that necessitates a player or rostered official missing more than one game.

When any rostered official or player requires hospital treatment, or has experienced a concussion, the trainer requires a doctor release before the player may return to his team to either practice or play.

The INJURY CLAIM FORM can be downloaded from the Alliance Home page.

TEAM FUNDRAISING POLICY

All fundraising events by individual hockey teams must have approval of the Board. Our Lottery license may be taken away from us if a fundraising event takes place improperly i.e. 50/50 draws by teams during home games are not to take place. The Fundraising Approval Form can be downloaded from our website, and once completed email to your Convenor. All approvals for fundraising activities shall be directed to your Convenor, who will secure the approval of the Director of Fundraising and Vice President of Administration. When all three have approved the form will be sent to the Executive Assistant, and you will be advised when the permit has been approved. Failure to secure this approval will result in the immediate suspension of the coaching staff and suspension of the team for further play until a hearing with the Discipline Committee.

Knights 50/50 draws are Assigned to our teams. They will first be assigned to teams from U10 (Minor Atom) to or U15 (Bantam), but the older age groups may be assigned 50/50 draws as well. Games will not be scheduled around fundraising, and the event will not be an ice omit for league/playoff/playdown games. A minimum of 10 parents must attend from the team to work the Knights 50/50 and the electronic terminals. Players are encouraged to attend with their parents.

Monies raised by the team, must stay in Association funds and can not be returned to the parents at the end of the year in the form of a refund. You can not refund your parents at years end until it is cleared by the London Jr Knights Treasurer. Payments received on Company cheques are considered donations to cover a player's registration or team fees and will not be refunded.

LEAGUE GAMES

Rep teams are expected to be punctual and have their players prepared to start every home game 20 minutes prior to the scheduled time. The Manager is to check for game officials 20 minutes before home game time. If they are not at the rink, **call referee assignor at 519-871-9449** to advise him they are not in attendance. We suggest that you check with the manager of your competition at away games on the same schedule. If your assigned timekeeper is not in attendance you will need to provide a timekeeper/announcer for your game. Send a note to the Executive Assistant that you provided the timekeeper. The Executive Assistant will advise to credit your team the amount that would have been paid to the timekeeper. Team officials, Timekeepers, Convenors or Directors may convene all parties to start a game ahead of schedule. Refusal of team officials to co-operate may result in disciplinary action.

Alliance Hand Book will identify appropriate snow out procedure. If you need to cancel a game due to weather conditions you need to phone the contact. Please have an escalation procedure in place to contact each of your players in case games are cancelled and changed to practices.

PROFANITY

Profanity and abusive language will not be tolerated. Players, Parents or Team Officials guilty of this practice will be subject to suspension.

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PUBLIC BUILDINGS

All teams and officials are warned relative to unbecoming conduct and the causing of damage to arenas in which they play. Teams, Parents and Guardians must all follow the City of London RZone Policy. The Parents or Guardians are responsible for any damage caused by their child and is expected to pay the cost of repairs. Teams or officials guilty in this respect will be barred from further competition and will be assessed the expense of repairing the damage. Players are not to be unattended when in the arena facilities.

ALCOHOL TOBACCO, VAPING, & DRUGS (refer to OHF Code of Conduct)

Any use of alcoholic beverages, tobacco, (chewing or smoking), vaping or drugs by team officials or players prior to or during an official function of REP is prohibited. Official functions include Games, Practice, Tournaments, Off-Ice Development. 50/50's for the London Knights, and other team fund raising events. Refer to OHF Rule.

Any Player, Carded Official, or Member of the Rep Hockey Association Inc. who has been given a Criminal Charge, will be suspended immediately and indefinitely.

All Public Buildings in the City of London and all away venues are smoke and vaping free properties. There is to be no smoking or vaping on any player's bench, in the dressing rooms, in the washrooms or anywhere inside these facilities. Any disregard for these rules will result in a Hearing of the Discipline Committee with subsequent suspensions.

APPEALS

Any person, player, team or combination thereof, feeling aggrieved by a decision of any person or Board of Director member, under the by-laws of and regulations and Rules of Competition of the London Rep Hockey Association Inc., may appeal to the Board of Directors.

The appeal shall be in writing, addressed to the Vice President – Administration London Rep Hockey Association Inc., setting forth the decision appealed and a concise statement of the alleged grievance. The appeal shall be accompanied by a certified cheque for \$150.00 made payable to the London Rep Hockey Association Inc. This fee may be retained by the Junior Knights if the appeal is disallowed.

The Vice President – Administration shall forthwith direct the Board of Directors to hold a hearing at an appointed time and notify the appellant and any other person who has an obvious interest in the same thereof.

Appeals may be heard by the Board of Directors, or it's designated "Appeal Committee" – comprised of a minimum of five persons.

Any club, team official or player who may feel aggrieved by the Board of Directors or Appeals Committee of the London Rep Hockey Association Inc., may appeal subsequently to the Minor Hockey Alliance of Ontario, whose appeal must conform to the requirements of the Alliance, be filed within seven days, and be accompanied by a certified cheque in the amount identified by the Alliance.

PROTESTS

All protests will be directed to the Alliance, by the Vice President of Operations or their designate. In no case will a coach or manager or convenor submit protest directly to the Alliance or league executive. If approved to proceed by the Vice President of Operations, the cost of any protest will be a team expense.

At no time will team officials contact the Alliance office or any Alliance official, or any Minor Hockey Association regarding protest without expressed written permission of the Board of Directors, through the Vice President of Operations.

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FIRST AID KITS

All Trainers must have a first aid kit on the bench for all games and practices. A list of items required to be in the team's first aid kit can be found in the level Trainer's manual.

First Aid kits are supplied by the Association. The cost of obtaining and supplying the required items for the first aid kit, are a team expense, and needs to be included in the team budget. Trainers kits are returned to the organization at the end of the hockey season stocked for the next season.

EQUIPMENT

Bench Staff, save and except the trainer, shall dress Business Casual for every game albeit League/Tournament/Exhibition/Playoff/Playdown game.

Players accepting equipment from the Association must return the same upon request. Any player/coach/manager failing to return the Association's equipment upon request shall be indefinitely suspended until such time as the said equipment is returned. Deliberate misuse of the Association equipment causing damage will result in a fine to the guilty person equal to the replacement cost of the damaged article(s).

A \$1000.00 deposit will be required from each team at the commencement of the season, for the Trainers Kit and Sweaters. This deposit will be returned (minus \$200 Cleaning Charge) once the Association has received its sweaters back from the team, in good condition and the returned Trainers Kit is restocked. The cost of any cleaning, repairs or replacements caused by misuse shall be deducted from the deposit. The cost to add the player name bars to the home and away sweaters will be paid by the team. This cost is to both add the bars and remove the bars from the sweater at season's end. The addition and removal of players names to sweaters is done by our supplier.

Sweaters will be handed out to player based on best fit, not on individually requested numbers. If any adjustments have to be made a purchase order must be secured from the London Junior Knights Equipment Manager before it is taken to our supplier for any adjustments or repairs.

Sponsor Banners will be used, and there will be NO sponsor bars added to the organization's sweaters. Sponsor information can be added to our Website at the Team level, and/or added to a team portable pull up banner.

Each team shall designate an equipment manager who will be responsible for the care of game sweaters and other Association equipment. The manager shall liaise with the London Junior Knights Equipment Manager or their designate, regarding the repair, replacement or return of Association equipment.

Game sweaters are to be washed regularly in cold water, never put in a dryer, they are to be hung to dry. They are returned to the Association at the season's end. Only uniforms supplied by the London Rep Hockey Association Inc. may be worn in game situations. Helmets and pants will be black in colour, in accordance with the agreement between the London Rep Hockey Association Inc. and the London Junior A Knights of the OHL. Game sweaters may not be worn during practices, tryouts or other hockey leagues. Game sweaters **cannot** be used for tryouts. The team representative will sign out the team home and away sweaters, along with a sweater bag. Any player carrying a Junior Knights sweater to and from games must be carried in an approved sweater bag. The sweater must be made available to the team for AP player in players absence.

Equipment will not be supplied to try out for a team.

Any player or team official not wearing proper equipment, the team will be fined \$10 per incident with potential escalation to a suspension.

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STANDARD OUTERWEAR AND EQUIPMENT

The London Knights (Junior A) own the rights to their logo and mark. As such, it is more important than ever that all teams guide by the standard outerwear and equipment selection which has been approved by the Board of Directors. The Board of Directors has agreed to the condition that no purchases will be made except from approved suppliers.

No team is to purchase outerwear or equipment containing the logo and/or mark of the Junior A Knights without first obtaining permission from the Vice President – Administration. The mark includes anything remotely close to “London Knights” therefore, London Rep Hockey Association Inc. would fall into this category.

Any team staff failing to comply with this regulation is subject to disciplinary action.

SUSPENSIONS – DISCIPLINE COMMITTEE

The London Rep Hockey Association Inc. through the Standing Discipline Committee (four persons) is empowered to suspend players, parents or coaches for behaviour or actions, both on and off the ice, detrimental to Rep Hockey or which would adversely affect the agreement between the London Rep Hockey Association Inc. and the London Junior A Knights of the OHL.

DISCIPLINE COMMITTEE

The London Rep Hockey Association Inc. Board of Directors will form a standing “Discipline Committee” which shall be made up of:

- The Vice President – Hockey Operations
- Age/Level Convenor
- Two more board members

No member of the discipline committee shall have a conflict of interest e.g. Related player at the specific age group.

The Committee shall be empowered to suspend players or coaches for periods of time as may, in the Committee’s judgement, be warranted for behaviour or actions detrimental to the game of hockey, the respective team, the London Knights Junior A Hockey Club of the OHL, or parents/friends of that team. Their rulings will generally resolve situations that occur at all Rep Hockey events, where the game officials were not aware of, or were unprepared to deal with the incident. The Committee will also deal with unacceptable parent behaviour, which includes but is not limited to:

- Excessive abuse, verbal or physical of game or team officials.
- Excessive harassment, abuse or baiting of opposing players, officials or fans.
- Property damage.

Within 72 hours of the incident to be dealt with, the Committee will convene to determine the facts of the matter. In determining the facts of the matter, the Committee may call upon such witnesses as it may deem necessary to arrive at a just decision.

Penalties imposed by the Committee, upon team officials or players, will take the form of suspensions for a specified number of games and/or a qualified period of time. In the case of property damage incidents, suspension until restitution is made will be automatic.

Penalties imposed by the Committee upon parents, will take the form of banishment from game arenas for a specified number of games and/or a qualified period of time. In the case of property damage incidents,

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banishment from game arenas until restitution is made, will be automatic. Appeal procedures as per Alliance rules will apply.

SPONSORSHIP

Individual team/player sponsorships are acceptable, receipts being given by the team directly, via a letter of appreciation. We do not issue charitable receipts on behalf of the London Jr Knights organization. Team Banners and recognition through our team page on our website is included with the cost of sponsorship. Money raised through sponsorship can not be refunded to the players or family of players. This money is used to reduce the players cost of participation on the team. Funds raised can not exceed the players actual costs, and of course needs board approval. Registration and Team Fees paid with a company cheque will not be refunded as this is considered a sponsorship.

FUNDRAISING

The London Rep Hockey Association Inc. conducts fundraising functions that require participation and assistance by our teams. The money received by the London Rep Hockey Association Inc. as a result of these activities is used to reduce the cost of participation in the program. The following are the functions used as fundraisers by the organization:

- Drew Doughty Ronald McDonald House Invitational
- AAA Wendy Dufton Memorial Tournament
- AA Green and White Tournament
- AA Fall Classic Tournament – In support of our U18 (Midget) AAA program.
- London Knights 50/50 Draw Ticket Sales

TEAM/PLAYER/BOARD SUPPORT AND BOARD EXPENSE TRANSPARENCY

Individual Teams are welcome to download our logo and use this for contact on behalf of their team. The London Rep Hockey Association Inc. however, will not supply our official letterhead, or envelopes.

When the London Rep Hockey Association Inc. is "In Funds", and upon request and presentation, and approval from the Board, the following items will be considered for payment.

1. Any team attending an OHF Championship who needs to travel more than eight hours one way is donated \$1,000.00 towards coaches/team expenses. Non Parent Coaches expenses are to be paid first and the remainder to go to team expenses. If there is a registration fee for this Championship it is a team expense.
2. Any team attending an OHF Championship or U16 OHL Showcase and U14 OHL Cup, the non parent coaches are given a \$50 per day of their attendance at the event, cheque from the Board to cover incidental expenses, such as meals, this is to come from the Coaches Appreciation budget. The team can not be charged again to duplicate this expense as a reimbursement. If there is a registration fee for any of these Championships it will be a team expense.
3. Teams will be advanced to a maximum of 3 Tournament Fees, if "On Line" application is received before Sep 01, with repayment due no later than October 15th of the current season.
4. Head Coaches will be paid an honorarium as follows:
 - a. U18 (Midget) AAA - \$12,000
 - b. U16 (Minor Midget) AAA - \$10,000
 - c. U15 (Bantam) AAA - \$5,000.
 - d. U14 (Minor Bantam) AAA - \$5,000,
 - e. U18 (Midget) and U15 (Bantam) AA - \$2,500

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- f. U16 (Minor Midget) AA and U14 (Minor Bantam) AA - \$2,500
- g. U11 (Atom) and U13 (Peewee) AAA - \$2,500,
- h. U10 (Minor Atom) and U12 (Minor Pee Wee) AAA - \$2,500
- i. U11 (Atom) and U13 (Peewee) AA - \$1,500
- j. U10 (Minor Atom) and U12 (Minor Pee Wee) AA - \$1,500

Final Coaches stipends will be held until, Team Accounts are finalized and approved by the London Jr Knights Treasurer, Team Jerseys are returned Team Trainer kits are returned. Player Registration Fees in part pay the following fees accrued by the London Rep Hockey

1. We have 6 paid contract positions with London Rep Hockey, Executive Assistant, Scheduler, Registrar, Equipment Manager and Bookkeeper totals to \$37,700.00 per year, Tournament Director Fees are paid directly from the Tournament income.
2. We have 3 Rental facilities at WFSC, Resource Room, Midget Room and Equipment Room which totals \$10,860.00 per year.
3. Our ice cost during the season is \$207.92 per hour for Western Fair and City of London Ice, and \$350.30 per hour for Budweiser Gardens ice. Ice that is billed back to the teams if they pick up additional ice outside our contracts. If a team does not used the assigned ice from the Association as per their calendar, the ice will be billed to the team as Burn Ice.
4. Hockey Canada Fees are based on per rostered position and it includes Hockey Canada Insurance amount is \$25.46 per rostered player/official.
5. OHF Assessment fee is based on a per carded official which is \$6.45 per rostered player/official.
6. Alliance Fees some are based on a per rostered player/official which is \$16.90 per player/rostered official.
7. Alliance League Registration Fees are \$71.50 per team
8. Alliance Show Case Event Fees amount to
 - a. \$1,200.00 for U14 AAA Faceoff in Windsor
 - b. \$1,400.00 for U15 AAA Faceoff in Komoka
 - c. \$1,400.00 for U16 AAA Faceoff in Sarnia
 - d. \$1,400.00 for U18 AAA Faceoff in St Mary's
9. Alliance Playdown Fees are charged based on how far a team goes in playoffs/playdowns, at a rate of \$150.00 per Rep Playdown Round.
10. Gamesheet Electronic we are billed \$99.00 per team, plus the organization has to provide an iPad for the time keeper to use for the game.
11. HUDL Fees which has only been mandated for U18 AAA and U 16 AAA, costs \$828.75 per team per year.
12. Referee Fees, out of town travel, OMHA and Alliance has approved to pay .61 cents per km.

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Referee Cost - Two Official System

Game Lengths	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20	15/20/20	20/20/20
U9 & Below	\$19	\$21	\$23	\$25	\$27	\$29	\$31
U11	\$25	\$27	\$29	\$31	\$33	\$35	\$37
U13	\$28	\$30	\$32	\$34	\$36	\$38	\$40
U15	\$29	\$31	\$33	\$35	\$37	\$39	\$41
U18	\$30	\$32	\$34	\$36	\$38	\$40	\$42

Referee Cost - Three Official System

Game Lengths	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20	15/20/20	20/20/20	
U13 – Referee		\$32	\$34	\$36	\$38	\$40	\$42	\$44
U13 – Linesperson		\$26	\$28	\$30	\$32	\$34	\$36	\$38
U15 Referee		\$36	\$38	\$40	\$42	\$44	\$46	\$48
U15 –Linesperson		\$28	\$30	\$32	\$34	\$36	\$38	\$40
U18 - Referee		\$36	\$38	\$40	\$42	\$44	\$46	\$48
U18 - Linesperson		\$28	\$30	\$32	\$34	\$36	\$38	\$40

Referee Cost - Four Official System U18 AAA

Game Lengths 20/20/20 Referee \$65 Referee \$65 Linesperson \$40 Linesperson \$40

Referee Cost - Four Official System U16 AAA & U18 A/AA

Game Lengths 15/15/20 Referee \$44 Referee \$44 Linesperson \$36 Linesperson \$36

Time keeper Fees \$32 for 1.5 hour game
 \$34 for 2 hour game
 \$36 for u18

- Official Assigning Fees, 5% per game for officials and \$1.00 per game for time keepers.
- Cost of Game Sweaters, Socks and Pucks. New Purchases every 2 or 3 years.

HOCKEY DEVELOPMENT

London Rep Hockey will address a hockey development program under the direction of the Vice President of Hockey Operations. Yearly the strategy will be reviewed to address the feasibility of such items as:

Mentor Coaches

Goalie Development

Forwards Development

Defence Development

Coaches/Managers meetings held throughout the season will provide direction and training for our teams. The average being 4 meetings per year

BUDGET PROCESS- ORGANIZATION

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London Rep Hockey will set registration and tournament fees for the upcoming season, only after a budget for the upcoming season is set and approved by the Board of Directors. The Treasurer is responsible to strike the budget committee to set a budget for the upcoming season. This can only be done when costs are known and as such Assessment and Tryout fees will be independent of the actual registration fees.

RESOURCE ROOM

LJK has a resource room that is also available for use by coaches for team viewing video and team meetings.

Resource Room Policy Summary

- Use of the Resource Room is a PRIVILEGE.
- You cannot book the resource room LAST MINUTE. Head Coaches should be able to plan ahead their team requirements.
- The resource room can only be used for LJK team events, not personal events.
- Your team is responsible to ensure that the resource room is clean when you leave.
- Your team is responsible for all equipment in the resource room, any damages will be charged to your team.

Resource Room Policy Details

NO FOOD OR DRINK PERMITTED IN RESOURCE ROOM

Permitted Events	Non-Permitted Events
Team Signings	Birthday Parties
Team Meetings	Personal Events
Video Review	Non-LJK Events

Booking Process

1. ALL requests to be submitted more than 2 business days in advance using the online booking request form -
https://secure.londonjuniorknights.com/Forms/2315/LJK_Resource_Room_Booking/
2. Booking requests will be reviewed on a first come first serve basis.
3. BEFORE submitting a booking request, go to LJK website and under "Team Pages", select the resource room then "Team Calendar" and confirm that date and time you want is available. Submissions that have not done this will be ignored.
4. Bookings limitations.
 - a. 30 min max duration.
 - b. 1 meeting per week max.
 - c. 1 month of advance bookings max.If your team requires anything beyond these maximums, a special request can be submitted for approval.
5. Once your room is booked it will be added to your teams calendar if requested.

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Using the Room

1. Obtain Resource Room Key from Western Fair Customer Service Desk.
2. WHEN YOU ARRIVE: IF ROOM IS A MESS AND IN AN UNACCEPTABLE STATE:
 - a. Take a photo of the room and send it to executiveassistant@londonjunorknights.com
3. WHEN YOU LEAVE:
 - . CLEAN UP ALL GARBAGE - NO FOOD OR DRINK ALLOWED IN RESOURCE ROOM.
 - a. RETURN TABLES AND CHAIRS TO STANDARD MEETING FORMAT.
 - b. Take a photo and send to
 - c. executiveassistant@londonjunorknights.com
4. Lock Door and Return Key to front desk.

If a room is found in an unacceptable state and your team was the last to use it, the head coach will have a \$25 fine applied to his stipend. Continued violations of the Resource Room policies will result in a team losing Resource Room Booking Privileges.

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TIME LINE

Date	Event	Form	Submitted by	Submitted to:
By June 01	Identify Ice Omit Dates for tournaments	Ice Omit Form	Coach/Manager	Executive Assistant, Scheduler, and Convenor
Date set by Alliance Hockey	AAA -Try Outs	Alliance Hockey Declaration of Intent to Play AAA, Code of Conduct Player/Parents/Guardian	Coach/Manager	Executive Assistant
Following selection	AA- Try Outs	Alliance Hockey Declaration of Intent to Play AA/A , Code of Conduct Player/Parents/Guardian	Coach/Manager	Executive Assistant,
Finalizing Team Within 2 weeks	Try Outs	Email of the proposed Carded Officials Staff completing the "On Line" Request for Carded Officials Staff completing the "On Line" Police Check and submit copy of receipt	Coach/Manager Team Staff Team Staff	Executive Assistant, Convenor. "On Line" Request for Carded Officials "On Line" Police Check and send copy of receipt to Executive Assistant
Finalizing Team	Parent/Player Meeting	Discuss and get Parent agreement on Budget, Tournaments,	Coach/Manager	Convenor/Treasurer
U10 (Minor Atom) to U16 (Minor U18 (Midget)) 8 weeks before first league/exhibition game or tournament U18 (Midget) when team is picked	Carding of team officials	Police Records Check and Vulnerable Position Screening "On Line" if not on the approved police checks spread sheet must be completed Accreditation must be finalized	Team Staff	"On Line" and when completed and mailed back to participant putting a copy in the London Jr Knights mail slot at WFSC
Sept 15	1st Registration Installment	Supplied by Board Treasurer	Manager	Treasurer
Nov 15	Final Registration Installment	Supplied by Board Treasurer	Manager	Treasurer
Sep 30, Dec 31, Mar 31	Player/Parent Interview	Individual player interviews	Coach	Convenor
Prior to playing games	Confirm rostered players	Alliance Approved Team roster	Manager	Only play rostered players and ap's

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Date	Event	Form	Submitted by	Submitted to:
Prior to Arranging	Fund Raising	Request to Fundraising	Manager	Convenor
48 hours prior to game	Exhibition Game	"On Line" Travel Permit	Manager	Scheduler
Maximum of 3 before July 01	Tournament Advance	"On Line" Tournament Advance Forms	Coach/Manager	Executive Assistant
Before Scheduling	Tournaments	Tournament Exhibition Forms	Coach/Manager	, Scheduler
No later than 24 hours after incident	Injury	Injury Report	Trainer	Vice President of Administration
No later than 48 hours after invoice	Team Invoices	Team Statements with payment	Manager	Treasurer
No later than 48 hours after game played	Any game	Game Sheets	Manager	Drop off Box at Western Fair
December 20	Final Rosters are confirmed	Team Roster	Manager	Convenor, Executive Assistant