



## POLICIES AND PROCEDURES

**MISSION STATEMENT:** London Senior Hockey (LSH) provides its members an opportunity to engage in a competitive sport where fellowship and love of the game are paramount in an environment governed by safety and fair play. Scores are not recorded, and the game's success is measured by balanced teams having fun. Members are required to respect others and to take responsibility in achieving the goals of both the League and the greater Community.

### **MEMBERSHIP**

1. Applicants, before joining London Senior Hockey shall:
  - a) Demonstrate enough skills and experience to engage in competition at an appropriate level, and
  - b) Demonstrate the ability and intent to avoid causing injury to themselves and others.
  - c) Be accepted as Probationary Members for one year and shall be formally reviewed before regular Membership is granted.
2. In order to play London Senior Hockey an individual must:
  - a) Be a member in good standing of LSH, and
  - b) Have paid in full LSH fees on or before the first game of the season.
3. Members shall upon becoming a member of LSH acquaint themselves with *Policies and Procedures* and shall assume responsibility for informing themselves of amendments/additions which may be introduced as required and published on the LSH website. See ([www.londonseniorhockey.ca](http://www.londonseniorhockey.ca)) *Policies and Procedures*.
4. Membership in LSH may be revoked for contravention of these Policies.

### **CONDUCT**

1. Members shall:
  - a) Adhere to the Policies and Procedures of LSH.
  - b) conduct themselves on-ice in a manner that
    - adhere to the CARHA *Official Rule Book* (available at [www.carhahockey.ca](http://www.carhahockey.ca))
    - Recognizes local "in house" additions/amendments that may be introduced as directed by the Player Review Committee.
  - c) Always co-operate with Captains and Conveners.
2. In accordance with the contract between **Healthy N' Playing Hockey London Inc.** and **Western Fair Sports Centre**, Alcohol may be consumed only in licensed areas of the building and no alcohol may be brought into the facility or consumed on the grounds of the facility. Failure to comply shall result in immediate suspension by the Convener. The Board shall determine if and when the participant may return.



## **ORGANIZATION 1.**

Members shall:

- a) Be assigned to one of the three Divisions and will play solely within that Division.
- b) Recognize and accept that their Division assignment is based on need, ability, or health issues.
- c) Accept being transferred between Divisions as determined by the mutual agreement of the respective Conveners.

## **EMERGENCY ON-ICE PROCEDURE**

Every member of Healthy N' Playing Hockey shall be prepared to respond appropriately in an emergency.

A. Each player must:

1.) Know location and operation of Call Box

One Call Box only - located near Harvey's rink at the center stairs, near the pop machine.

Review and become familiar with the Call Box instructions.

2.) Know where the nearest AED is located. There are 3 in the building.

3.) Before the beginning of every game, know

- Who calls Guest Services.
- Who gets the AED
- Who can and will do CPR?

B. In an Emergency

- Call an ambulance (call box)
- Contact Guest services for ambulance/first aid. (call box)
- Retrieve and commence operation of AED
- Commence CPR

## **APPAREL**

All game sweaters require a name (first name or surname) and number on the back. Nicknames are subject to approval by the League. No other names, logos or markings are permitted. Socks and sweaters shall be colour coordinated.

Any unauthorized use of the LSH logo or crests will not be tolerated. Off-ice apparel - T-shirts, hats, jackets, golf shirts, etc. require league approval.

## **IN-HOUSE RULES**

1. Goal crease: Play shall be stopped when, regardless of the location of the puck, an attacking player on his own volition skates into the goal crease (blue ice); play shall be resumed by conducting a face-off in the offending team's zone.
2. Avoiding injury: A penalty (minor or major) shall be assessed when, in the judgment of the referee, a player has failed to attempt to restrain an action that may cause or have caused injury.



## DISCIPLINARY PROCEDURES

Introduction - Found in our Constitution, elsewhere in this document and in *RZone* are references to the principles of fair play, safety and camaraderie. Each player is required to be responsible for the well-being of others as well as himself. Captains and Conveners will remind players collectively and counsel them individually of their obligations in these matters. Those who do not respond favorably will be subject to the following formal discipline procedure.

1. Progressive Discipline: The principle of 'Progressive Discipline' applies where, although penalties increase upon repeat occurrences, the offending player is given the opportunity to modify his behaviour. A code of conduct is discussed and agreed to by all parties. Failure to comply with the agreed-upon terms and conditions of behaviour as outlined will result in a longer term suspension.

### 2. Suspensions

I) Automatic Suspension - Major penalties result in ejection from the game and an automatic suspension is prescribed in accordance with the following:

- a) One-game suspension – three penalties in one game (first offence)
- b) Three-game suspension
- c) All major penalties including but not limited to –
  - three penalties in one game (second and subsequent offence)
  - ejection from game by referee decision
  - rough play that endangers any player's safety
  - fighting
  - avoidable action that results in another player's injury
  - openly questioning referee's decision
  - physical contact with referee
  - serious infraction judgement call

d) A Division Convener, upon investigation, may impose a suspension of 1, 2, or 3 games for a serious infraction or for a documented repetitive issue. (These cases may be referred to PRC at any time as deemed necessary.)

II) Deliberated Suspensions - The Player Review Committee shall impose "number-of games" or "period-of-time" suspensions as deemed appropriate.

### 3. Re-Instatement:

Offending members may return to play having served:



1. A one-game automatic suspension - upon completion of suspension
2. An initial “number-of-games” suspension - upon satisfactory consultation with the Division Convener (or the Referee-in-Chief if he imposed the suspension).  
Note: This is an option exercised at the discretion of the Division Convener - otherwise the PRC will convene a meeting.
3. A “number-of-games” suspension [other than (b) above] - upon accepting an agreed upon code of conduct at PRC meeting
4. A “period-of-time” suspension imposed by the PRC and wishing to re-join the League upon:
  - i. applying for a re-instatement to LSH
  - ii. agreeing to conditions of return
  - iii. accepting an agreed-upon code of conduct and consequences of noncompliance therewith
  - iv. being placed in sequence on the membership applicant waiting list

## **FINANCES**

Banking Policy The funds of the Corporation shall be deposited with a financial institution as approved by the Board. All cheques shall require the signature of two signing officers from a list of signing officers who have been approved by the Board of the Corporation.

Investment Policy Investments of the Corporation shall be limited to short term deposits and money market type of investments issued by a financial institution that has been approved by the Board of the Corporation. The term of such investments shall not exceed 3 years. All such investments must be insured by the Canadian Deposit Insurance Corporation.

Surplus Policy The level of accumulated surplus shall be maintained within a range of 10% - 20% of annual revenues. The actual dollar amount of the surplus will be reviewed annually, and the fees charged to players will be adjusted when necessary to bring the surplus into the target range.

## **Fee Policy**

- a) annual fees are due in full on or before the first game of the schedule. A player who does not pay in full on or before their first game shall be deemed to have withdrawn from membership in the League. The Division Convener, upon request, may reinstate the member in default, who shall pay a late fee of \$25 in addition to the full annual fee.
- b) Players wishing to maintain their membership in the League and intending to join play later in the season may do so by paying fees in full, as stated above, and indicating estimated date of return.



- c) All Players who join during the season shall pay a prorated fee, based on the number of games remaining in the season, plus an administrative fee of \$25.00.
- d) Fee Refunds
  - A partial refund of fees may be paid on compassionate grounds due to injury, illness or family obligations.
  - Refunds will not be given for work or vacation reasons.
  - Refunds shall be prorated based on the number of games left in the season following the date that the member informs the league in writing that he or she will not return to play.
  - Players shall request a prorated refund by completing the Refund Request Form (see below) and include a stamped self-addressed envelope.
  - Refunds shall not be paid to a member who withdraws after the end of February.
  - Prorated refunds shall be reduced by an administrative fee of \$25.
  - Refunds shall be paid at the end of the season or earlier.
  - The Board reserves the right to suspend the payment of refunds at any time.

### Refund Request Form

Player's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street and number  
\_\_\_\_\_  
City  
\_\_\_\_\_  
Postal Code

Reason for requesting a partial refund of fees:  
\_\_\_\_\_

Date that you notified the league of your inability to continue playing: \_\_\_\_\_

Number of games remaining in the season following the notification date: \_\_\_\_\_

\_\_\_\_\_  
Signature of player

\_\_\_\_\_  
Captain signature

\_\_\_\_\_  
Convenor approval



e) London Senior Hockey will accept payments in the form of cheque, e-transfer, bank draft or Postal money order. No cash payments or credit card payments will be accepted.

f) E-transfer Directions

1. Sign onto your own bank account web page and go to Interac e-Transfers.
2. Enter **London Senior Hockey** as a new **Contact** for you to send money to.
3. Select **email** as the method to notify the league about your payment.
4. Enter the following email address so that we know about your payment:  
[payments@londonseiorhockey.ca](mailto:payments@londonseiorhockey.ca)
5. Enter **your division and team #** in the message section. **Ex.** JR 3, or IN 6
6. **London Senior Hockey does not require a security question in order to accept e-Transfers.**

#### **OTHER**

Soliciting support, sponsorship, endorsement or approval for activities or events to involve London Senior Hockey (the Organization) or LSH players (the Members) is not permitted in dressing rooms or in any LSH sanctioned venue. The approved annual Christmas Collections for the London food Bank and for the Salvation Army are excepted.

#### **About Rzone**

London Senior Hockey is about safe, fun play and enjoying the dressing room. It's not about winning at all costs, improving one's personal stats or beating the other team. It's not about ranting at the referees or other players. **Those thinking differently are advised to acquaint themselves with this program.**

LSH supports its partners in the Greater Community, Western Fair District and the City of London, and fully subscribes to the City's Rzone program. It applies to all members.

Anyone unable to abide by this program is not a suitable candidate for London Senior Hockey.

<https://london.ca/living-london/recreation/rzone>