

Lawrence County Amateur  
Hockey Association  
Policies & Procedures Handbook



Revised August 15, 2019

## I. Introduction

Welcome to Lawrence County Amateur Hockey Association ("LCAHA"). LCAHA is a member of USA Hockey, and the Pittsburgh Amateur Hockey League ("PAHL"). As such, LCAHA follows the policies and rules of USA Hockey, the Mid American District of USA Hockey ("Mid Am") and PAHL including USA Hockey SafeSport program. Additionally, LCAHA has developed and adopted certain other policies and rules, which are more fully set forth herein. These rule and policies are subject to change upon approval of the Board of Directors of LCAHA ("Board") without prior notice. Each player and his/her parents or legal guardian are required to review, become familiar with and observe the rules and policies set forth in this handbook, the rules and policies of USA Hockey, the Mid Am and PAHL. Any previously adopted policy inconsistent with the policies set forth in this handbook, are hereby rescinded. This handbook is not a contract or agreement, but is merely for informational purposes. The policies set forth in this handbook may be amended from time to time without prior notice.

## II. Registration & Evaluations

Any player that meets the requirements may apply for membership in the LCAHA. Application shall be made by executing and submitting the following documents and information together with the required payments to the Board:

- A. Registration and Membership Application
- B. Consent to Treat/Medical History Form
- C. USA Hockey Participant Code of Conduct
- D. USA Hockey Registration
- E. Authorization and Release (Photograph and Visual)
- F. LCAHA Codes of Conduct
- G. Birth Certificate
- H. Evaluation fee (as determined by the Board)
- I. Commitment fee (as determined by the Board)
- J. Any other document required by the Board

The Evaluation Fee shall be nonrefundable. The Commitment Fee will be held until evaluations are completed and the player has been offered placement on a LCAHA team. A player offered placement must accept the offer within 72 hours of the offer of placement. If the player accepts placement, the Commitment Fee check will be deposited, becomes nonrefundable and shall be credited towards the player's January payment. However, if a player leaves his/her LCAHA team after accepting placement, the Commitment Fee shall not be refunded nor credited to the amount due from the player. If the player declines placement he/she shall notify LCAHA and thereafter, the Commitment Fee check will be destroyed. If the player fails to respond within 72 hours of an offer, the offer is automatically rescinded and the Commitment Fee check will be deposited and will be nonrefundable.

The Board shall designate dates for evaluation sessions for placement on the appropriate LCAHA team. The evaluation sessions will be conducted by coaches and other individuals with hockey experience. After the completion of the evaluation sessions, placement may be offered to players on a LCAHA team that is commensurate with the player's age and skill level. A player (and his/her parents/legal guardian if the player is 17 years of age or younger) must execute a Commitment Form in order to accept a placement offer from LCAHA.

LCAHA recognizes that after evaluations there may be reasons to add, assign or to reassign a player to a team. The decision to add, assign or reassign a player to a team shall be at the discretion of the Coaching Director after gathering information necessary to make a decision (including an on ice evaluation/re-evaluation, if he deems necessary) and after consultation with the head coach of the team(s) to and from which a player is to be added, assigned or reassigned. Any coach or member of LCAHA may appeal the decision of the Coaching Director to add, assign or reassign a player to a team after the completion of evaluations. Such appeal must be made in writing and shall be delivered to the Secretary of LCAHA. The Board shall decide the appeal as soon as possible.

### III. Adding Players to Rosters (Scrimmages & Tournaments) & Play Up Policy

LCAHA encourages all players to participate and compete in the age grouping defined by USA Hockey as appropriate for their birth year. From time to time a player may be permitted to play in an age grouping above the grouping appropriate for his/her birth year ("play up"). A player shall not be permitted to play up if doing so will be a violation of any rule of USA Hockey, Mid Am, the PAHL or LCAHA. Additionally, it may be necessary or desirable for a team's rosters to be modified for scrimmages or tournament as the result of player absences. In all such situations, this policy shall apply and must be followed.

#### A. Regular Season

Any player who desires to play up for an entire season must request permission to do so (see form appended to this handbook). The request must be in writing to the Board and shall, at a minimum, set forth the following:

1. Child's name & date of birth
2. The child's appropriate age grouping as defined by USA Hockey
3. The USA Hockey grouping to which the child desires to play up
4. The basis for the request to play up

The Board shall discuss the request with coaches and any other individuals necessary to assist them in reaching a decision. The Board shall act on the request within a reasonable period of time.

## B. Scrimmage & Tournaments

From time to time, LCAHA teams may schedule scrimmages with other USA Hockey registered teams. In the event a LCAHA team will be short players from its regular roster, players may be added to the team's roster for the scrimmage. The decision to add players shall be at the discretion of the head coach. In such cases, the player(s) being added should be a player on another LCAHA team in the same or lower age grouping as the requesting LCAHA team. In the event a head coach wishes to add a player and/or permit a player to play up for a scrimmage or tournament, he must consult with the head coach of the LCAHA team from which a player(s) will be added and/or play up. The two head coaches must agree on the player(s) that will be added and/or will play up for the scrimmage or tournament. (This shall apply to lateral additions to a team's roster.)

Scrimmages are an opportunity for players to develop skills in game situations and do not count towards a league record or standings. As such, the ice time for players on LCAHA teams should be maximized. Consequently, no player shall be added to a team's roster if doing so will result in the team having more than 10 players skating out and one goalie.

In the case of tournaments, a player(s) shall not be permitted to be added to a team's roster if doing so will result in the team having more players than are on the team's regular season roster.

## C. Other Requirements

In all situations in which a player is permitted to play up, the following shall also apply and must be complied with prior to the player participating in a practice or competing in a game:

1. The player shall be rostered with the appropriate team as required by USA Hockey
2. The player and player's parent or legal guardian, if the player is under age 18, shall execute a "Risk Acknowledgment & Liability Waiver" form

When possible, a request to add a player to a team's roster must be made to the LCAHA Registrar at least 5 days prior to any game in which the added player will play and in compliance with any other rule of USA Hockey, PAHL or this organization. In the case of scrimmages and tournaments, the player(s) rostered temporarily with a LCAHA team shall only be rostered for the requested scrimmage or tournament. These requirements must be complied with each time a request is made to have a player added to a roster.

This policy shall not apply to summer leagues.

#### IV. Games and Practice Schedule

Games and practices will be set according to ice time slots available from the rink management. The number of regular season games will be determined by the rules of PAHL. Team scrimmages may also be scheduled during the course of the season.

Players are expected to attend all scheduled games and practices. If a player will be absent from a game or practice, they (or their parent or legal guardian) must notify their team manager or head coach as soon as possible.

Schedules will be distributed to each team by their respective team manager as soon as they are determined. Except in the case of an emergency, no coach or team manager shall cancel practice or a game. Requests to cancel must be made to and approved by the President of the Board.

No team may obtain additional ice time. Any request for additional ice time must be made to and approved by the Board.

Parents are welcome to assist their child in getting dressed for practices and games. However, parents should leave the locker room after doing so, in order to allow the coaches to prepare the players for the practice or game. Likewise, after practices or games, parents should not enter the locker room until the coaches grant permission, allowing coaches to address the players.

#### V. Equipment

All players and coaches must comply with equipment rules, guidelines and policies of USA Hockey, Mid Am, PAHL and this organization when participating in a practice or competing in a game whether on ice or on the bench. Failure to comply with any rule, guideline and/or policy regarding equipment may result in disciplinary action by a coach (or in the case of discipline of a coach, by the Disciplinary Committee).

The purchase and maintenance of all equipment, practice jerseys, game jerseys and socks are the sole responsibility of the player and his/her parent or legal guardian. Jerseys shall be maintained in a neat and clean manner, free from holes and frays. A player may be required to purchase new jerseys and socks to maintain uniformity within LCAHA.

#### VI. Jerseys and Jersey Numbers

The LCAHA has the following jersey color scheme: Black and White. Each player shall be required to have two jerseys. The home jersey shall be primarily White with accents of Black. The away jersey shall be primarily Black with accents of White. Approved jerseys will be offered for purchase at the beginning of each season.

A team may request to the board to wear a third jersey. The use of a third jersey must be unanimously approved by the entire team. The actual jersey must be approved by the board.

Jersey numbers shall be assigned to players by the Coaching Director. A player shall be entitled to retain his/her jersey number from year to year, for as long as he/she is a player in LCAHA. In order to prevent conflicting jersey numbers on a team, no Jersey number shall be duplicated within one (1) year of an age grouping. By way of example, a player on a squirt team shall not be permitted to have the same jersey number as any player on another LCAHA squirt team, mite team or a pee wee team. If a player decides to play up, then the player may not be able to wear the same number due to age grouping.

## VII. Discipline

One of the goals of the LCAHA is to teach sportsmanship, fairness, respect and character to its player members. Players, parents, coaches, managers and officers of LCAHA are required to comply with all rules, regulations and policies of USA Hockey, Mid Am, the PAHL, LCAHA and individual teams. They are expected to conduct themselves in a manner that reflects positively on LCAHA.

Parents are responsible for conduct of their children at all times. The LCAHA does not provide supervision for activities off-ice or outside locker rooms for practices or games; however, it reserves the right to impose discipline for conduct by a player member, both on and off the ice, that violates any rule, regulation or policy of USA Hockey, PAHL, this organization or individual teams or that reflects poorly on the organization. Any such conduct may result in disciplinary action and includes, but is not limited to conduct prior to and after practices, games and team events whether at rinks, hotels, restaurants or other facilities at or for which members are present related to a team activity.

Disciplinary actions may include, but are not restricted to, oral and written reprimands, suspension from practice(s) and/or game(s) or portions thereof and the termination of membership in LCAHA. The head coach of each team shall have the authority and discretion to impose any reasonable disciplinary action he deems necessary to enforce all rules, regulations and policies of USA Hockey, PAHL, this organization and individual teams. Notwithstanding the foregoing, only the Board may terminate a player's membership in LCAHA.

A Discipline and Grievance Committee ("Committee") will be established at each alleged occurrence, for purposes of addressing discipline appeals and grievances. The Committee shall be comprised of at least three (3) members of LCAHA and no more than seven (7) members of the LCAHA. At least one member of the Committee shall be a member of the Board and shall act as the chairperson of the Committee. The members of the Committee shall be appointed by the Board on an as needed basis and shall serve for a term as requested by the Board. The Board shall not appoint any member to the Committee who has a clear conflict of interest for the matter being addressed by the Board.

Any disciplinary action should be handled initially by the player's head coach. In the event a disciplinary matter involves a family member of a head coach, the matter shall be referred to the President to appoint a Committee for action. If a member disputes the disciplinary action of the head coach, the parent or legal guardian of the player shall have the right to appeal the coach's action to the President and request a hearing with the Committee. The appeal must be made in writing, delivered to the player's team manager within 3 days of the date of the coach's notification of the imposition of the discipline and shall fully set forth in as much detail as is possible, the basis for the appeal. The team manager shall promptly notify the President of the appeal. The President will inform the Board of the appeal and the Board shall appoint the Committee. The Board will have seven (7) days to appoint the Committee.

Any player, parent or coach that is aggrieved by an action or inaction of a coach or conduct of a coach, player, manager, officer or member of LCAHA, may request that the President take appropriate disciplinary action ("grievance"). The grievance shall be set forth in writing, delivered to the player's team manager and shall fully set forth, in as much detail as is possible, the incident(s) or matter(s) complained of and the action suggested or requested. The team manager shall promptly notify the President of the grievance.

Upon receipt of a disciplinary appeal or grievance the Board shall appoint the Committee within seven (7) days, the Committee shall thereafter convene for the purpose of addressing the appeal or grievance. The Committee shall gather whatever information is necessary to decide the appeal or grievance. If it deems necessary, the Committee shall conduct a hearing. In the event of disciplinary action by a head coach, the Committee shall have the right to affirm the action, impose additional penalties, reduce the penalty, or reverse the action of the head coach in its entirety. The Committee shall render a written decision within ten (10) days of the appointment of the Committee. In the event ten (10) days is not sufficient time within which to render a decision, the time may be extended upon approval of the President of the Board.

The written decision of the Committee shall be delivered to all persons affected by the decision. Any person affected by the decision of the Committee shall have the right to request a review by the President of the Board, who may affirm the action, impose additional penalties, reduce the penalty, or reverse the action of the Committee in its entirety. The decision of the President shall be final and all persons affected by the decision shall be notified of the decision. In the event a disciplinary matter or grievance involves a family member of the President, the Board shall appoint a member of the Board, not having a conflict of interest, to review the decision of the Committee.

#### VIII. Coaching Director

The Coaching Director shall be appointed by the Board at the end of each season and prior to evaluations to be effective at the time of evaluations. The Coaching Director shall be responsible for the supervision of the ADM Coordinator and all coaches within the organization and shall assume

such duties and responsibilities that the Board from time to time may assign or delegate. Although coaching experience is preferred, it is not required.

#### IX. Coach Selection

All Coaches shall be appointed by the Board. Each coach shall be certified by and shall comply with all rules, regulations and requirements of USA Hockey, Mid Am, PAHL and this organization. The ADM Coordinator and head coaches appointed by the Board shall make recommendations to the Board for appointment of assistant coaches.

In addition to the requirements of USA Hockey, Mid Am, PAHL and this organization, coaches must have an appropriate knowledge of the rules of hockey and how the game is played; must be able to effectively conduct structured practices; must communicate with players and their parents or legal guardians; must treat players equally and with respect and must command respect of their players.

Coaches must always conduct themselves in a manner that reflects positively on LCAHA. Any inappropriate conduct or violation of any rule, regulation or policy by a coach shall be subject to disciplinary action by the Coaching Director or Board.

#### X. Team Managers

Each LCAHA team will have a volunteer team manager. The team managers shall be appointed by the Board. The team manager shall be a parent or legal guardian of a player member on the team on which they will serve as manager. The team manager is the liaison between the team and the coach and the Board. They are required to attend meetings of the Board and shall communicate information to their individual teams. The team managers are responsible for:

- A. Collecting payments for dues, scrimmages & tournaments;
- B. Reporting receipt of all funds to the Treasurer;
- C. Accurately maintaining and submitting score sheets for home games;
- D. Assisting the head coach of their team;
- E. Compiling and maintaining player and coaches information and required documentation;
- F. Distributing information and material to their teams;
- G. Scheduling scorekeeper, scoreboard operator, penalty box assistant and medic;
- H. Request from the Treasurer, at least one week prior to a home game, the funds required to pay medics and game officials for home games
- I. Other responsibilities as determined from time to time by the Board

If you have a question, concern or request information, you should start with your team manager. If they do not have the answer or information, they will know where to get it for you.



XI. Game Officials

USA Hockey rules limit the number of non-players that may be on the bench, penalty box and score keeper areas during games. No more than one (1) scorekeeper, one (1) assistant scorekeeper and one (1) scoreboard operator shall be permitted in the penalty box/scoreboard areas during games. Additionally, each team shall have one (1) penalty box assistant in the penalty box for each game. A medic shall also be permitted on the bench or in the penalty box or scorer's booth. Those individuals serving as scorekeepers, scoreboard operators, penalty box assistants and medics shall refrain from coaching or otherwise addressing players, coaches or officials. Their duties are to assist the on-ice officials in the conduct of the game.

XII. Dues

Each team's dues shall be set by the Board of Director's each season. The dues are subject to change based upon change in circumstances (i.e., the addition or loss of players during the course of the season). Players added to a team during the course of a season will have their dues prorated as close to actual remaining costs as possible.

XIII. Payment Policy

The following is a schedule of due dates and payment amounts:

Due Date	Payment Due
TBD	
TBD	
TBD	
TBD	

\*If a budget is not adopted and team dues established by August 15 of each year, the minimum monthly payment due on August 15 shall be \$100 for mite players and \$200 for players on all other teams.

If a player becomes more than 30 days delinquent in dues payments, the player shall not be permitted to participate in practice or games with his/her team until the delinquency is paid in full or unless alternate payment arrangements are made with the Treasurer, enforced at the Board's discretion. It is the responsibility of the player or parent/legal guardian to contact the Treasurer if they become delinquent in the payment of their dues.

Because every situation or potential problem cannot be anticipated and/or predicted, the payment schedule must be flexible. From time to time circumstances may arise that require that dues be collected sooner or in a different amount than originally planned. By way of example, we may need to collect dues earlier or in a greater amount than the payment schedule provides, if cash flow prevents the organization from paying bills in a timely manner. In the event it is necessary to modify the payment schedule, you will be provided with as much advance notice as is possible. This payment schedule may be modified from time to time, and during the season, if the Board determines it is necessary and in the best interest of the organization to do so. Additionally, the treasurer shall have the discretion to push back payment dates and/or to excuse payments in order to permit application of fundraisers to a player's account balance.

If LCAHA is charged a returned check or nonsufficient funds or similar fee for any player payment, fee shall be added to the player's dues.

The Board may in its discretion, file suit to recover payments that are more than sixty (60) days past due or that remain delinquent after March 15 of each year.

#### XIV. Fundraising

All fundraising activities must be approved by the Board. A Fundraising Committee is established for the purpose of planning, administering and managing fundraising activities. The committee shall be headed by a Chairperson, appointed by the Board and shall serve for one year and until their successor is appointed. The Chairperson shall select as many other members as he/she deems necessary to serve on the committee. The other committee members shall likewise serve for the hockey season. The Chairperson shall represent the committee and attend meeting of the Board when necessary to present fundraising requests.

In the event a team wishes to conduct a team fundraiser other than offered by the Fundraising Committee, they must complete and submit a fundraising request form to the Chairperson of the Fundraising Committee. The Fundraising Chairperson shall submit the request to the Board for consideration. The team must also designate a coordinator for the fundraiser. If the fundraiser is approved by the Board, it shall be the responsibility of the coordinator to manage the fundraiser from start to finish.

All profits from fundraising activities will be submitted to the Treasurer of the Board together with a fundraiser worksheet and any other records necessary to calculate the profits and distribution of the profits. The Treasurer shall review the worksheet and all other records for accuracy and prior to approving the distribution of funds.

If after a player's season dues have been paid in full, the player's account has a credit as the result of fundraisers, the credit will be applied to next season's dues. If a player does not return to the

organization, they will not receive a refund for the credit amount resulting from participation in organization fundraisers. The amount of the credit will become organization funds.

XV. Donation and Sponsorship Solicitations

Teams and members are encouraged to seek donations from individuals, companies or organizations. An approved donation solicitation letter is available from your team manager.

All Sponsorship requests must be approved by the Board.

XVI. Tournaments

Each eligible LCAHA team may compete in the PAHL Open Division Season End Tournament or Playoff Tournament ("PAHL Tournament"). The cost of participating in the PAHL Tournament will not be included in each player's dues and are nonrefundable whether or not the player participates in his team's PAHL Tournament. All other tournament will be optional. Once a tournament selection had been made, each player on the team will be notified of the selection and will be given a deadline to commit to participating in the tournament. The cost of the tournament will be divided equally among the players participating in such tournament. All payments for the tournament will be due within one (1) week of the commitment deadline. In the event a player commits and prior to paying, payment is made by the organization for a tournament and the player de-commits to participating in the tournament, he/she shall be responsible for their pro rata share, which shall be added to their dues, unless another player later commits and pays the pro rata share. Additionally, in the event a tournament in which a LCAHA team will participate has a mandatory hotel policy for "out-of-town" participants, the commitment to play in the tournament will include the commitment to observe the tournament policy. If a tournament has a hotel policy regarding "out-of-town" participants, you will be notified of such policy when the tournament is selected as a tournament option.

XVII. Payments

All payments made to LCAHA must be made by debit/credit card, check or money order payable to "LCAHA". Team Managers are the only persons permitted to accept dues payments. (The Chairperson of the Fundraising Committee may only accept payments for fundraisers.) When making a payment, please place your check in an envelope and include the following information on the outside of the envelope: player's name, team and reason for payment. A receipt will be issued for each payment. If you do not receive a payment, please request one immediately. If the Team Manager (or Chairperson of the Fundraising Committee) still cannot issue a receipt, withhold your payment and notify a Board member.

XVIII. Resignation and Refunds

If a player resigns membership in the LCAHA, it is the responsibility of the player or the player's parent or legal guardian to notify the player's team manager or head coach. The notification must be in writing. The player shall be notified of the amount due to LCAHA. No player shall be released to play for another association unless the amount due is paid in full. If notification of a player resignation is received after the first day of the month, the player shall be responsible to pay the amount due attributable for that month, as determined by the Treasurer, whether or not the player practiced or played for the team during that month. Additionally, in the event of early resignation from a LCAHA team, the Commitment Fee paid by such player shall not be credited towards payment of the player's dues, but shall be a non-refundable payment required for early resignation.

The resignation shall be effective as of the date the notice is received by the team manager or head coach. In the event a player leaves the organization prior to the conclusion of the current PAHL hockey season and that player's season dues are paid in full or in excess of those determined to be due as set forth below, the player, upon written request to the Treasurer, will receive a pro rata refund of the dues paid. No refunds will be made to any player who leaves the organization after January 1 of each year. Additionally, no refunds will be made for funds earned through fundraising.

The amount due from a player in the event of resignation shall be based on the following:

<b><u>If player leaves:</u></b>	<b><u>Amount due from player shall be:</u></b>
Between commitment and July 31	Commitment Fee
Between August 1 and August 31	25% of dues plus Commitment Fee
September 1 and October 31	50% of dues plus Commitment Fee
November 1 and December 31	75% of dues plus Commitment Fee
On or after January 1	100% of dues

#### **XIX. Discounts**

Families with multiple players shall receive a discount on season dues. In order to receive a discount, the players must be full or half siblings. The following discounts shall apply:

Discount for two sibling players – Each player shall receive twelve and one half percent (12½%) discount off their season dues.

Discount for 3 or more siblings – The player with the highest team dues shall pay one hundred percent (100%) of their season dues; the player with the next highest season dues shall receive a twenty-five percent (25%) discount off their season dues; and each player above 2 shall each receive a discount of fifteen percent (15%) off their season dues.

Families with a player who is rostered as a goaltender (Squirts, PeeWees, Bantams, and Midgets only) shall receive a discount on season dues. Each team may only apply the discount for up to 2 players. The following discount shall apply:

Discount for a rostered goaltender – Each primary goaltender (up to 1 per team) shall receive a 50% discount on their season dues. Back-up goaltenders shall receive a prorated discount based upon the number of games played as a goalie.

The team manager shall receive a discount on their child's season dues. The following discount shall apply:

Discount for the team manager's child – 25% discount on their season dues

Discount for the LCAHA Registrar – 35% discount on their season dues

The head coach shall receive a discount on their child's season dues. The following discount shall apply:

Discount for the head coaches child – 25% discount on their season dues

Only one discount can be claimed per family.

XX. Use of LCAHA Name and Logos

LCAHA team jerseys may not be worn in any game not sanctioned or approved by LCAHA. No team may register as, and no player shall compete on a team, that uses the LCAHA team names or logos without the prior express written consent of the LCAHA Board. Additionally, no person may reproduce or use any image, logo or name of LCAHA without the prior express written consent of the LCAHA Board.

XXI. Zero Tolerance Policy

The USA Hockey Zero Tolerance Policy is as follows:

In an effort to make ice and inline hockey a more desirable and rewarding experience for all participants, USA Hockey instituted a zero tolerance policy beginning with the 1992-93 season. This policy requires all players, coaches, officials, team officials and administrators and parents/spectators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey-sanctioned games. Thus, the following points of emphasis must be implemented by all referees and linesmen:

**Players**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a player:

1. Openly disputes or argues any decision by an official.

2. Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
3. Visually demonstrates any sign of dissatisfaction with an official's decision. Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues such action.

### **Coaches**

A minor penalty for unsportsmanlike conduct (zero tolerance) shall be assessed whenever a coach:

1. Openly disputes or argues any decision by an official.
2. Uses obscene or vulgar language in a boisterous manner to anyone at any time.
3. Visually displays any sign of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players or spectators. Any time that a coach persists in any of these actions, he/she shall be assessed a game misconduct penalty.

### **Officials**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind.

### **Parents/Spectators**

The game will be stopped by game officials when parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The game officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectator's viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators viewing area, player's bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

### **PARENT/COACH CONFLICT RESOLUTION PROCEDURE**

See Attachment A.

### **XXII. Communication**

Email correspondence will be the default and primary means by which news, notices and information will be communicated to you. If you prefer to receive news, notices and information by some other means, please let your team manager know. Additionally, news, notices and information regarding such things as fundraisers, schedules, cancellations, directions, will be posted on the LCAHA website. <http://lawrencecountyhockey.com>

### XXIII. Conflict of Interest Policy

#### **Purpose**

It is in the best interest of Lawrence County Amateur Hockey Association ("LCAHA") to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees or any member of a committee with governing board delegated powers of LCAHA identify situations that present potential conflicts of interest and to provide LCAHA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in LCAHA's operations. This policy will protect LCAHA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, member with governing board delegated power, or employee of LCAHA or might result in a possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **Definitions**

##### 1. Conflict of Interest

A conflict of interest arises when an interested person (defined in Article II, number 2) may benefit personally from a decision he or she could make. A conflict of interest policy consists of a set of procedures to be followed in order to avoid the possibility that those interested persons in a position of authority over an organization do not receive an inappropriate benefit.

##### 2. Interested Person

Any director, principal officer, employee or member of a committee with governing board delegated power, who has a direct or indirect financial interest, as defined below, is an interested person. In some cases a major donor could also be in a conflict situation and may be considered an interested person. LCAHA takes a broad view of conflicts and board/staff are urged to think how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

##### 3. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which LCAHA has a transaction or arrangement.
- b. A compensation arrangement with LCAHA or with any entity or individual with which LCAHA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which LCAHA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

#### 4. Family

Family, for purposes of this policy, is defined as one's spouse, ancestors, children, grandchildren, great grandchildren, siblings (whether by whole or half blood), and the spouses of children, grandchildren, great grandchildren, and siblings of an interested person.

### **Procedures**

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the



determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interests exists.

### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board of committee meeting, but after the presentation, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether LCAHA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in LCAHA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion , including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V - Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from LCAHA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction that includes compensation matters and who receives compensation, directly or indirectly, from LCAHA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly and indirectly, from LCAHA either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI - Annual Statements**

Each board member, executive director, and member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflicts of interest policy
- b. Has read and understands the policy
- c. Has agreed to comply with the policy, and

- d. Understands LCAHA is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure LCAHA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews, shall, at a minimum, including the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to LCAHA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in this policy (see Periodic Reviews above), LCAHA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

# Lawrence County Amateur Hockey Association

## Fundraising Request Form



Date Submitted to Board: \_\_\_\_\_

Team: \_\_\_\_\_

Name of Fundraiser: \_\_\_\_\_

Fundraiser Coordinator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Company and/or Product or Service: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Descriptions of Fundraiser (include as much information as possible, including product or service information, anticipated costs of fundraiser, projected profit. Attach additional sheets if needed):

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Money collected will be ☐ collected on start date, or ☐ due date: \_\_\_\_\_

Will the fundraiser benefits all members of LCAHA.

**Do Not Write Below This Line – For Board Use**

Approved: \_\_\_\_ Yes \_\_\_\_ No

By: \_\_\_\_\_

Comments:

## Attachment A

- Parents shall not approach or attempt to contact any Coach for the purpose of conflict resolution.
- If a conflict arises, the Parent shall notify the Team Manager for the purpose of arranging a meeting time that is convenient for all parties.
- The Manager is to arrange a time at least 24 hours after notification.
- The Coach shall agree to meet within 3 days.
- Either the Coach or the Parent may request the presence of a Board Member. If so the Coach or Parent shall contact the President who will determine the Boards most appropriate representation.
- Any attempted contact outside of these parameters may result in disciplinary actions as outlined in in Section VII of the LCAHA Policies & Procedures Handbook.

[illegible]