



Lee Valley Lions Junior Ice Hockey Club

Welcome to Lee Valley Lions Junior Ice Hockey Club

Lee Valley Lions Junior Ice Hockey Club has been established to:

- ⤴ Promote and improve organised junior ice hockey in Leyton and the surrounding areas,
- ⤴ Foster amongst its member, parents, supporters and teams a community and a spirit of sportmanship,
- ⤴ Maintain and increase the interests of the game of Ice Hockey
- ⤴ Exercise general care, supervision and direction over the playing interests of the teams and players.

The Club's guiding principle is that the interests of the young people come first; and that the Club exists to provide support and a framework to both players and coaches.

This document is a guide to how the Club operates and contains information that you will find useful during your membership of Lee Valley Lions Junior Ice Hockey Club. Please take time to read it and make sure that players are familiar with the information it contains. At the end you will find various forms that we would like you to complete and return to the team manager.



The Club Organisation

1.1 The Committee

Lee Valley Lions Junior Ice Hockey Club is run entirely by volunteers. Coaches, Managers and all the Committee give freely of their time and do their best to make the Club a happy and successful experience for players and their parents/guardians.

The Committee consists of the Chair, Secretary, Treasurer, Child Protection Officer (CPO), Fundraising Officer, Head Coach and team managers. Contact details can be found on the Club website.

The Committee meets monthly. Minutes from the previous meeting are ratified at the start of the meeting. If any parent or player wishes to have a copy of the minutes, please contact the Secretary (contact details on the website). There is an Annual General Meeting (AGM) in May which is open to all parents and players. Any parent who has been part of the Club for one year or more is entitled to stand for office on the Committee.

The Club Secretary, Treasurer and Team Managers maintain basic information about each player on personal computers in order to administer the Club registrations, finances and each team. This information is typically contact information such as name and address, telephone numbers etc., but also extends to player statistics, match reports and team lists.

Under the terms of the Data Protection Act, small Clubs and societies do not have to register the information they store provided that they inform their membership of this activity and that members do not object. If you have any objection to your personal information being held on computer, please write to the Club Secretary stating your objection and your information will be removed from the Club's computer database.

The Club Fundraising Officer, on behalf of the Club, co-ordinates all fundraising and sponsorship activities. No individual Player may be sponsored without the permission of the Club and no logos may be displayed on the Player's team kit without the Club's permission.

1.2 Child Protection

Lee Valley Lions Junior Ice Hockey Club acknowledges and accepts as its main responsibility, the well-being and safety of those who take part in the Club's activities. It does so in the belief that placing their welfare at the centre of its concern provides a solid foundation for the development of the players of the future, and for effective Child Protection practice.

Lee Valley Lions Junior Ice Hockey Club adopts the policy of the English Ice Hockey Association (EIHA) on child protection. The Club has a Child Protection Officer (CPO) whose contact details are on the website and to whom all issues and concerns to do with this area should be raised. The Club's Safeguarding and Child Protection Policy, based on the EIHA guidelines is available to all members via the CPO.

1.3 Fees

Fees consist of Club subscriptions and, once selected for a team, an EIHA player registration and insurance premium. The level of the player registration and insurance premium is set by the EIHA, dependent on the player's age and level of competition. This must be paid in full at the beginning of the season.

Beginner fees are paid per course to the Beginners manager. Player subscriptions must be paid monthly, by standing order and on time. Failure to pay any fees may result in a player being asked to leave the Club.



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Currently subscriptions are £55 per month per player spread across twelve months. These subscriptions are used to pay for ice-time, match referees' fees, and other sundry items that keep the club functioning. Lee Valley Lions Junior Ice Hockey is one of the cheapest clubs in the league and we strive to keep it that way so that as many Juniors as possible can enjoy this exciting sport. Parents/Guardians may pay by direct debit if they wish – details from your team manager.

Please note: No player can be registered with the EIHA as a team member until subscription arrears have been settled in full. If you are having difficulties meeting your payments, please approach the team manager in the first instance and if necessary, write to the Committee. We cannot waive fees but we may be able to restructure payments to make it easier.

1.4 Equality of Access

Lee Valley Lions Junior Ice Hockey Club is committed to ensuring that equity is incorporated across all aspects of its development. In so doing, it acknowledges and adopts the following Sport England definition of sports equity.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

In conjunction with the English Ice Hockey Association - our National Governing Body – we are committed to the principles of the equality of opportunity and treating people fairly. We recognise the diversity of the communities that exist and are committed to ensuring that no community is excluded from participation in our sport.

A copy of the Club Equality Opportunities Policy is available to all Club members on request from the Secretary.

1.5 Grievance Procedure

If you aren't happy with something at the Club then please let us know. Experience confirms the importance of apparently small matters needing to be taken seriously, listened to and addressed. A recurring pattern of 'minor' complaints could indicate deep-seated problems that need to be resolved. All volunteers will take complaints seriously and report them to the relevant person. Complaints will always be acknowledged.

- a. If your complaint concerns an issue **related to training, coaching or an on-ice incident**, please initially take it up with the team manager. He/she will approach the Coach or Head Coach as appropriate. The manager will get back to you as quickly as possible, but no later than two weeks from the time you raised the issue.
If you wish to escalate the issue, please contact the Committee in writing, as below
- b. If your complaint concerns **the running of the club** (disciplinary issues, committee minutes, game organization, subscriptions or fundraising issues. etc), you should put it in writing to the Committee. You can contact the Club via the Club Secretary or Chair (details on the website). Please try and include all relevant information such as:
 - ▲ Details of what, when, where or how the issue arose/took place
 - ▲ Any witness statements and names as appropriate
 - ▲ Details of any former complaints made about the incident/issue, date, when and to whom made
 - ▲ A preference for a solution



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What we will do:

We will deal with your complaint as quickly as possible. We will aim to send a full reply within three weeks of receiving your letter. If we are unable to do so, for example because we are carrying out an investigation, we will keep you updated with our progress. If necessary, the Committee will arrange for a meeting to be held with all parties involved to discuss the complaint and address all relevant issues with the aim of reaching a solution.

If we have done something wrong or made a mistake we will apologise. We will tell you what went wrong and how we are putting it right.

2. Beginners

Unless transferring from another league team either in the UK or overseas, all juniors will first attend the development course. The development course is intended to introduce them to the rules and conduct of the game, and to ensure their skating skills are sufficient for them to safely participate in matches.

Beginners will be required to wear complete protective equipment for their own safety, as laid down by rules of the Club, when participating in training. No players will be allowed either onto the ice or the players' bench, without complete protective equipment. Although the Club has a limited supply of its own kit, it is expected that a Beginner must have his/her own kit six weeks after joining the Club, unless prior arrangements are made with the relevant manager.

When the Beginner starts the development course they must sign the Club Code of Conduct as well as the parent/guardian. This and the health questionnaire is to be returned to the Beginners manager. Failure to abide by the Code of Conduct may result in their being requested to withdraw from the course and no refund will be made of any outstanding subscriptions previously paid.

Progression through the development programme is carried out by assessment every six weeks by the Head Coach. Beginners may, at the Head Coach's sole discretion, be allowed to join the relevant age group team before they complete the development course, but they must still complete the course and therefore continue to attend beginner training sessions, before becoming a full member of that team.

3. Players

Selection to join a team of the relevant age group is the sole prerogative of the Head Coach.

Having been accepted for registration, the player and parent/guardian will be asked to sign a registration form and provide proof of date of birth (usually a photocopy of a birth certificate or passport). This form, together with the registration fee will be forwarded to the English Ice Hockey Association, so that the player may be registered with the Club.

Once a player is registered, the EIHA makes the player available on the administrative web site so that they can be picked to play for the team.

Players are required to wear complete protective equipment, as laid down by rules of the EIHA and Club, when participating in training or games. No players will be allowed either, onto the ice, or the players' bench, without complete protective equipment.

If a player has been asked to play for another Club in a game, the secretary of the other Club must apply in writing to the secretary of this Club and also obtain the permission from the EIHA. Players must also obtain permission from this Club to train at another Ice Hockey Club. If a player trains without permission they will be disciplined or asked to leave the Club.



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The Head Coach and the age group coach will recommend players for Conference and England trials. When selected, player and parents/guardians must notify the Club when trials/training are taking place. Players attending trials/training without the Clubs permission will be disciplined or asked to leave the Club. The Head Coach will liaise with the Conference and England coaches on how the Club players selected for training/trials are progressing.

If a player wishes to leave the Club, they should advise their Team Manager. The new Club will apply for the EIHA, who will ask for consent from Lee Valley Lions Junior Ice Hockey Club before making the transfer. A player may not play for any other Club until the EIHA has moved them onto the team sheet for the new Club. All outstanding Fees must be paid up before a player is released to another Club for Transfer and any loan equipment/kit must be returned as well.

4. Health and Safety

4.1 The EIHA and Club's minimum Equipment requirements for all players including Beginners is:

- ^ Helmet with full face guard
- ^ Throat guard
- ^ Box or pelvic protector as appropriate
- ^ Body armour
- ^ Elbow pads
- ^ Leg guards
- ^ Hockey gloves
- ^ Hockey Shorts
- ^ Hockey Skates
- ^ Ice Hockey Stick

Players purchasing new equipment should note that the preferred team colours are black helmet and black shorts.

4.2 General Health

Training when injured may turn a minor injury a serious injury. It is the responsibility of the parent/guardian to, ensure that a player participating in training, or games, is fit to do so. Please report any ailments to the Team manager, or Team Coach, prior to participating in games or training sessions.

4.3 Hydration

Because ice hockey is a fast and furious sport, dehydration is of the utmost concern. Whilst the team coach and manager will encourage players to take frequent drinks, parents should encourage their child to get in the habit of drinking water at training/games and ensure that their child has sufficient water to keep hydrated. Players must consume sufficient levels of water to avoid dehydration.

4.3 Medical forms

Parents/Guardians of all players are required to complete an emergency medical form when they join the Club. This form is not for general scrutiny and will be filed by the Club Secretary; a copy will normally be carried by the team manager at games, for use by the Medical Authorities, should the need arise.

Unless the Club has been notified in writing to the contrary, the Club will assume that in the unlikely event that a player or member requires emergency first aid or medical treatment **THAT NO OBJECTION OR RECRIMINATION** will be made to the administration of said first aid. The Club or its officials cannot be held responsible or liable for any injury or repercussions that may result from any injury or first aid treatment.



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5. Training and Match days

5.1 Punctuality

Practice times and game times, will be notified in advance either verbally or in writing and should be strictly observed. Players should arrive in sufficient time to ready in full kit five minutes before the appointed training time. Players will be expected to be at the rink a minimum of 1 hour before face-off on match days to allow time to warm up, change and participate in the Coach's pre-match briefing. Any player not ready punctually for training sessions, or matches, risks not be able to participate, and persistent lateness could result in a player being barred from Club activities.

5.2 Conduct

In the best interest of the Club and fellow team members it is essential that the amenities at Lee Valley Ice Rink, or any rink you visit, are respected at all times. Disposal of tape, cans and other rubbish is the responsibility of every club member.

The rink staff work hard on our behalf and the Club expects its members to treat them and the rink facilities with respect and courtesy. The Club will not accept unruly behaviour, foul or abusive language directed at any person whilst on the rink premises. Such behaviour will be treated as a disciplinary matter.

It is not permitted to use sticks or pucks (or objects in substitute for pucks) in the rink skate hire, spectator areas or the changing room. This can cause damage to the areas or people.

For the safety of themselves and others, no player should attempt to go onto the ice, without the permission of the team coach or team manager in charge.

Once players are dressed, they should immediately vacate the premises leaving the dressing room in a tidy condition.

Lee Valley Lions Junior Ice Hockey Club and Lee Valley Ice Rink cannot be held responsible for loss or damage to individual player's equipment or possessions. The Club is not insured for such eventualities. Parents are advised to take out their own insurance if so required.

5.3 Ice Time

Players in their second year of their age-group team may be invited to train with the next age group team. They will be given advance notice, and only those invited may participate, but they are not obliged to do so. It is also a Club policy, to invite younger players, to "play-up", in games of older age groups. Again players are not obliged to do so. The Head Coach and the two age group coaches of the player concerned will make this decision. All three must be consulted and approved before the player "plays-up". Only under exceptional circumstances and at the explicit request of the Head Coach may a first year in any age group play up.

5.4 Team Officials

Each team will have a Level 2 Team Coach and a Manager, designated by the Club, both of whom are CRB checked for the protection of the players. The team manager and coach are the ONLY adults permitted in the dressing rooms, or the team bench areas, during games or training. At no times is it permitted for parents, guardians or spectators to approach the player's benches. For the safety of all, players and the team coach are not to be distracted during training or games. Any desired communication with a player, or a Club official, should be made through the team manager and should be made away from the bench area.

If your child needs assistance with their kit, please talk to the Team Manager. A Parent/Guardian of Under 10 and Under 12 players can enter the dressing rooms to assist with their child's hockey kit when invited by the Team Manager/Coach before and after a game. Please also encourage your child to practice putting on their kit, particularly tying their skates so that they do not require your assistance prior to or post matches.



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5.5 Team Selection

Players selected to play for a team will be given advance notice in writing or verbally prior to a match. If a player is unable to take part, please inform the Team Manager or Coach immediately, and certainly no later than 24 hours prior to the game taking place. The place on the team may/can then be given to another Club player or if that is not possible, a dispensation sought from the EIHA to enable the rest of the team to play with fewer players.

Parents/Guardians (or responsible adult named by the parent) must accompany a player to all games, unless permission for their absence has first been given by the team manager.

Selection for the team does not guarantee an 'equal' amount of ice-time for each player during the match. Lee Valley Junior Ice Hockey Club tries to give all players good match development time, but the amount of ice-time for each player during a given match is at the discretion of the Level 2 Coach in charge of the team.

5.6 Home games

On home match days, parents are needed to undertake some set-up tasks and assist during the game. Training will be provided for the match related activities. Preparing and selling programmes and raffle tickets helps to boost our income and keep our subscriptions down.

For the safety of spectators, during training and games, please sit behind the plexi-grass and protection nets where available, on the opposite side of the rink to the bench.

5.7 Away games

Players and spectators must remember that they are representing Lee Valley Lions Junior Ice Hockey Club and behave in a way that promotes a positive image and does not bring the Club into disrepute.

The Club does not provide transport for away games. However, we will do all we can to facilitate arrangements between parents concerning lift sharing to and from games. Please remember to share the cost of the petrol as well as the transport. Such arrangements are entirely at parents own discretion and risk.

Whilst some rinks have catering facilities, it is the responsibility of the parent to provide the player with sufficient food and drink for the journey. Failing this, they should ensure that the player has sufficient funds to purchase their requirements, either at rinks or at stopovers. Please ensure that players eat a proper meal before travelling to games. **It is advised that no heavy meal and fizzy drinks be consumed within two hours of a game.**

6. Discipline

During a game or training session, Players must comply with all instructions given by the Head Coach, Team Coach or Team Manager or Club officials. During training sessions, all players must respond to the Coach's whistle or command. Any player who does not comply with Coach's commands will be asked to leave the ice for a set period of time.

It is an offence to hit the puck after the Coach (or Referee) has blown the whistle or play with the puck whilst undertaking a drill. If the offender persists he/she will be expelled from the training session. If a player fires a puck and it injures a player or damages any part of their equipment, then the matter will be brought to the Committee's attention. The player will be banned from training until a full investigation has been carried out and a possible ban from playing subsequent matches may be the result. This offence is classed as very serious, and subsequent offences may lead to dismissal.

During a game, any query regarding a decision made by a referee or linesman, can only be conducted through the Team Captain, Alternate Captain or Bench Coach. The Club will take a serious view of any player who does not follow this procedure, or otherwise acts in such a way as to bring the Team, Club or



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sport into disrepute. The Club will not tolerate bad language, spitting, or unseemly gestures, at spectators, opposing players or officials, game officials before, during, or after, a game. The Club has the power to suspend or expel a member if it considered to be in the interest of the Club. Any person wearing Club uniform or representing the Club will be disciplined if they bring the Club into disrepute.

Any player who incurs a serious breach of discipline off-ice such as fighting, bullying, stealing equipment, swearing, smoking, drinking of alcohol, dissent etc. will be liable to suspension by the Club. Using social media to make threat against or bully players, teams or officials is considered a serious breach of discipline. Repeated breaches of discipline could lead to dismissal from the Club. This applies whenever players are under the jurisdiction of the Club, i.e. at the rink, on a coach to or from away matches, at motorway service stations, at other rinks, when staying overnight or at Club functions or via social media.

If the Manager/Coach/Head Coach feels that there has been a breach of discipline, it will be raised to the Committee. The Player will be asked to stop training until a meeting has been organised and the matter discussed. The meeting will consist of the Head Coach, the relevant Coach or Team Manager, the Club Chair, CPO and Secretary, the Player and his/her parent/guardian and any other witness notified to the Chair prior to the meeting, that the Player feels is relevant to the discussion. All incidents will be dealt with on an individual basis and punishment will be based on the severity of the offence.

Match officials will deal with serious on-ice offences. These could lead to players being suspended by the EIHA and result in the club receiving a fine. In such cases the player may be made responsible for the fine.