



**BARRHEAD MINOR HOCKEY ASSOCIATION  
POLICIES & PROCEDURES**

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## **ARTICLE 1 – GENERAL**

### **1. PREAMBLE**

- 1.1. The Operational Policies and Procedures outline the regulations under which Barrhead Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies and Procedures, all participants (individuals and teams) in Barrhead Minor Hockey, all members of the Association, including player, parent/guardian, coach, team, official or team, follower and fan, are bound by the Bylaws and Operational Policies and Procedures of the Barrhead Minor Hockey Association, Hockey Alberta and Hockey Canada. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method the policy is to be employed or followed.
- 1.2. The Operational Policies and Procedures may be revised or amended from time to time as determined by the Executive Board of Directors. However, prior to any revision or amendment to the Operational Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision or amendment is in the best interests of the membership and the Association as a whole. Any changes, amendments or revisions to the Operational Policies and Procedures shall be voted upon by the Executive Board of Directors using voting procedures outlined in the Bylaws. The Director of Policy and Procedures shall have the responsibility of updating the Operational Policies and Procedures and shall be responsible for ensuring current Operational Policies and Procedures are available to the membership. Further, revisions or amendments made to the Operational Policies and Procedures must be indicated by date (i.e. Updated/Adopted January, 2008) at the bottom of the applicable section which has been revised or amended.

### **2. MISSION STATEMENT AND PHILOSOPHY**

- 2.1. The mission and philosophy of the Barrhead Minor Hockey Association is to foster and promote minor hockey, and to provide a minor hockey program designed to develop the abilities and skills of all participants at all levels.

### **3. VALUES**

- 3.1. The Barrhead Minor Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, guidelines and procedures which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels. The Barrhead Minor Hockey Association shall value its volunteers and staff and shall value open communication to its members. Decisions shall be made by individuals subject to Executive Board of Directors approval under the current Bylaws, policies, guidelines and procedures of the Association. BMHA shall strive to apply the Bylaws, policies, guidelines and procedures of the Association consistently.

### **4. BMHA**

- 4.1. The Barrhead Minor Hockey Association shall be referred to in this document as “BMHA” or the “Association”.
  - 4.1.1. Barrhead Minor Hockey Association is located at the Agrena, 5607 47 Street, Barrhead, AB;

- 4.1.2. BMHA mailing address is:  
Barrhead Minor Hockey Association, P.O. Box 4163, Barrhead, AB T7N 1A2
- 4.1.3. The website for Barrhead Minor Hockey Association is:  
[www.barrheadminorhockey.com](http://www.barrheadminorhockey.com);
- 4.1.4. Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is [www.hockeyalberta.ca](http://www.hockeyalberta.ca);
- 4.1.5. Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is [www.hockeycanada.ca](http://www.hockeycanada.ca).

**5. BYLAWS**

5.1. The Bylaws of BMHA are available on the website of BMHA. The Bylaws are governed by the Societies Act of Alberta and can **only** be changed or amended by vote of the membership as outlined in the Bylaws at a General Meeting of the Association.

**6. MANUALS**

6.1. All manuals or such other written information pertaining to BMHA shall be available on the BMHA website or as provided by the Association.

**7. POSITIONS OF THE BMHA BOARD OF DIRECTORS**

7.1. the current positions on the Executive of BMHA are listed below and the responsibilities of such positions shall be as described in the Bylaws.

<b>PRESIDENT</b>
<b>DIRECTOR OF OPERATIONS (1<sup>st</sup> VP)</b>
<b>DIRECTOR OF POLICIES AND PROCEDURES / DISCIPLINE (2<sup>nd</sup> VP)</b>
<b>DIRECTOR OF SYSTEMS MANAGEMENT</b>
<b>TREASURER</b>
<b>REGISTRAR</b>
<b>SECRETARY</b>

The current remaining positions of the BMHA Board of Directors will consist of, but are not limited to the following: Initiation Delegate, Novice Delegate, Atom Delegate, PeeWee Delegate, Bantam Delegate, and Midget Delegate, Delegate at Large, Equipment Delegate and Ice Allocator Delegate.

7.2. The names and phone numbers of the persons currently holding the above positions are available from the BMHA website, or as provided by the Association.

## 8. BOARD OF DIRECTORS

- 8.1. The Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act of Alberta, the Barrhead Minor Hockey Association Bylaws and the Operational Policies and Procedures that may be enacted by the Board of Directors from time to time. In general, the Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any Director or member.
- 8.2. The Board of Directors shall:
- 8.2.1. determine the general policies and procedures with respect to the organization, administration and operation of the Association;
  - 8.2.2. operate hockey programs at all levels;
  - 8.2.3. provide for the development of players, coaches and officials;
  - 8.2.4. make policies and guidelines respecting the enrolment of players and their access to Programs operated by the Association on a fee for service basis;
  - 8.2.5. consider questions brought before it with due consideration of the opinions of petitioners.
- 8.3. Regarding the Order of Business for meetings of the Board of Directors:
- 8.3.1. The items of Business at any regular meeting of the Board of Directors shall be as follows:
    - (i) Call meeting to order;
    - (ii) Determine quorum;
    - (iii) Introduction of guest;
    - (iv) Approval of the Agenda;
    - (v) Approval of Minutes of previous regular or special meetings;
    - (vi) Business arising from the Minutes;
    - (vii) Reports by Delegates;
    - (viii) New business;
    - (ix) Correspondence;
    - (x) Next meeting date;
    - (xi) Adjournment.
  - 8.3.2. If there are agenda items which require specific members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting;
  - 8.3.3. Meetings of the Board of Directors are open to any BMHA member upon **48 hours written notice** stating the reason for attendance and the President and or Board will deem if attendance is necessary.
- 8.4. Minutes of the Board of Directors meetings shall:
- 8.4.1. include a record of attendance, motions considered and their disposition, reports

received either explicitly or as attachments and shall be distributed to members as soon as possible and at the latest prior to the onset of the next regular meeting;

8.4.2. be presented for approval at the next scheduled Board of Directors meeting;

8.4.3. shall be available upon request within seven (7) days;

8.4.4. minutes from Board of Directors meetings held within 30 days of the Annual General Meeting (“AGM”) shall be ratified and available upon request, seven (7) days prior to scheduled AGM.

8.5. Voting privileges at the Board of Directors meetings:

8.5.1. Every voting member present shall vote on every matter unless excused by resolution of the Board of Directors from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to paragraph 8.5(c).

8.5.2. At all meetings of the Board of Directors every question shall be decided by a majority of the votes cast on the question. Each Member of the Board of Directors shall be entitled to one vote on every question. In the case of a tie vote, the President of Barrhead Minor Hockey Association, or acting Chairperson of the meeting, shall be entitled to a second or casting vote.

8.5.3. Members of the Board of Directors shall not vote on any question:

8.5.3.1. affecting a private company of which they are shareholders;

8.5.3.2. affecting a public company in which they hold more than one percent of the number of shares;

8.5.3.3. effecting a partnership or firm of which they are members;

8.5.3.4. a contract for the sale of goods, merchandise, or services to which they are a party;

8.5.3.5. in which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which they are by statute necessarily members;  
or

8.5.3.6. any question directly effecting the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate, and shall ask to leave the room in so being deemed absent for that specific question;

8.5.4. No absentee voting shall be allowed;

8.5.5. A Board of Directors’ member may request their vote to be recorded in the Minutes.

8.5.6. Any contentious issue of a personal nature must be voted on by secret ballot

8.6. Motions regarding Board of Directors meetings:

8.6.1. Each Board of Directors’ member shall have the privilege of proposing motions for

consideration by the Board of Directors. Each Board of Directors' member, with the exception of a member proposing a motion, shall have the privilege of being a seconder of the motion.

- 8.6.2. The Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be so recorded in the minutes along with the reasons stated for the ruling.
- 8.6.3. On any questions, members shall observe parliamentary courtesy as provided for in "Roberts Rules of Order, Revised". The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every member choosing to speak has had an opportunity to do so.
- 8.6.4. No member shall speak more than twice to the same question (only once to a question of order), or no longer than ten (10) minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken.
- 8.6.5. A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against.
- 8.6.6. Where the right to speak on a question is itself a matter for debate, the Chairman shall poll each member to ensure opportunity has been granted.
- 8.6.7. A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion has never been proposed.

#### 8.7. Amendments to motions:

- 8.7.1. each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application;
- 8.7.2. an amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the Minutes;
- 8.7.3. when the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

#### 8.8. Decorum:

- 8.8.1. In debate, a member shall confine comment to the question, and shall not reflect on any act of the Committee, unless to give notice of intent to rescind a previous motion.
- 8.8.2. The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not arraign the motives of a proposer or other member during debate.
- 8.8.3. A speaking member shall respect the Chairman's right to speak or recognize a point



of order or information. The speaking member shall defer to the Chairman on such points.

8.8.4. Calling for the previous question may be ruled out of order by the Chairman if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

8.9. A member may participate in a meeting of the Board of Directors by means of telephone or other communication facilities that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

8.10. A resolution signed by all members of the Board of Directors, as such, shall be as validated effectual as if it has been passed at a meeting of the Board of Directors, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.

8.11. Expenses:

8.11.1. All members of the Board of Directors shall be entitled to reimbursement for reasonable expense incurred while engaging in business approved by the Board of Directors. The President and Treasurer shall countersign all expense claims and ensure their validity.

8.11.2. Expense claims for the Treasurer or President shall be approved by the Board of Directors.

8.11.3. An individual having a cheque issued to them personally cannot sign the cheque.

8.11.4. BMHA cheques will not be issued without a detailed receipt.

8.11.5. Expenses must be authorized prior by the Board of Directors.

## **9. BOARD OF DIRECTORS STANDARDS OF CONDUCT**

9.1. These standards of conduct shall apply to all Directors of the Association, whether elected or appointed, and shall specifically apply to the members of the Board of Directors. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which Directors are expected to observe. Violation of the standards by a Director may lead to a review by the Board of Directors and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.

9.2. Members of the Board of Directors must be members in good standing with BMHA.

9.3. Members of the Board of Directors must be members in good standing with Hockey Alberta. In the event a member of the Board of Directors is found to be not a member in good standing with Hockey Alberta, as determined by Hockey Alberta, such member shall not be permitted to serve as an officer or director of BMHA. In the event a member is found to be not in good standing with Hockey Alberta and should that member currently hold a position on the Board of Directors, that member shall be required to resign from their position.

9.4. All Board of Directors must sign an Executive Code of Conduct and Confidentiality

Agreement (Refer to Appendix A1 and A2).

- 9.5. Members of the Board of Directors shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- 9.6. Members of the Board of Directors shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
- 9.7. Members of the Board of Directors shall honour commitments made on behalf of the Association.
- 9.8. Members of the Board of Directors shall not divulge to members of the general public any item raised at the Board of Directors' meeting while in Committee of the Whole.
- 9.9. A Board of Directors' member shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.
- 9.10. In relation to other members of the Board of Directors, a member shall:
  - 9.10.1. not criticize the sphere of operation of another Director except to that Director or the President. Criticism or reports to the President shall only be made after the Director has been made aware of the nature of the criticism to be levelled;
  - 9.10.2. not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public;
  - 9.10.3. refer to appropriate Association Director's issues arising in the community with respect to their sphere of operation;
  - 9.10.4. not undermine the confidence of Association members in other offices.
- 9.11. In relation to the Membership, a member of the Board of Directors shall:
  - 9.11.1. fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of **all** participants registered with the Association;
  - 9.11.2. treat members with dignity and respect and be considerate of their circumstances;
  - 9.11.3. not use their position for personal profit, or for the profit of immediate family members;
  - 9.11.4. not use their position to influence the placement of any players;
  - 9.11.5. not use their position to influence the selection of any coach or team official.

## 10. **COMMITTEES AND SUB-COMMITTEES**

- 10.1. The Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees should be composed of, but not limited to Members in good standing of the Association and Hockey Alberta and all Committees or Sub-Committees shall report to and be governed by Barrhead Minor Hockey Board of Directors.

10.2. Any recommendations, activities or projects undertaken by a Committee or Sub-Committee are subject to approval by the Board of Directors.

10.3. All members must sign a Committee Code of Conduct and Confidentiality Agreement (Refer to Appendix A3).

10.4. Committees or Sub-Committees subject to appointment by the Board of Directors may include, but are not limited to the following:

10.4.1. **Category Delegates** – a Category Delegate will be the liaison between the teams and the BMHA board of directors, and shall represent each category within the Association as follows:

10.4.1.1. The **Initiation Delegate** shall:

- be responsible for the BMHA Initiation category;
- conduct meetings and attend meetings regarding the Initiation category as required by the Board of Directors;
- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coaches and parent's information meeting prior to November 1<sup>st</sup> of each year and complete Appendix B;
- shall provide an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has up-to-date Rules and Association Policies and Procedures;
- ensure all coaches league schedule is up to date where required
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Initiation Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Initiation Delegate of BMHA if their child, or children as the case may be, is registered in the Initiation category.

10.4.1.2. The **Novice Delegate** shall:

- be responsible for the BMHA Novice category;
- conduct meetings and attend meetings regarding the Novice category as required by the Board of Directors;
- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coaches and parent's information meeting prior to October 15<sup>th</sup> of each year and complete Appendix B;
- shall provide an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has up-to-date Rules and Association Policies and

Procedures;

- ensure that a league schedule is processed;
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- encourage that each of the coaches use the Hockey Canada Novice Program curriculum;
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Novice Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Novice Delegate of BMHA if their child, or children as the case may be, is registered in the Novice category.

10.4.1.3. The **Atom Delegate** shall:

- be responsible for the BMHA Atom category;
- conduct meetings and attend meetings regarding the Atom category as required by the Board of Directors;
- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coaches and parent's information meeting prior to October 15<sup>th</sup> of each year and complete Appendix B;
- shall provide an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has up-to-date rules and Association Policies and Procedures;
- ensure that a league schedule is processed;
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- encourage that each of the coaches use the Hockey Canada Atom Program curriculum;
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Atom Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Atom Delegate of BMHA if their child, or children as the case may be, is registered in the Atom category.

10.4.1.4. The **Peewee Delegate** shall:

- be responsible for the BMHA Peewee category;
- conduct meetings and attend meetings regarding the Peewee category as required by the Board of Directors;

- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coach's and parent's information meeting prior to October 15<sup>th</sup> of each year and complete Appendix B;
- produce an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has up-to-date rules and Association Policies and Procedures;
- ensure that a league schedule is processed;
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- encourage that each of the coaches use the Hockey Canada Peewee Program curriculum;
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Peewee Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Peewee Delegate of BMHA if their child, or children as the case may be, is registered in the Peewee category.

10.4.1.5. The **Bantam Delegate** shall:

- be responsible for the BMHA Bantam category;
- conduct meetings and attend meetings regarding the Bantam category as required by the Board of Directors;
- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coaches and parent's information meeting prior to October 15<sup>th</sup> of each year and complete Appendix B;
- produce an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has up-to-date rules and Association Policies and Procedures;
- ensure that a league schedule is processed;
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- encourage that each of the coaches use the Hockey Canada Bantam Program curriculum;
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Bantam Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Bantam Delegate of BMHA if their child, or children as the case may be, is registered in the Bantam category.

10.4.1.6. The **Midget Delegate** shall:

- be responsible for the BMHA Midget category;
- conduct meetings and attend meetings regarding the Midget category as required by the Board of Directors;
- act as liaison between parents/coaches and BMHA board of directors
- submit any written reports to the Board of Directors as required;
- conduct coaches and parent's information meeting prior to October 15<sup>th</sup> of each year and complete Appendix B;
- produce an information letter for all parent/guardians as approved by the President or Director of Operations;
- ensure that each coach has an up-to-date rules and Association Policies and Procedures:
- ensure that a league schedule is processed;
- ensure all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation (Refer to Appendix C);
- encourage that each of the coaches use the Hockey Canada Midget Program curriculum;
- ensure all teams have completed medical history forms prior to first game of the season (Refer to Appendix D);
- submit a report regarding the Midget Category at the Annual General Meeting of the Association;
- ensure and collect that all appropriate forms are completed and delivered to the BMHA Board of Directors (i.e. Coach Evaluation).

At no time shall an individual serve as the Midget Delegate of BMHA if their child, or children as the case may be, is registered in the Midget category.

10.4.1.7. The **Equipment Delegate** shall:

- submit a list of required equipment for the upcoming season and meet with the Board of Directors regarding same;
- arrange for handling, storage, repairing, cleaning and inventory of equipment;
- ensure that all equipment, documentation and supplied reference material is returned to the Equipment Delegate by March 30<sup>th</sup>, or one week after last game played, whichever comes last and meets all requirements per Appendix D;
- shall ensure completed and signed Appendix J is forwarded to the Treasurer for reimbursement of equipment deposit;
- prepare a minimum of two tenders for equipment for the upcoming playing season by June 30<sup>th</sup> of each year as required.

10.4.1.8. The **Delegate at Large** shall:

- perform all duties as required by BMHA Board of Directors.

10.4.1.9. **Website and Publicity** – promotion of the Association and the Association's activities to the community at large through appropriate promotional

vehicles; responsibility for the maintenance of the Association's website; and preparation of all required press releases and advertising to the media;

- 10.4.1.10. **Tournaments** – obtain Tournament Sanctions for all tournaments to be hosted by the Association; coordinate the production of an Association Tournament Program; ensure that all tournaments follow the Association's policies and procedures with respect to tournaments; collect and deposit all tournament ice costs. This is completed by the Director of Systems Management;
- 10.4.1.11. **Ice Allocator** – responsible for the scheduling of ice times for all practices and for all home league, provincial, play-off and tournament play for all teams in the Association; attendance at all ice user meetings; and submission of a report regarding the allocation of ice at the Annual General Meeting;
- 10.4.1.12. **Referee Assigner or Referee-in-Chief (if available)** – appointment of on-ice officials for all Hockey Alberta sanctioned games; arrange training programs for all on-ice officials; monitor supervision of all on-ice officials; ensure that all games are handled in accordance with BMHA Association rules, Hockey Alberta rules, Hockey Canada rules and North Zone Referee Committee rules; responsible for submission of monthly payroll records of on-ice officials to the treasurer; attendance at North Zone Referee-in-Chief meetings; suspend or discipline on-ice officials as required; submit to the Board of Directors written details of any disciplinary action taken regarding on-ice officials; provide to the Board of Directors the Rules and Regulations governing the on-ice officials an honorarium will be paid to offset expenses incurred in this position, the amount to be determined by the BMHA Board of Directors annually;
- 10.4.1.13. **Fundraising/Events** – responsible for fundraising and sponsorship programs; coordinate and schedule year end awards evening, if required.

## **11. PLAYER ELIGIBILITY AND BOUNDARIES**

- 11.1. The Association shall provide programs for players in the Initiation through Midget levels, resident in the boundaries of Barrhead Minor Hockey and its associated rural areas as determined by Hockey Alberta. The Association will monitor geographical changes in the boundaries. (Refer to Appendix X for BMHA boundaries).

## **ARTICLE II – OPERATIONS AND GUIDELINES**

## **12. REGISTRATION AND PAYMENT OF FEES/WITHDRAWAL & REFUND POLICY/RELEASES**

- 12.1. The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the association are general in nature and categorized as general registration fees, or general registration fees for excess games played, over the allowable limit, as set out by the Association (See 12.12). The Association endorses in principle that the responsibility for financial planning rests entirely with family unit, but also recognizes certain family circumstances may exist that can produce

undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.

12.2. All players must be registered with BMHA and pay a minimum of \$100 before participating in any on-ice activities as well as appropriate forms filled out (Refer to Appendix D, F1, and F2).

12.2.1. Respect in Sport Parent must be completed prior to registration.

12.2.2. All players must be registered with BMHA and pay a minimum of \$100 prior to a "Notification to Try out Form" being completed and issued. This is to allow the BMHA registrar appropriate tracking of all BMHA players. Refunds will be given as per 12.10.

12.2.3. Players registering for the first time in minor hockey will receive 50% off the registration fee. Excluded from this discount are Initiation 1<sup>st</sup> year players or players who have played in other minor hockey associations.

12.3. General registration fees and league surcharges will be established annually, including any late payment penalties, and out of boundary player fees.

12.4. Registrations from returning BMHA players received after July 31<sup>st</sup> will be charged a late fee of 50% of the registration fee to a maximum of \$250.00.

12.5. A family defaulting a payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of BMHA. Late fees will be in effect, if applicable.

12.6. Payment plans and receipts:

12.6.1. shall be approved by the Board of Directors;

12.6.2. shall be supported by online electronic credit card payments. In special situations where only cash or cheque are available for payment, the BMHA Registrar must be contacted;

12.6.3. shall be immediately suspended if a payment is annulled;

12.6.4. shall have last installment payment by October 1<sup>st</sup> of the current hockey season;

12.6.5. receipts shall be issued upon payment in full (or by December 31<sup>st</sup> of the current hockey season);

12.6.6. duplicate receipts shall be charged a \$25 administrative fee prior to being issued.

12.7. NSF Cheques: The NSF fee for a returned cheque is \$25.00. On receipt of a NSF cheque, the Treasurer and or Registrar have the option to:

12.7.1. attempt through any reasonable means possible to collect the funds owing; or

12.7.2. establish a payment plan approved by the Board of Directors.



12.8. Refund of Fees: Refunds for players withdrawing from the program will be paid, upon written application to the Registrar, on a pro-rated basis as determined by the Board of Directors as follows:

12.8.1. If a skater has not skated, full refund less a \$25 administrative fee will be refunded.

12.8.2. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.

12.8.3. The Board of Directors are charged with the responsibility of using reasonable discretion with respect to portioned months. A basic \$100.00 registration fee will be held back plus 25% of the registration fee for each month or part month that the player was involved in BMHA.

12.9. There will be no charge levied for the return of jerseys or BMHA equipment, if returned in good condition. The Equipment Delegate shall be responsible for determining the condition of returned jerseys and BMHA equipment. Teams not using goalie equipment will make a deposit of \$300 for jerseys, pucks, and First Aid Kits and teams using goalie equipment will add an additional \$100 to the deposit. If all equipment is returned in good condition and nothing is missing, BMHA will return the damage deposit.

12.10. Game Fees:

12.10.1. Any Association team playing "0-29" games in a season, is covered by registration fees.

12.10.2. Any Association team playing "30+" games in a season, will be required to pay an additional fee of \$100.00 per player.

12.10.3. Definition of "games" is as per league dictated schedules.

### 13. **PURCHASING POLICY**

13.1. The Board of Directors is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Directors shall adhere to Purchasing Policies and Procedures. Any Director found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Board of Directors.

13.2. Authority to Purchase shall be by vote of the Board of Directors following outlined procedures and policies.

13.3. All major purchases (major purchases consist of items valued at \$500 and above) shall be authorized by vote (majority) of the Board of Directors. In addition, the following restrictions apply:

13.3.1. Items valued less than \$1000 must be supported by two written quotations.

13.3.2. Items valued between \$1000 and \$5000 must be supported by three written quotations.

13.3.3. Items valued greater than \$5000 must be supported by public tender.

13.4. Exceptions to the above restrictions shall be the purchase of ice time, but such ice requirements shall be approved by current Board of Directors.

#### 14. **ADVERTISING IN THE MEDIA**

14.1 The Association may endorse the use of local media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the Website and Publicity delegate with accountability to the Board of Directors. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee or official purporting to represent the Association. Any transgression is subject to disciplinary action.

14.2 Through the Website and Publicity delegate, the Association shall establish:

14.1.1 standards for advertising format utilizing the Association logo;

14.1.2 that the official logo shall be used on all advertising material relating to Association business or operations;

14.1.3 that all advertising material pertaining to a particular divisional operation or activity receives the endorsement of the Category Delegate;

14.1.4 that all advertising material is worded to represent the Association and not give the impression of representing any member, group, sub-committee or official;

14.1.5 that multiplicity of material on the same activity is consolidated;

14.1.6 that material of a sensitive or controversial nature is referred to the President or the Board of Directors for approval prior to publication;

14.1.7 responsibility for payment and ensure that receivables are transmitted to the Treasurer.

#### 15. **ASSOCIATION LOGO. APPAREL LOGO. COLOURS AND SUPPLEMENTARY CLOTHING**

15.1 The Association recognizes that a standard set of colours provides the recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase; and a unifying influence for players, team officials and followers. Supplementary clothing (i.e. third jerseys, coats or track suits) is entirely optional.

15.2 The BMHA Apparel logo shall be "Barrhead" with the Bruins "B" logo. Gold lettering on black apparel and black lettering on grey apparel. No changes shall be without the permission of the Executive Board of Directors.

15.3 All team apparel (jackets, tracksuits, dry land t-shirts/ shorts) are to be Bauer. All apparel comes with BMHA Apparel logo.

15.4 The Association colours shall be black, gold and white.

#### 16. **EQUIPMENT**

16.1 BMHA will provide game jerseys with set guidelines per 15.3 and Appendix E.

- 16.2 BMHA will supply goaltending equipment minus pants and helmets up to and including Atom level.
- 16.3 Parent/guardians shall have the responsibility to ensure their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full Safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for try-outs, practices, warm-ups or games. Where league rules require the use of mouth guards, mouth guards shall be mandatory. Otherwise, the use of mouth guards shall be at the parent/guardian(s)' discretion.
- 16.4 The Association shall provide each team with two numbered sets of game jerseys – away and home. The Association requires that at the commencement of the season, each team shall appoint a “Jersey Parent(s)”. The Jersey Parent(s) shall be responsible for the care, maintenance and distribution of all team jerseys. Players shall be in possession of jerseys during league, exhibition, tournament and provincial games only. The Jersey Parents(s) shall distribute the jerseys to the players prior to game time and shall collect all the jerseys from players at the end of the game. At no time shall players be permitted to keep game jerseys and at no time shall game jerseys be used for practice purposes.
- 16.5 Further, a return policy shall be in effect to efficiently account for the return of the game jerseys at the end of the minor hockey season. A list will be distributed to each team manager to record the jersey numbers and player names (Refer to Appendix E). Once completed, the list will be returned to the Equipment Delegate. At the end of the hockey season the Equipment Delegate will ensure that each jersey assigned to a team has been returned to Barrhead Minor Hockey Association. If a jersey is not returned to the Association at the end of the season, the player assigned to the jersey will incur an additional charge of \$100 per jersey not returned, or legal action will be taken.
- 16.6 Team game jerseys are the property of the Association and shall be cared for accordingly.
- 16.7 Name bars are not permitted on jerseys. Sponsors will be allowed a sponsor patch on back of jersey as per Bauer and BMHA specifications.
- 16.8 Jersey sets will be allocated to categories by the Equipment Delegate. Jersey sets will not be traded across divisions or categories once this designation is made.
- 16.9 Team officials shall ensure all team equipment (including jersey sets) is returned to the Equipment Delegate at the date and time determined by the Equipment Delegate as per Article I, Section 10.4 vii.

## 17. **SPONSORS**

- 17.1 BMHA shall seek the support of local businesses and individuals to sponsor BMHA.
- 17.2 BMHA encourages members, player and parent/guardians to support local businesses and individuals who support BMHA.
- 17.3 Team officials, members and followers are expressly prohibited from soliciting additional financial support from local businesses.

17.4 The names of sponsors shall be acknowledged in a manner approved by the Board of Directors.

## 18. **FUNDRAISING**

18.1 Fundraising for individual teams shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defer the costs of tournaments, additional ice rentals, etc. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association guidelines and accountable for their actions.

18.2 Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.

18.3 All fundraising activity is to be documented, collected and disbursed as to per AGLC guidelines. Documentation must be submitted to the team parents monthly. Documentation is due on the 15<sup>th</sup> of the month for the prior month per 31.3 and Appendix H1.

18.4 Documentation must be submitted to the BMHA Treasurer monthly. Documentation is due on the 15<sup>th</sup> of the month for the prior month. Per 31.3 and Appendix H1

18.5 Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain.

18.6 Soliciting for additional sponsorship from an individual team sponsor, other Association sponsors and Barrhead businesses is prohibited.

18.7 Sale or resale of Association scheduled ice is **strictly prohibited**.

18.8 Teams are required to participate in the fundraising opportunities organized by the Association. If teams do not fulfill their obligation in providing the necessary volunteers, they will be required to pay an additional \$1000.

18.9 Certain activities, such as raffles (i.e. 50-50 tickets), requires approval and licensing by the Alberta Gaming and Liquor Commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized. Door to door sales by players representing BMHA teams require a special events sanction.

18.10 Use of the name, logo or other property of the Association for fundraising purposes requires prior approval of the Board of Directors.

18.11 These guidelines apply to groups of teams (i.e. tournament committees and their constituents) as well as individual teams and their members.

## 19. **CONCESSION**

19.1 The operation of the Arena Concession will be reviewed annually.

## 20. **BMHA WEBSITE**

- 20.1 The BMHA website shall be the primary information source for the membership and players in relation to registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information.
- 20.2 All Barrhead Minor Hockey Association teams will post all coach, assistant coach and team manager names and contact information to the team's webpage at [www.barrheadminorhockey.com](http://www.barrheadminorhockey.com).
- 20.3 All games and practices must be posted on the team website in a timely manner by each individual team.
- 20.4 No player statistics are to be posted in the Initiation Level team website. The posting of player statistics is optional for teams at all other levels.
- 20.5 For team website login information, contact BMHA webmaster.

## **ARTICLE III – HOCKEY OPERATIONS**

### 21. **HOCKEY OPERATIONS**

- 21.1 The Board of Directors shall be charged with the responsibility of managing BMHA's Hockey Operations as set out in the Bylaws, Operational Policies and Procedures and any other manual of the Association relating to hockey operations to ensure the orderly operation of all hockey programs. The Board of Directors shall set the operational parameters for each program. This will include among other items, ice allocation per division, rep tryout scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.
- 21.2 Any member of BMHA, in good standing, can ask to have a policy or procedure changed/reviewed providing they:
- 21.2.1 give 21 days' notice, in writing, to the Board of Directors with 2/3 general membership for a special meeting [as per bylaws 1.7(b) or 21 days prior to the AGM;
- 21.2.2 explain, in detail what policy or procedure they want changed, why they want it changed and what benefit the change will be to BMHA membership.
- 21.3 21 days' notice will be given to the general membership of BMHA before any policy or procedure will be changed by the Board of Directors. This notice will be posted on the BMHA website

### 22. **DIVISIONAL ORGANIZATION (CATEGORIZATION)**

- 22.1 The Association shall support a program for all players residing within established boundaries irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavour while pursuing excellence and personal development.

22.2 Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues based on community size and population. The Board of Directors annually reviews BMHA participation in various leagues and will determine the entrance into such leagues based on which is “in the best interests for BMHA”.

22.3 The year of birth shall determine the category in which a player can play.

22.4 It is BMHA’s view that all players registered in the Association play at the level consistent with their skills and abilities, and that as players move from level to level the emphasis is on developmental hockey. The difference between various levels of hockey within a Division simply reflects varying abilities and skill levels of groups of hockey players for that particular year, who are at various levels of development. It in no way reflects any negative connotation on any child’s future ability as children grow and develop from year to year. There are as many instances where a child has never played Rep level until Peewee or Bantam, as there are instances where players have consistently played Rep level in Atom or Peewee but do not play Rep level in Bantam. In order for hockey to be both fun and developmental, all players need to play at the level consistent with their skills and abilities.

22.5 BMHA will attempt to make every effort to have teams in the following divisions:

- (a) Initiation Division;
- (b) Novice Division;
- (c) Atom Division;
- (d) Peewee Division;
- (e) Bantam Division;
- (f) Midget Division;
- (g) Each division may be further split into subdivisions to support the objective of providing a developmental and competitive experience for players at a variety of skill and commitment levels; odd number of players at any level will be dealt with on a yearly basis with consultation from the level delegate, coaches, and subject to approval by the executive board of directors;
- (h) Within any division, player selection to subdivisions shall be on the basis of demonstrated skills and estimates of developmental potential.
- (i) Date to solidify roster is as per league requirements.

22.6 With respect to players in the Peewee and Bantam divisions, BMHA will make every effort to provide a checking clinic for Peewee players prior to the commencement of the hockey season. Participation in the checking clinic is strongly recommended. Alternatively, BMHA recommends that all first year Bantam players participate in a checking clinic, whether it is a offered by BMHA or another organization.

## 23. **TEAMS**

- 23.1 BMHA teams will carry tier level designations, and are identified annually by the Board of Directors. Historical precedence has established current participation levels, and shall be under annual review by the Association, and any change in league participation requires the endorsement of the Board of Directors.
- 23.2 Representative Team Try-Outs: The process and objectives of player evaluations or try-outs, is outlined in detail in the Team and Coach Selection Process in Section 41.
- 23.3 Generally, the following shall apply to all BMHA teams:
- 27.2.1 Players must report to player evaluations within their own category;
  - 27.2.1 All players must be registered with the Association before participating in any on-ice activity as defined in 12.2;
  - 27.2.1 Additional team fees shall be established at the first meeting of team parent/guardians at the beginning of the season;
  - 27.2.1 Rosters on all teams, Atom through Midget, are to a maximum of 19 players;
  - 27.2.1 Player movement is only permitted through affiliation. The player movement form must be completed within 24 hours of request and submitted to the appropriate Director. Head Coaches shall inform the Head Coach of the player they wish to move, who will then make the appropriate contact with the parent/guardian and the player;
  - 27.2.1 All games shall end at the scheduled time, except in the case of provincial games;
  - 27.2.1 No person, other than those officials working the games, will be allowed in the Games Officials room at any time;
  - 27.2.1 Ice schedules will be distributed by the Ice Allocator Delegate as soon as they become available. If a practice or game time ice cannot be used, then 4 (four) days' notice of cancellation to the Ice Allocation Delegate is required;
  - 27.2.1 Coaches shall report all incidents regarding league, exhibition and tournament games that may result in disciplinary action to the Category Delegate, as soon as reasonably possible after they occur. Coaches or Team Managers failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
    - (i) Profanity by players, team officials or club representatives;
    - (ii) A player who receives a game misconduct, gross or match penalty;
    - (iii) A team assessed two or more bench minors in one game;
    - (iv) A coach, or bench assistant, who is ejected from a game;
    - (v) A team, who in the opinion of the Category Delegate, is being assessed too many penalties of a serious nature;
    - (vi) A team member or a team follower who repeatedly brings discredit to the team and Association, through violent, abusive or gross behaviour, on or off the ice.
  - 27.2.1 Players, team representatives and team followers are expected to conduct themselves in a manner consistent with their status as representatives of the Association and the

community. In order to enhance this image, the following will apply.

- (i) The dress code of the team members shall be at the discretion of the Head Coach in consultation of parent(s) and or guardians(s).
- (ii) Behaviour in or at hotels shall be the team's responsibility;
- (iii) the use of alcohol or illegal substances by BMHA players, coaches and team representatives prior to and during scheduled on-ice activities is prohibited and subject to disciplinary action;
- (iv) The consumption of alcohol on team buses or in any arena is prohibited;
- (v) The team will be held accountable for any charges or damages incurred;

## **24. RELATIONSHIPS WITH OTHER ASSOCIATIONS**

24.1 BMHA shall consider, when asked by a Minor Hockey Association outside BMHA boundaries, to allow a player to participate in BMHA if that particular association has an insufficient number of players to form a team. BMHA may accept registration from a player outside BMHA boundaries provided the player has no other place to play within their own Association and provided BMHA has space available within that player's age category.

24.2 BMHA also shall consider, when asked by a Minor Hockey Association outside of BMHA boundaries, to allow a player to participate in another Association if BMHA has an insufficient number of players to form a team for that player's level.

## **25. ICE ALLOCATION**

25.1 The BMHA Ice Allocator Delegate shall assign all ice for the Association. Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournaments and related issues.

25.2 Practice Ice:

25.2.1. Every effort will be made to offer two (2) hours (shared or alone) per week between Monday and Friday to each team Initiation to Midget. The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot.

25.2.2. Shared practices, should they be required, will begin with the Initiation teams, then the Novice teams, then the Atom teams, then the Peewee teams, and then Bantam teams.

25.2.3 Every effort will be made to keep the practice consistent from week to week.

25.3 Extra Practice Ice: teams wanting additional practice ice not scheduled through BMHA Ice Allocator must secure and pay for ice and insurance on their own.

25.4 Scheduling of League Games:

25.4.1 All league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The venue of home games will depend solely on the best use of the ice available. The days and times will be based on availability of the ice and age of the team.



25.4.2 Once league games are scheduled, changes must be made through the Ice Allocator and follow league protocols.

25.5 Exhibition Games: all ice available on weekends not allocated for league games will be given to teams for exhibition games, practices, or to schedule league games. Over the season, this allocation will be on an equitable basis and teams will be chosen based on their league games scheduled.

25.6 Outdoor ice:

25.6.1 The use of outdoor ice is available from the Town of Barrhead and must be booked through the Ice Allocator for practice;

25.6.2 Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, ice conditions, and age and stamina of players.

25.7 Unused Ice:

25.7.1 Teams unable to use ice must turn it back to the Ice Allocator Delegate with a minimum of 4 (four) days' notice. Ice turned back with less than 4 (four) days' notice that is not used by another team (or sold to another ice user) will be charged to the team to which it was originally assigned and no additional ice will be scheduled until such time as the invoice is paid in full;

25.7.2 One ice contact will be designated from each team (Manager or Coach). No other person will be allowed to make changes;

25.7.3 Teams that forfeit ice allocated for a league game in favour of a tournament will not be given special consideration for additional ice and will incur all costs association with same.

## 26. **LEAGUE GAMES**

26.1 Unless rink attendants indicate otherwise, all games will end at the scheduled time regardless of the time stated.

26.2 Player Boxes: maximum 5 team officials registered with Hockey Alberta allowed in player's box at any time.

26.3 Precedence: The order of precedence is defined as per Hockey Alberta and league bylaws and regulations. Teams defaulting on scheduled games may lose all rights to future games or playoff positions, and will be assessed an additional \$1000.00 fee.

## 27. **TOURNAMENTS**

27.1 Teams shall only participate in Hockey Alberta sanctioned tournaments.

27.2 With respect to local tournaments:

27.2.1 BMHA shall host tournaments as determined by the Board of Directors.

27.2.2 At the conclusion of the tournament, the tournament entry fee, and any associated tournament expenses shall be paid in full to BMHA from tournament revenues.

27.2.3 Head coaches and or managers shall be responsible to invite and solicit teams to participate in a tournament hosted by BMHA.

27.3 With respect to out-of-town tournaments and exhibition games competition is only permitted with Hockey Alberta recognized teams for divisions Atom through Midget. Novice teams and below should only compete with teams belonging to Associations with Hockey Alberta recognition.

## 28. **TRAVEL PERMITS**

28.1. Travel permits shall be required by teams travelling to tournaments or exhibition games outside of Zone 3. Travel permits shall be obtained as per Hockey Alberta regulations through BMHA Director of Systems Management. (refer to Appendix R 4)

28.2. The following rules are to be adhered to by the Coaches of BMHA. **Failure to comply with the Travel Permit regulations will result in a complete suspension of Travel Permits for the entire Association as per Hockey Alberta.**

28.2.1. All Hockey Alberta sanctioned teams must be in possession of a Travel Permit when traveling outside their Zone for Exhibition Games or Tournaments.

28.2.2. Receipt of the Travel Permit must be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game.

28.2.3. BMHA teams must have a copy of their Travel Permit with them at the game or tournament and must indicate the Travel Permit number on game sheets.

28.2.4. BMHA Travel Permits will only be available through the Director of Systems Management.

28.2.5. BMHA will not apply for emergency Travel Permits.

28.2.6. BMHA Director of Systems Management in cooperation with the Zone 3 Executive Board of Directors will be responsible for the administration of Travel Permits.

28.2.7. game sheets for exhibition games or tournament games MUST be forwarded by fax or emailed to the Zone 3 Discipline Chairperson within twenty-four (24) hours of the completion of the exhibition game or tournament.

28.2.8. BMHA teams are responsible to ensure that any exhibition or tournament game played outside of Zone 3 is accompanied with a Travel Permit.

28.2.9. There are no exceptions to the Travel Permit Regulations.

28.3. BMHA teams wishing to play Exhibition and Tournament games (this rule does not apply to regular league games) outside of Zone 3 must have an authorized Travel Permit before participating in these games. The process to request and secure a Travel Permit is as

follows:

- 28.3.1. Complete all the information on the **Travel Permit Request Form** (Refer to Appendix R) and submit the request to the Director of Systems Management at the email address provided for on the BMHA website. **Please note, Travel Permit Requests must be submitted a minimum of seventy-two (72) hours prior to the team departing for an event;** and
- 28.3.2. Once Hockey Alberta has issued the Travel Permit, an email will be sent to the individual requesting the Travel Permit indicating the Travel Permit Number.
- 28.4. Please note, failure of a team to abide by the above instructions and rules will result in the following sanctions:
  - 28.4.1. Hockey Alberta Sanctions to BMHA:
    - 28.4.1.1. first offence shall result in a two (2) week ban on travel permits;
    - 28.4.1.2. second and any subsequent offence shall result in a four (4) week ban on travel permits.
  - 28.4.2. BMHA Sanctions to Individual Teams:
    - 28.4.2.1. additional disciplinary action may be given to the offending team(s) by the BMHA Board of Directors;
    - 28.4.2.2. repeat offending team(s) will be suspended from obtaining any further travel permits for the duration of the season.

## 29. **DUTIES OF COACHES**

- 29.1. Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may request changes to the staff in consultation with the Category Delegate or Director of Operations.
- 29.2. Coaches are expected to:
  - 29.2.1. be responsive to directives of the Board of Directors and operate the team within established policy and guidelines;
  - 29.2.2. respond to the needs and skills of individual players, ensuring that each player has the opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;
  - 29.2.3. recognize their responsibilities as leaders, educators and role models for young players;
  - 29.2.4. conduct towards players, parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action;
  - 29.2.5. be sensitive to parent/guardian concerns, and be prepared to respond cordially;

- 29.2.6. establish regular communication with parent/guardians regarding games, practices, schedules, fundraising, etc.;
- 29.2.7. recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family, religious and educational responsibilities, and reasonable accommodation to these other factors is expected;
- 29.2.8. select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;
- 29.2.9. commit to the continued development of all players for the full season, once players are selected to a team;
- 29.2.10. must abide by the BMHA Fairplay Code (Refer to Appendix G1) and as such deal fairly with players at all times. Rewards or considerations to players or parent/guardians should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parent/guardians that may place themselves in a situation where their actions may be compromised because of such considerations;
- 29.2.11. develop a set of rules for the team, which are clearly communicated and acceptable to the majority of the players, parent(s)/guardians(s);
- 29.2.12. pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association;
- 29.2.13. comply with normal administrative directives by:
  - 29.2.13.1. holding a beginning of season parents meeting;
  - 29.2.13.2. submitting a team directory.
- 29.2.14. Hold a meeting of parent/guardians of players as soon as the team is formed. Items to be covered include:
  - 29.2.14.1. ice rentals and other purchases;
  - 29.2.14.2. Number of games and practices planned;
  - 29.2.14.3. Relevant items of Association policy;
  - 29.2.14.4. All activities above and beyond Association planned program, i.e. exhibition games, tournaments, additional practices, etc. is a team decision.
- 29.2.15. encouraged to foster an environment between parent/guardian, player and themselves that communicate continued development throughout the season;
- 29.2.16. should have a practice plan prepared for their practice;
- 29.2.17. abide by the team rules that are agreed to with the team, which includes arrival

times for games and practices;

29.2.18. upon accepting a coaching position, the coach is provided with the policies listed above and understands their responsibilities;

29.2.19. responsible to ensure that the Team Manager and treasurer also know their responsibilities and BMHA policies and procedures;

29.2.20. fulfill their duties and if a coach is unable to fulfill their duties, during temporary absences, they must be assigned an alternate coach with that team, registered through Hockey Alberta, to act in their absence.

### **30. DUTIES OF TEAM MANAGERS**

30.1. Team Managers shall be directly responsible to the Head Coach.

30.2. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Head Coach to concentrate on instruction and player development.

30.3. Team Managers are expected to:

30.3.1. be responsive to directives of the Board of Directors and operate the teams within established policy, guidelines and regulations;

30.3.2. ensure financial record requirements to the Association are fulfilled;

30.3.3. assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;

30.3.4. establish, maintain and enhance communication with other Association team managers at the appropriate level;

30.3.5. establish, maintain and enhance communication with League commissioners, representatives and participants;

30.3.6. while the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach may delegate:

- (i) Gathering of player medical history data;
- (ii) Obtaining of travel permits;
- (iii) Obtaining Special Event Sanctions;
- (iv) Organization of parent meetings;
- (v) Participate in formulation of team objectives and rules;
- (vi) Supervise and monitor collection of money and fund raising;
- (vii) Present financial statements to parent/guardians and Association as required;
- (viii) Arrange team transportation, accommodation and subsistence;
- (ix) Arrange for additional ice;
- (x) Confirm officials for home games (exhibition play);
- (xi) Confirm scheduled away games;

- (xii) Confirm any changes to team schedules with regards to officials and ice times;
- (xiii) Act as coordinator for Provincial competition;
- (xiv) Organize and manage parent/guardians or parent committees as may be required from time to time i.e. Team Treasurer, Fundraising Coordinator, Statistician, etc.

30.3.7 fulfill their duties and if a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence.

30.4 The Team Manager, upon accepting their position as Team Manager, is provided with these policies and agrees to and understands them.

### **31. DUTIES OF TEAM TREASURERS**

31.1. Two (2) team officials, other than the Head Coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts. All treasurers must use the accounts set up by BMHA. All team accounts must be zero balance by April 30<sup>th</sup> of the current hockey season. Any money remaining will be put into BMHA general revenue account.

31.2. Team financial accounts shall be a team activity and responsibility. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurer(s), etc., are placed in a position of trust with respect to the Association, parent/guardians and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines, be accountable for their actions and will ensure all parent/guardians are aware of the following rules and guidelines.

31.3. These team officials:

31.3.1. Prepare monthly financial statements to be distributed to parents per 18.3 (Refer to Appendix H1); If the BMHA Treasurer does not receive bank statements by the 15<sup>th</sup> of the following month then the team will be assessed a fee as follows:

31.3.1.1. \$25.00 for the first occurrence;

31.3.1.2. \$100.00 for every occurrence thereafter.

31.3.2. Follows proper financial procedures including the depositing of all monies to such accounts. All fund monies with all team revenues to be deposited to such account and documenting all expense charges. All expenses must be supported by official original receipts. Records are to be maintained up to date at all times;

31.3.3. Provides, under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests in writing to review the team's financial records is to be provided, without question, within 3 business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation;

31.3.4. Must obtain a second signature on all cheques.

31.4. Any person becoming aware of discrepancies in accounting or reporting is charged with the

responsibility of reporting the facts of the case to the Head Coach, Category Delegate or a member of the Board of Directors immediately.

- 31.5. Head Coaches or the Board of Directors members becoming aware of such a problem will immediately report the matter to the appropriate Category Delegate.
- 31.6. Category Delegates, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and the team involved. Such action may include a range of activities:
  - 31.6.1. Meetings with team officials and affected parties;
  - 31.6.2. General meeting of team parent/guardians;
  - 31.6.3. Involvement of other Board of Directors members, President, Treasurer, etc.
- 31.7. Should the above informal activity not bring the problem to resolution, the matter will be reported to the Board of Directors who may elect to take other action as deemed necessary.
- 31.8. The Team Treasurer, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them (Refer to Appendix H2).

## 32. **DUTIES OF PLAYERS**

- 32.1. Players shall recognize that coaches, managers and other team officials are placed in a position of “loco parentis” (acting as responsible and reasonable parents) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to **disciplinary action** at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.
- 32.2. Players shall:
  - 32.2.1. comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards and sign Player Code of Conduct (Refer to Appendix G2);
  - 32.2.2. protest unreasonable direction in a respectful, courteous fashion;
  - 32.2.3. comply with all Association, League, and Hockey Alberta and Hockey Canada rules;
  - 32.2.4. demonstrate a positive attitude to the game, practice and learning in general;
  - 32.2.5. arrive for games, practice and other team functions at the time specified by the team;
  - 32.2.6. have all equipment maintained in good repair and ready for use prior to games and practice; returning any Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
  - 32.2.7. advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;

- 32.2.8. demonstrate respect for game officials, teammates, opposing players and officials by refraining from profanity, verbal, physical or any other abuse (including physical gestures) at all times;
- 32.2.9. maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;
- 32.2.10. dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
- 32.2.11. refrain from the use of; or associating with those (excluding parent(s) or guardian(s)) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity;
- 32.2.12. recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Barrhead until its time of return. Further, any road trip is a fully functional team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

### **33. PARENT/GUARDIAN AND SPECTATOR RESPONSIBILITIES**

- 33.1. Parent/guardians and spectator responsibilities shall be centered on commitment and support.
- 33.2. Registering with BMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on the team. Parent/guardians must be committed to their team from the beginning of the season until the completion of the team's hockey season.
- 33.3. Parent/guardians shall make every effort to ensure their child attends all practices and games for the team and arrives at the time specified by the team.
- 33.4. BMHA will not tolerate inappropriate behaviour by Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- 33.5. Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.
- 33.6. Parent/guardians must sign and abide by the "BMHA Parent Expectations – Code of Conduct" (Refer to Appendix G3). Transgressions of the Code of Conduct will be subject to discipline as determined by the Disciplinary Committee.

### **34. TEAM RULES**

- 34.1. Players are representatives of their team and of Barrhead Minor Hockey at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to team activities which shall also include team functions. Players may



be suspended indefinitely for violation of these rules:

- 34.1.1. all athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies, and guidelines regarding the team's operations;
- 34.1.2. alcohol, drugs, smoking, chewing tobacco and sunflower seeds, will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on buses during road trips;
- 34.1.3. players will refrain from using profanity at all times;
- 34.1.4. road trips are a team activity for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parent/guardians. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Coach;
- 34.1.5. curfews will be established by the coaching staff and must be strictly adhered to;
- 34.1.6. all players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules;
- 34.1.7. proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation;
- 34.1.8. dressing rooms will be left clean and tidy after each use. All players are expected to do their part in cleaning up the dressing room after each use. Should any part of a dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the team;
- 34.1.9. fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action;
- 34.1.10. it is the sole responsibility of the players and parent/guardians to ensure they know understand and obey all Hockey Canada, Hockey Alberta, BMHA and league rules, regulations, policies and guidelines.

### **35. PLAYER EVALUATIONS, AWARDS & SCHOLARSHIPS**

- 35.1. Player evaluations may be done at the discretion of each coach during the year (Refer to Appendix I-1).
- 35.2. Team and Individual Player Awards shall be selected by the teams' coaching staff:
  - 35.2.1. any awards exceeding the number of awards set out by BMHA shall be done so at the teams' discretion and cost
  - 35.2.2. Team and Individual Player Awards are suggested but not mandatory.
- 35.3. Special / Memorial Awards shall be selected in accordance with the criteria set out by the Award Presenter and ratified by The Board of Directors

35.4. Player Scholarships shall be awarded at the discretion of the BMHA Board of Directors and applied for using criteria set out in Appendix S. Scholarship recipients and amount to be determined by BMHA Scholarship Committee and approved by BMHA Board of Directors.

## 36. **AFFILIATION**

36.1. BMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations. The Board of Directors will establish affiliations annually.

36.2. As per BMHA and Hockey Alberta regulations, an affiliated Player may play with the hockey team to which the player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated player play more than ten (10) games with the team to which the player is affiliated, he shall be considered an "Ineligible Player". However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.

36.3. Any player's registered team's activity will take precedence over the affiliated team. Permission must be granted from the player's registered team coach and documentation should be completed prior to the player attending any activity of the affiliated team. (Refer to Appendix J)

36.4. Affiliated players may upon invitation from the coach of the affiliated team attend all of the practices of the affiliated team which do not conflict with their own team's practices. This allows the affiliated player to become more familiar with the players and coaching style of the team to which they are affiliated and builds confidence in the affiliated player playing at a higher level.

36.5. Novice to Novice and Initiation to Novice Affiliation only – the following rules will apply:

36.5.1. Affiliated players will only be allowed in situations where registered team players are unavailable to the team because of:

- (i) sickness
- (ii) injuries
- (iii) inadequate number of registered players to play a game

36.5.2. When a team has less than twelve (12) registered players, affiliated players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players.

36.5.3. Affiliations must be from a lower tier or age group within BMHA, except:

- where ALL Novice teams are equal (balanced), the teams may affiliate players from another equal Novice team(s).

- 36.5.4 Novice affiliations must be added to the teams in the Registry by the BMHA Registrar, prior to the affiliated player being allowed to play in any game with the team to which he/she is affiliated.
- 36.5.5 An affiliate player within the Novice division may not play more than five (5) games with the affiliated team in the current hockey season, excluding exhibition and tournament games. After five (5) games, such player will be an ineligible player and Hockey Alberta rules respecting playing an ineligible player will be enforced.
- 36.6. In the event a Peewee player is affiliated to a Bantam team, it is recommended that the Peewee player has completed a checking clinic prior to playing in a Bantam game.
- 36.7. A call and/or agreement must be made and permission granted from the Head Coach the player is registered to. An Affiliated Player Movement Form must be completed by the Head Coach of the team wanting to affiliate players and must be signed by the Head Coach of the player's registered team. Regular season games have precedence over any other hockey activity. This means that; if the player has a regular season game with their own team and is called up for a game, the player has a responsibility to play for their own team.

### 37. **PLAYER RELEASES**

- 37.1. Players may request a “**Notification to Try out Form**” from BMHA in effort to play elite stream hockey at the Bantam and Midget levels for another association. (Refer to Appendix K1)
- 37.2. The sole intent of releasing players to another Association is to allow either Peewee, Bantam or Midget aged players to play at either the AA or elite stream levels if they are capable.
- 37.3. Only Bantam and Midget age players may apply for releases for elite stream levels tryouts.
- 37.4. Players will be given permission to tryout at the AA level. The **Player Movement Form** must be completed by the parent/guardian/BMHA member and signed off by the BMHA President. This form is taken to the tryout by the player. Should the player not make the AA team, they're to report back to BMHA.
- 37.5. Players will be given permission to tryout at the elite stream level. The **Notification of Tryout Form** must be completed by the parent/guardian/BMHA member and signed by the President. This form is kept on file by the BMHA Registrar. In addition, the **Player Movement Form** must be completed by the parent/guardian/BMHA and signed off by the BMHA President. This form is taken to the tryout by the player. If the player makes the elite stream team, a request from the accepting LMHA is completed through the HCR. Should the player not make the elite stream team, they're to report back to BMHA. If the player chooses to tryout for another elite stream team within the draw zone, they then must follow the procedure as set out above.
- 37.6. Players may request additional “**Notification to Try Out**” forms (Refer to Appendix K2) providing that they are trying out for another elite stream team and have met the Hockey Alberta conditions for Player Movement, under the Minor Hockey section.
- 37.7. Any players trying out at an elite stream Camp are encouraged to participate in at least one (1) evaluation skate to be eligible to be placed on one of the Rep Teams. The BMHA

recognizes that releases from the elite stream camps may affect the final team registration. Therefore, the BMHA reserves the right to hold positions on the Rep teams (those are our higher level teams) until the date(s) that the final roster needs to be submitted to leagues and Hockey Alberta to allow for reasonable registration approval time.

37.8. The “**Notification to Try Out Form**” (Refer to Appendix K2) may only be signed by the BMHA President or designate;

37.9. Player releases other than for **Notification to try out.** (Refer to Appendix K2 are to be requested by the player’s new Minor Hockey Association along with a completed Hockey Alberta Parent Declaration form)

### 38. **HOCKEY CANADA. HOCKEY ALBERTA. AFFILIATION & PROVINCIALS**

38.1. The Association recognizes Hockey Canada and Hockey Alberta as governing bodies of the sport of hockey, and abides by all rules and regulations instituted by these bodies.

38.2. Registration of players:

38.2.1. All BMHA teams shall be registered on the Hockey Alberta Registration System.

38.3. Team Affiliation:

38.3.1. The responsibility for recommending team affiliation shall be that of the Board of Directors;

38.3.2. The affiliation document shall be signed by the Registrar.

38.4. Participation in Provincial play downs:

38.4.1. Participation in Provincial play downs by Categorized Division teams shall be at the discretion of the teams;

38.4.2. The amount of grants to BMHA team(s) participating in the provincial final tournament shall be determined annually by motions of the Board of Directors;

38.4.3. BMHA reserves the right to place teams at a higher level based on team’s ability.

### 39. **UNDER AGE PLAYERS**

39.1. under age player movement will only be allowed at the discretion of the Board of Directors in order to make viable teams.

39.1.1. The eligibility will be determined by the Board of Directors.

### 40. **PLAYER ICE TIME**

40.1. **Atom, Peewee, Bantam and Midget-** Coaches will ensure that all athletes get “EQUAL” instruction, opportunity and “PLAYING” time. Players will have equal playing time over the course of the game. The Association realizes that at these levels special teams (Power Play

and Penalty Kill) are required, it is expected that Coaches make up the shortfall of ice time, for those not playing on special teams, during full strength situations, throughout the remainder of that game. DEVELOPMENT OF ALL PLAYERS IS THE MOST IMPORTANT JOB OF THE COACH. There may be variations on the implementation of these terms due to discipline issues, suspensions, etc. but these should generally have a minimum impact on final playing time.

40.2. **Initiation and Novice Levels** – all players will receive equal playing time. There is no designated goaltender and all players shall be given the opportunity to play at all positions.

40.3. **Goaltenders:**

40.3.1. **Atom, Peewee, Bantam and Midget** – when more than one (1) goaltender exists per team than each goaltender shall play equal time. Goalies are to be assured equal ice time like all players on the team. Where there is only one designated goaltender on a team, this rule will not apply. If an uneven number of goaltenders exist at the level, then the team roster(s) will not be finalized until November 15<sup>th</sup> for the goaltenders.

#### 41. **TEAM AND COACH SELECTION**

41.1. Teams will be evaluated by independent evaluators with extensive hockey knowledge and approved by the Board of Directors:

41.1.1. a minimum of three (3) evaluators will evaluate players;

41.1.2. evaluations will be picked up and entered after each ice session;

41.1.3. evaluations will be picked up and entered by BMHA members that:

41.1.4. do not have players participating at that level;

41.1.5. have not and will not be applying to coach at that level;

41.1.6. will not be an assistant coach at that level;

41.1.7. All tryout documentation is given to the try-out committee for review.

41.2. BMHA will provide pinnies with numbers to be assigned by level delegate to each player trying out. Names or last year's team played on will not be supplied to evaluators. At end of evaluations pinnies must be returned.

41.3. All coaches interested in coaching at any level:

41.3.1. must have coach's application form to the BMHA Registrar by August 15<sup>th</sup> for the following season. (Refer to Appendix L)

41.3.2. supporting documents (Criminal Record Check, Child Intervention Check, required coach courses) will be required by November 15<sup>th</sup> for the current season.

41.3.3. supporting documents (Criminal Record Check & Child Intervention Check) for team trainers (including dryland), will be required by November 15<sup>th</sup> for the current season.

41.4. Registrar will:

- 41.4.1. separate all applications into appropriate levels;
- 41.4.2. check "HCR" records for applicant's completed courses;
- 41.4.3. deliver all applications and "HCR" documentation to the Coaches Selection Committee.

41.5. Coaches Selection Committee Members shall not:

- 41.5.1. evaluate coaches at the level where their child is to play;
- 41.5.2. be applying to coach at the level being evaluated;
- 41.5.3. plan on being an assistant coach at the level being evaluated.

41.6. Coaches Selection Committee Members Shall:

- 41.6.1. maintain documentation on each coach interview;
- 41.6.2. compile records of all interviews for future reference, if required.

41.7. Coaches will be interviewed by a Coaches Selection Committee, which should consist of, but not limited to, three (3) members in good standing and must be chaired by a member of the Board of Directors. The interviews will take place after the evaluation process.

41.8. All Head Coach appointments are subject to ratifications by the Board of Directors. If Coaches Selection Committee selected coach is not ratified by the Board of Directors, the Board of Directors shall refer to the records to be provided in Section 41.6.

## 42. **COACH DEVELOPMENT**

42.1. BMHA shall strive to develop coaches to Hockey Canada coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics for BMHA members.

42.1.1. Coaches will be evaluated twice per year. In December, parents will perform a mid-season evaluation. In March, both parents and players will perform a year-end evaluation. Evaluations must be submitted to Category Delegate by mid-March. (Refer to Appendix I2 and I3)

42.1.2. Coaches will receive a year-end performance letter by May 1<sup>st</sup> of the current season. This letter will be based on parent & player feedback from the evaluations.

42.2. Special / Memorial Awards shall be selected in accordance with the criteria set out by the Award Presenter and ratified by The Board of Directors

## **ARTICLE IV – DISCIPLINE**

### 43. **RISK MANAGEMENT**

43.1. BMHA will adhere to the risk management policies outlined by Hockey Canada and Hockey

Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety and Abuse Issues.

#### 43.2. Insurance Issues:

- 43.2.1. Insurance is purchased by BMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team with the exception of guest coaches with special event sanctions;
- 43.2.2. Only coaches, managers, and players registered or affiliated to BMHA teams are protected. Players that are not registered to a BMHA team will not be allowed on ice for practices or games, or participate in dryland (off-ice) training.
- 43.2.3. Violation of this policy puts the coach, parent/guardians and players of the team and the association at a high level of personal financial risk;
- 43.2.4. Violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation.
- 43.2.5. A **Barrhead Minor Hockey Participant Waiver Form** (refer to Appendix W) is required to be completed for those individuals who wish to assist with on-ice practices or with dryland training and **are not registered to a BMHA team as a player, coach, or manager.** This waiver releases BMHA and the Town of Barrhead from all liability relating to injuries that may occur from dry land training or assisting with on ice practices.

#### 43.3. Regarding abuse:

- 43.3.1. Hockey Canada has adopted a zero tolerance policy on abuse. BMHA supports this policy (Refer to Appendix N – Bullying Prevention in Sports).
- 43.3.2. Hockey Canada provides extensive definitions and examples of abuse and harassment which should be reviewed. Hockey Canada has provided the following information booklets; **Safety for All, Safety Requires Teamwork** and the brochures **Speak Out**, and **Hockey should be Fun, Right?** Which further discusses this issue? This information is available on Hockey Canada's website [www.hockeycanada.ca](http://www.hockeycanada.ca) and Hockey Alberta's website [www.hockeyalberta.ca](http://www.hockeyalberta.ca).
- 43.3.3. It is the policy of Hockey Canada that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.
  - 43.3.3.1. **Emotional abuse** is a chronic attack on a child's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's

- needs.
- 43.3.3.2. **Physical abuse** is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, and shoving, and grabbing, hazing or excessive exercise as a form of punishment.
- 43.3.3.3. **Neglect** is chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, no-one intervenes when team members are persistently harassing another player, or road trips are not properly supervised.
- 43.3.3.4. **Sexual abuse** is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

#### **Contact**

- touched or fondled in sexual areas
- forced to touch another person's sexual areas
- kissed or held in a sexual manner
- forced to perform oral sex
- vaginal or anal intercourse
- vaginal or anal penetration with an object or finger
- sexually oriented hazing

#### **Non-Contact**

- obscene remarks on phone/computer or in notes
- voyeurism
- shown pornography
- forced to watch sexual acts
- sexually intrusive questions and comments
- forced to pose for sexual photographs or videos
- forced to self-masturbate or forced to watch others masturbate

43.3.4. It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse or harassment is occurring should report the abuse or harassment immediately to the local child protection agency and/or local police service. BMHA and its members will follow this policy. The reporting member shall advise the BMHA President if such reports occur.

## **44. INJURY REPORTS**

44.1. The Hockey Canada Injury Report form shall be used to report injury incidents. (Refer to Appendix M-1)

44.2. Instructions on completing the Hockey Canada Injury Report form are contained in the document called "Accident Report Forms Reporting" form. All coaches are given a supply of these forms. Additional copies are available from Hockey Alberta website



[www.hockeyalberta.ca](http://www.hockeyalberta.ca) (Refer to Appendix O).

44.3. Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy filed with the BMHA secretary till the end of hockey season and then must be shredded.

44.4. Concussions:

44.4.1. BMHA will follow the OHF Concussion Position Paper (Refer to Appendix M-2).

44.5. BMHA will follow Hockey Alberta's Helmet Policy (Refer to Appendix M-3).

#### 45. **CODE OF CONDUCT AND ZERO TOLERANCE POLICY**

45.1. Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association, and behaviour is expected to mirror the spirit of the Bylaws and Policies and Procedures, and this Code.

45.2. All members and participants of the Association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive Board of Directors members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, the Board of Directors members, employee or damage to the property of the Association or of another association will not be tolerated (Refer to Appendix N).

45.3. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

45.4. The Association will not tolerate obscene, obnoxious Coaches, Managers, Assistant Coaches, Players, Parent/guardians, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary Section 50.1 Standards of Behaviour.

45.5. Two (2) carded team officials must be in the dressing room at all times at all levels.

45.6. Parent/guardians are not permitted in the dressing rooms except to assist their child in changing before or after a game.

45.7. In no circumstances is a parent/guardian or fan to enter the opposing team's dressing room.

45.8. Coaches and other team officials, players, parent/guardians and fans are not permitted in the official's dressing room, nor are they permitted to confront game officials about the game. Officials are not to be consulted regarding any suspension infractions.

45.9. Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individuals as provided in the By-Laws or the Operational Policies and Procedures of the Association.

#### 46. **INCIDENT REPORTS**

46.1. The Incident Reporting shall be done as per League Requirements

#### 47. **OFFICIATING INCIDENT REPORTING POLICY**

47.1. A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report. BMHA is not responsible for officials. North Zone Referee Council is responsible for all referees.

47.2. Complaints or incident reports concerning referees must be made in writing as per North Zone Referee Committee. (See North Zone website: <https://www.northzone.ab.ca/index.php/complaints>)

47.3. Reporting process:

47.3.1. Team members and team representatives shall not speak to the officials about officiating concerns during intermissions or after the game, nor contact the Referee Assigner;

47.3.2. The complaint shall be provided in writing to the Referee In Chief, signed by the Head Coach or Team Manager, within 48 hours. The incident reporting form may be used for this purpose;

47.3.3. the complaint shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available), and rule infractions, rule interpretations or conduct incidents giving rise to the complaint.

47.4. The Referee Assigner will investigate complaints and incident reports received concerning referees and respond to the complaint through the Referee in Chief.

#### 48. **ISSUES AND CONCERNS**

48.1. All issues and concerns must be dealt with in a spirit of shared mutual respect within one week of incident occurrence.

48.2. Regarding general issues and concerns:

48.2.1. Unless otherwise specified, the procedure for resolving Issues and Concerns in BMHA is to take the Issue and Concern through the following levels in order:

- 24 Hour cool off period;
- Team Manager;
- Head Coach;
- Category Delegate;
- File Formal Grievance.

48.2.2. BMHA will not entertain lawyers present at the Board of Directors meetings, with the exception of a lawyer representing BMHA.

48.3. Regarding team issues and concerns:

48.3.1. At the first parents meeting for the team, each Head Coach will outline their manner of dealing with parent/guardian's Issues and Concerns. If there is a Team Issue and

Concern, begin by addressing it with the process outlined at the parents meeting.

48.3.2. The Head Coach has the ultimate responsibility for the team and will discuss Issues and Concerns with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue and Concern, about or at a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.

48.3.3. The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues and Concerns. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an Issue and Concern cannot be held against a player.

48.4. Regarding evaluation issues and concerns:

48.4.1. The Director of Policies and Procedures (second VP) shall investigate all Evaluation Issues and Concerns with the appropriate Category Delegate.

48.4.2. All Evaluation Issues and Concerns must be in writing, signed and delivered to the Director of Policies and Procedures (second VP) after observing a 24-hour cool off period. The complaint must contain a date, time and description of the event, its location, the division involved and a contact phone number. The Director of Policies and Procedures (second VP) may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation.

48.4.3. Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved; the issue will be forwarded onto the President or if the President is in conflict, another suitable member must be selected to assume this role, for future action. At no time shall a player be re-assessed or re-evaluated regarding any on- ice evaluation in response to an Evaluation Issue and Concern.

48.4.4. BMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The Director of Policies and Procedures (second VP) will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

#### 49. **DISCIPLINE**

49.1. All members, coaches, players, participants and fans are expected to abide by BMHA's Code of Conduct. Violation of the Code of Conduct will result in disciplinary action being taken (Refer to Appendix G).

49.2. The Association expects all members to exhibit qualities of leadership in an effort to promote players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

#### 50. **STANDARDS OF BEHAVIOUR**

50.1. Standards of behaviour should be clearly defined and maintained throughout the season. It is recognized, however, that behaviour may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including the Board of Directors, and Team Officials (Coaches, Assistants, Trainers, and Managers, etc.), Players, Parent/guardians and spectators and may take the form of, but are not limited to:

- A verbal reprimand;
- A written reprimand;
- A demand for an apology, either written or verbal, or both, to any affected party;
- A suspension from participation in or at Association activities;
- A recommendation for an expulsion from the Association; or
- A combination of two or more of the above.

## 51. **COMPLAINT PROCEDURE**

51.1. A Complaint may be raised by any member of the Association, by members of another association (through their Association's Executive or Board of Directors), by league officials or by members of the Association's Board of Directors acting in response to a report from game officials or by any other party.

51.2. A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.

51.3. Complaints or other Discipline Issues forwarded in writing to the Board of Directors will be separated into one of two categories:

51.3.1. If the issue requires the assessment of discipline for conduct matters, the issue will be turned over to the Discipline Committee for further notice;

51.3.2. If the issue is policy or program related, it will be turned over to the Board of Directors.

51.4. The Director of Policies and Procedures (second VP) will perform the separation of issues into those to be dealt with by the Board of Directors and those to be directed to the Discipline Committee.

51.5. Examples of incidents which may warrant disciplinary action are as follows:

51.5.1. Profanity by any member of the Association;

51.5.2. A player or team official who receives a game misconduct, gross or match penalty;

51.5.3. A team assessed two or more bench minors in one game;

51.5.4. A coach or players who through league notification has been assessed too many penalties of a serious nature;

51.5.5. Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behaviour, on or off the ice;

51.5.6. Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;

51.5.7. Any other inappropriate incident or behaviours.

## 52. **GRIEVANCES**

52.1. All grievances must be accompanied by a \$150 fee payable in cash, bank draft, money order or certified cheque payable to Barrhead Minor Hockey Association. The \$150 fee will be refunded in full if the grievance has been validated by the committee in favour of the complainant.

52.2. Issues involving a breach of any conduct matter by any member of the Association including the Board of Directors, Delegates, Team Officials (Coaches, Assistants, Trainers, Manager, etc.), Players, Parent/guardians and spectators, shall be directed to the Discipline Committee. The Discipline Committee shall consist of four members, being the Director of Policies and Procedures (second VP), the Category Delegate for the category under review, and two (2) others without conflict of issues, or if needed, as per by-laws Section 2.12.

52.3. The Director of Policies and Procedures (second VP), upon receipt of a written grievance, receiving a written report, or a request from a Category Delegate, shall forward such a grievance to the Disciplinary Committee.

52.4. The Disciplinary Committee shall review the grievance within ten (10) days and determine if a hearing is required and shall set a date for such hearing.

52.5. Informal Process – If three members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may investigate the complaint, accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other person(s) as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide written notice of its decision to the Complainant and party being investigated within five (5) days. Should either the Complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing.

52.6. Formal Process – The Discipline Committee shall establish a date and time for the formal process.

52.6.1. At least five (5) days prior to the hearing the Complainant and the Respondent (accused party) shall be issued a written “Notice of Process”. The “Notice of Process” will include two (2) dates, location and times, the nature of the grievance and any information to be provided to the Discipline Committee prior to the formal process meeting.

52.6.2. At least two (2) days prior to the meeting dates the Respondent and the Complainant shall provide the Discipline Committee with a list up to five (5) witnesses intended to appear at the formal process meeting. The Respondent must contact the Discipline Committee within 24 hours of their choice of selected date and time.

52.6.3. the Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a written "Notice of Process" which shall set out the date, location and time of the formal process meeting, the nature of the grievance and any information to be provided by the witness to the Discipline Committee prior to the formal process meeting.

52.6.4. The Respondent will then be brought in and asked to answer questions in relation to the written "Notice of Process" letter.

52.6.5. If either the Complainant or the Respondent shall fail to appear at the formal process meeting, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

#### 52.7. Conduct of the Formal Process Meeting:

52.7.1. Prior to the meeting any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the process.

52.7.2. The Chairperson of the Discipline Committee shall chair the formal process meeting and be responsible for the orderly conduct of the formal process meeting. If the Chairperson is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the formal process meeting who shall be responsible for the orderly conduct of the formal process meeting.

52.7.3. prior to the commencement of the formal process meeting, the chairperson may either provide each witness with an information sheet on the formal process meeting or, alternatively, may hold a briefing session immediately prior to the commencement of the meeting to ensure all parties understand the hearing process.

52.7.4. The witnesses will not be sworn in, nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make any kind of recording of the proceedings.

52.7.5. The Respondent and the Complainant must appear in person and may not be represented at the meeting by another individual. The only exception to this rule is that minors must be accompanied by a parent or legal guardian.

52.7.6. The Discipline Committee comprises of volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the formal process meeting.

52.7.7. The Complainant and the complainant's witness shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the meeting room during the presentation by other witnesses. The Respondent shall not be present during these presentations, however, shall have the right to ask questions of each witness accounts or the issues presented.

52.7.8. The Committee Chairperson may determine if a question asked by the Respondent is irrelevant to the investigation. The Chairperson shall inform the Respondent of the

reason why the question is not relevant. The question will be documented and remain part of the file for future reference.

52.7.9. The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.

52.8. The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication shall be confirmed in writing within five (5) days following the formal process meeting.

52.9. The Discipline Committee shall maintain a file on each matter referred to: comprising of completion of the original grievance, copies of all "Notices of Discipline Process", copies of the witness lists, the notes made by each member of the Discipline Committee during the hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by the Discipline Committee.

52.10. All documentation of grievances shall be kept at least ten (10) years with a copy of the decision in a separate file.

### **53. COMPLAINTS AGAINST GAME OFFICIALS**

53.1. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Referees and other on-ice officials are governed by the North Zone Referee's Council.

53.2. Written complaints about game officials must be reported in writing to the Referee In Chief of BMHA, setting out the particulars of the incident and must be signed by the individual making the complaint. If the complainant is not satisfied by the decision of a local referee association, the decision can be appealed to the North Zone Referee Council.

### **54. GAME AND RULE RELATED INFRACTIONS**

54.1. Complaints arising from violation of the rules of hockey in a game situation shall be referred to the Board of Directors.

54.2. Generally, there are three stages to the process:

- Informal Process;
- Formal Process;
- Appeal Process.

54.3. Without restricting the foregoing, the following general guidelines apply:

54.3.1. First infractions by players will normally be satisfactorily concluded under the informal Process;

54.3.2. Unless specifically addressed in the league rules, second infractions by players will normally proceed directly to the Formal Process.

54.3.3. Suspension: when applied to players shall specify:

- 54.3.3.1. The number of games to which the suspension applies, both league and exhibition, or
- 54.3.3.2. The time period for which the suspension applies
- 54.3.3.3. Suspension includes no activity in the dressing room or bench area, prior to or after the specified games or during the specified time period as per current Hockey Alberta guidelines.

54.3.4. Suspension: when applied to parent/guardians, or team followers, shall normally restrict the access of those persons to dressing rooms, bench areas, spectator areas of arenas, or the arena itself.

#### 54.4. The Informal Process:

54.4.1. The Board of Directors may delegate the responsibility for discipline under the Informal Process to the Category Delegate:

54.4.2. Standard suspensions:

54.4.2.1. Where Hockey Canada Current Rule Book dictates a suspension for a player, for a rule transgression, and game officials determine, by write-up, that such a transgression occurred, the suspension shall be implemented by the coach, in consultation, with Division officials as a matter of routine.

54.4.2.2. Teams that play within leagues affiliated with the Hockey Canada Association, Hockey Alberta, or any other governing body must adhere to the discipline policies and guidelines of such body. Discipline assessed by these governing bodies must be appealed through each body's proper channels. Procedures are found on-line through BMHA website.

54.5. The Association may apply its own discipline process should condition warrant and may issue its own discipline, which shall be in addition to any discipline imposed by the league governor.

54.6. The greater penalty always takes precedence.

54.7. Non-standard suspensions:

54.7.1. When incidents occur that warrant disciplinary action, they must be reported to the Association as quickly as possible, and at least prior to the next game, for action;

54.7.2. The Category Delegate and Team Official(s) shall meet to discuss and investigate the incident;

54.7.3. In investigating the incident they may consult such game officials, players, parent/guardians and other observers that they deem necessary to gain relevant facts of the incident;

54.7.4. If the incident is program related (rules violation, abuse of officials, etc.) by a coach or player in a situation covered by hockey rules, they shall forward a report and their



preliminary assessment to the Board of Directors.

54.7.5. The coach is responsible for imposing discipline for player(s) or other team officials.

54.7.6. Notwithstanding the above, should a team official, player or parent/legal guardian feel that the Informal Process has not satisfactorily resolved the issue, it may be appealed to the Formal Process in writing with the stipulation that:

54.7.6.1. Discipline imposed under the Informal Process remains in effect until the Formal Process is complete.

54.7.6.2. For incidents of a very serious nature, the Director of Operations may impose an interim suspension to member(s) and proceed directly to the Formal Process.

54.8. The Formal Process:

54.8.1. Serious infractions or repeat infractions of a serious nature may require that the Board of Directors convene a disciplinary hearing into the matter;

54.8.2. Such disciplinary hearing requires a panel of not less than three members of the Board of Directors:

54.8.3. The hearing shall proceed in the same manner as that set out for the Discipline Committee.

## **55. APPEAL PROCESS**

55.1. Should either the Complainant or Respondent feel that a decision of the Grievance Committee, has not satisfactorily resolved the issue, the decision of the Grievance Committee or Board of Directors may be appealed to the Appeal Committee by filing written application to appeal, within seven (7) days of the written decision of the Grievance Committee.

55.2. The application must be accompanied by a non-refundable Appeal Fee of \$250.00 in cash, bank draft, money order or certified cheque payable to Barrhead Minor Hockey Association.

55.3. Members of the Appeals Committee shall consist of one member of the Board of Directors who will chair the committee, and three (3) members at large without conflict of interest. If needed appointment of committee members as per Bylaws 2.12. Participation on the Appeals Committee by members of the Board of Directors shall be rotated with each Appeal Hearing and no member of the Board of Directors shall sit on more than one consecutive Appeal Hearing.

55.4. The Appeals Committee shall convene a meeting to hear the appeal within ten (10) days.

55.5. The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the decision of the Grievance Committee. The Appeals Committee may request further written material from the Complainant and/or Respondent or their witnesses. The Appeals Committee may also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow five (5) days

for the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed, or some variation of the decision of the Grievance Committee.

55.6. The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Grievance Committee to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all of the circumstances.

55.7. Further appeal:

55.7.1. the decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta, Hockey Canada or legislation;

55.7.2. Any member who feels that the discipline levied by the Appeals Committee is excessive may appeal to Hockey Alberta in accordance with the regulations and policies in place by Hockey Alberta in respect to the filing of appeals.