

BYLAWS

Battlefords Minor Hockey Association (hereinafter referred to as BMHA) is subject to the Saskatchewan Hockey Association (hereinafter referred to as SHA).

DEFINITIONS:

- A. Where not otherwise defined terms in these bylaws are defined in the BMHA Constitution and SHA General Regulations, Section 1.
- B. **Parent** means: mother, father, step mother, step father, or any other individual who has legal custody or guardianship of the player.
- C. **Board** shall mean the Board of Directors for BMHA and all decisions or discretions referred to herein shall be exercised by the Board.
- D. Teams are categorized as follows:
 1. **Developmental Teams Include:**
 - a) Initiation A
 - b) Novice A
 - c) Atom A
 - d) Pee Wee A
 - e) Bantam A
 - f) Midget A
 - g) Female teams (A & B)
 2. **Representative Teams Include:**
 - a) Pee Wee A Provincial (Minor and Female)
 - b) Bantam A Provincial (Minor and Female)
 - c) Midget A Provincial (Minor and Female)
 - d) Pee Wee AA Tier 1 (Minor and Female)
 - e) Bantam AA Tier 1 (Minor and Female)
 - f) Midget AA Tier 1 (Minor and Female)
 3. **AAA Teams include:**
 - a) Midget AAA Stars
 - b) Midget AAA Sharks
 4. **Other Teams and Programs include:**
 - a) Recreational Teams
 - b) First Shift Program
 - c) Mind the Net
 - d) Referee Program
 - e) Such other programs as the Board may authorize

- E. All team names shall include either Battlefords Barons or Battlefords Sharks with the exception of the AAA Teams;

BYLAW ONE – REGISTRATION AND MEMBERSHIP FEES

A. Fees:

1. The registration and membership fees shall be established by the Board prior to the beginning of each season.
2. The fee for each division will reflect the cost of ice time and officials.
3. Registration fees may include a family maximum to be set by the Board prior to each season.
4. Registration and Membership fees must be paid by December 1 of the current season.

B. Eligibility:

1. Participation in the BMHA programs is subject to SHA residential qualifications.

BYLAW TWO – REFUNDS AND RELEASES

A. Refunds:

- 1) In order to receive a refund, players must provide a written request which establishes one of the following conditions:
 - a) Unable to play because of medical reasons. Documentation of medical condition will be required.
 - b) Player is moving/has moved out of the BMHA area.
 - c) Other personal circumstances to be considered at the Board's sole discretion.
- 2) The formula for calculating refunds is: Registration fee minus SHA Registration Fee minus BMHA Administration Fee, prorated based upon the number of months remaining in the season. For the purposes of this calculation, the season is defined as September through March inclusive.
- 3) Payment will not be provided until all BMHA property is returned in satisfactory condition.

- 4) No refunds will be considered where the player withdraws after December 31 regardless of the reason.

B. RELEASE PROCEDURE

1. The objective of this release policy is to keep as many players as possible while offering players an opportunity to reach higher levels
2. BMHA and SHA guidelines will be used to assess requests for release.
3. A release may be denied if received after October 1.
4. The President, Vice President and Director of Division involved will review and vote on the release requests.
5. Either the President or Vice President may sign releases.

C. RELEASE GUIDELINES FOR PEEWEE, BANTAM, AND MIDGET

1. Player releases may be granted for a player qualifying for a non-BMHA AA team only if the player has tried out and has not been selected for the BMHA AA team
2. Subject to item C(1) above, player releases may only be granted provided there remain enough players to constitute a BMHA team or teams, excluding the player requesting the release
3. Player releases may be granted for a player who wishes to play non-contact hockey where BMHA cannot provide a non-contact team to play on; above guidelines will be followed otherwise
4. Written confirmation of acceptance to non-BMHA team (excluding AA) must be provided for release to be considered
5. Subject to Board discretion player releases to a non-AA team will only be granted where there is no team available for that player in the BMHA area.
6. A release needs to be requested each and every year played away; approval guidelines apply. Decisions made in prior years will not be binding on the board's assessment of current requests.

D. RELEASE GUIDELINES FOR FEMALE PLAYERS – ALL AGE GROUPS

1. Player releases or such reasonable arrangements as required will be granted for female players to play on an all-female team, where BMHA cannot provide an all-female team to play on. In all other circumstances, the above guidelines will be followed.

E. APPEALS

1. A player whose release request has been denied by BMHA may appeal to SHA.

BYLAW THREE- STRUCTURE OF THE BMHA

A. CATEGORIES:

1. BMHA shall have Developmental teams, and Representative teams in accordance with SHA Minor Hockey Regulations 6.03.01 and 6.03.02.

B. DIRECTORS:

1. The Director of each division will be the liaison between the Board and that division. The director shall ensure that the division operates within the Constitution and Bylaws of BMHA.
2. The Director may request to be assisted by a commissioner.
3. The Director's choice for commissioner is subject to approval of the Board.
4. The duties, powers and term of the commissioner shall be defined by the Board.
5. Directors have the authority to manage the rosters, affiliations and compliance with SHA regulations within their division and such other decisions as authorized by these bylaws.

C. OFFICE MANAGER

1. The Board may engage the services of an office manager on such terms and conditions as they deem appropriate.
2. All correspondence to BMHA shall be submitted to the Office Manager.
3. The Office Manager shall submit all rosters to SHA for registration.
4. The Office Manager shall obtain all SHA Tournament Sanctions and Travel Permits;

D. HOCKEY DEVELOPMENT CO-ORDINATOR

1. The Board may engage the services of a hockey development coordinator on such terms and conditions as they deem appropriate.

E. ICE COORDINATOR:

1. The Board may engage the services of an ice coordinator on such terms and conditions as they deem appropriate.
2. All ice bookings, for all Divisions, shall be coordinated by the Ice Coordinator.
3. The Ice Coordinator shall consult with the appropriate Division Directors when assigning ice.
4. Initiation, Novice, and Atom teams will have a minimum of one (1) hour of shared practice ice and a minimum one (1) hour of game time per week for those weeks in which ice is available. This may include ice voluntarily returned.
5. For the Pee Wee, Bantam, and Midget divisions, the Ice Coordinator will assign ice so that each team has a minimum of one (1) hour of practice per week and time allotted for scheduled league games. This may include ice voluntarily returned.

F. GAME OFFICIALS

1. Abuse of game officials will not be tolerated.
2. The Director of Officials will act as the liaison between game officials and the Board.
3. Assignment of Game Officials:
 - a) The Board may hire a Coordinator(s) who will be responsible for assigning referees and linesmen for all BMHA games.
 - b) The Director of each division shall provide the Coordinator with a schedule of games in advance so as to allow for the proper scheduling of officials.
 - c) Coaches who have serious concerns about an official assigned to their games will forward those concerns to their Division Director in writing.
 - d) Directors shall discuss such concerns with the Director of Officials, who shall deal with the situation as they deem appropriate.
4. Payment:
 - a) The Board shall set the fee structure for officials before the start of the hockey season.
 - b) The Board shall direct the method and record keeping requirements of paying officials before the start of the hockey season.
 - c) BMHA will pay for game officials, including mileage, for all league and playoff games for Developmental Teams, and Representative Teams. Requests for payment for additional exhibition games may be entertained upon written request to the Division Director.
 - d) Whenever possible Game Officials are to be notified of cancellations not less than 24 hours prior to the scheduled game time. Game Officials who arrive to find the game cancelled, shall be paid, except in cases of game cancellation due to inclement weather.
 - e) Game Officials who work in tournaments will be paid by the Tournament Committee.

G. TEAMS:

1. Divisions shall be as outlined by SHA 6.01.01.
2. Every player will register and play in the Division that is appropriate to their age. Any player who wishes to play in a different division than that dictated by their age must make a written request to the Board. The Board may grant concessions to individuals upon review of their formal written request. Decisions of the Board are final. Requests based solely on convenience will not be considered. No requests will be considered after October 31st of the season.

3. Directors and their nominee(s) shall establish teams in accordance with Bylaw Eight, Nine and Ten.

H. COACHES AND ASSISTANT COACHES

1. For the purposes of this section, the word "Coach" means "Coach" and "Assistant Coach".
2. Selection:
 - a) Coaches, other than for representative teams, shall be nominated by the Division Director for approval by the Board.
 - b) All Coaches must hold the Coaching Requirements as required by SHA, except where minimum qualifications are exceeded.
3. Coaches' Clinics:
 - a) Prior to attendance at clinics outside of the Battlefords, coaches seeking reimbursement of clinic fees and expenses shall apply in writing to the Board for authorization. The Board may approve such requests upon any terms and conditions it deems appropriate in its sole discretion.
4. Duties and Responsibilities:
 - a) Coaches are subject to the rules and regulations of hockey as established by Hockey Canada, SHA, and BMHA. Violations may be dealt with by the Discipline Committee
 - b) Coaches must conduct themselves in an exemplary manner. Any inappropriate conduct while coaching may be dealt with by the Discipline Committee.
 - c) Coaches shall communicate their expectations with players and parents at the commencement of the hockey season in writing. Coaches shall establish a protocol for dealing with team issues. Where the issue is unresolved by the protocol, the coach shall bring the matter to the attention of the Division Director.
 - d) In the event that a team is not going to use a scheduled ice time, or both teams when using split ice, the coach(es) shall notify the Ice Coordinator not later than 10 days prior to said ice time.
 - e) Coaches should wear a helmet and gloves during all practices.
 - f) Coaches shall be governed by their Division Director.
 - g) Coaches shall be responsible for reporting player attendance to the Division Director as required.

- h) Coaches have the authority to restrict play time in cases of poor or non-attendance at team activities. In such cases the coach shall discuss this with the parent of the player involved.

I. MANAGERS:

1. Subject to approval by the Division Director and ratification by the Board, a Coach may recommend a person to serve as Team Manager.
2. Team managers may assist the coach and assistant coach with:
 - a) scheduling and phoning related to the arrangements of games and tournaments;
 - b) arranging meetings with parents as required;
 - c) notifying the Director and/or Officials Coordinator where appropriate of all schedule changes;
 - d) carrying out such other duties as required by BMHA, and/or by the Coach.
 - e) Maintaining the team page on the BMHA website, including practice and game schedule.
3. Managers are subject to the direction of the Coach.

J. OTHER PERSONNEL:

1. The Board may engage the services of such other personnel on such terms as it deems appropriate.

BYLAW FOUR - AFFILIATION

- A. Players may be affiliated according to SHA regulations;
- B. Selection of affiliates shall be as follows:
 1. Directors shall assign affiliate players. The director shall consult with director of the affiliate's division prior to selection. Each director shall be responsible for consulting coaches on the affiliation process.
 2. Each Director shall assign at least two affiliates to each team, one of which must be a goalie. An affiliated goalie may not play as an affiliated skater.
 3. In every instance, the player's coach shall seek the consent of the player and the player's parents to affiliate the player. If the player and their parents ask that the player's name be removed from the list of affiliates then the player is not available for affiliation.

C. Use of Affiliates shall be as follows:

1. No affiliated player may participate with the affiliating team until they are confirmed to be registered as an affiliate with SHA;
 2. A Coach may invite an affiliated player to play with his or her team when illness, absence or some unforeseen event causes a team to be short of their registered team players. Affiliates are not to displace a team's regular players.
 3. Affiliated players may be used during league play at the coaches' discretion in consultation with the Division Director as needed.
 4. Any coach wishing to invite an affiliated player to play with their team must first secure approval from the player's coach. Such approval will not be unreasonably withheld. Should the coach refuse, the requesting coach may contact the player's director for a ruling. The Director shall inform the Board of all such instances.
 5. Coaches shall ensure that each affiliate is used in rotation except where the next in rotation player is unavailable, exceptions to be approved by the Division Director.
 6. With the prior approval of his or her regular coach, an affiliated player may practice with their affiliated team. Such approval will not be unreasonably withheld. Should the coach refuse, the requesting coach may contact the player's director for a ruling. The Director shall inform the Board of all such instances.
- D. This section shall apply with necessary modification to the rostering of a female player from a minor hockey team to a female team as defined by SHA.
- E. The Board may suspend the use of any or all affiliates where there is a failure to comply with these rules.
- F. An affiliation fee may be levied by the board on a case by case basis.

BY-LAW FIVE – TEAM APPAREL

- A. The Board will approve a clothing list containing the approved logo and colors prior to the start of each hockey season. All team clothing must be selected only from the approved clothing list.
- B. When a team orders jackets or other clothing, individual players may choose not to order such team clothing and shall not suffer any censure or discrimination as a consequence of that decision.
- C. Any team ordering non-approved clothing or using BMHA logos or colors on unapproved clothing shall be subject to the following:

1. On first offence a team fine of up to \$1000 and removal of non-authorized BMHA logos;
 2. On second offence suspension of team officials and or players on such terms and conditions as determined by the Discipline Committee;
- D. This section does not apply to the AAA Stars and AAA Sharks programs.

BYLAW SIX-UNIFORMS AND EQUIPMENT

A. Equipment Manager:

1. BMHA shall appoint an Equipment Manager to purchase, maintain, repair, distribute and control all equipment owned by BMHA.
2. In this section **equipment** shall mean the jerseys, pant shells, goalie equipment, pucks, sticks and such other associated hockey paraphernalia.
3. The Equipment Manager shall maintain an accurate inventory of all equipment and report this information to the Board as required.
4. The Equipment Manager shall provide an annual report not later than 1 month prior to the AGM. Where in the opinion of the equipment manager there is excess equipment they may request from BMHA permission to sell such equipment.
5. The Equipment Manager shall attend Board meetings in a non-voting capacity, upon request of the Board.
6. The Equipment Manager shall submit an itemized budget request for Board approval prior to May 1st of each year. Expenditures in excess of the approved amounts must be approved by the Board in advance.
7. All equipment distribution to teams/players shall be through the Equipment Manager only.
8. When not in use all equipment shall be stored in a place approved by the Board.
9. At the beginning of the season, the Equipment Manager may give each team 24 pucks. Request for more will be dealt with on a case by case basis, and a fee may be levied at the discretion of the Equipment Manager.
10. The Equipment Manager may distribute jerseys for conditioning and evaluation sessions prior to the start of organized play. Policies pertaining to regular jersey use shall apply.

B. Jerseys:

1. Each team will be supplied with a minimum of one set of jerseys and a bag for each set.

2. Jerseys are the sole property of BMHA except where otherwise provided by a sponsor or sponsoring program.
3. Jerseys shall be in authorized BMHA colors and logos as follows:
 - a) Maroon, Gold, Black and White with Barons Logo; or
 - b) Teal, White and Black with Sharks Logo; or
 - c) As otherwise authorized by BMHA;
4. Coaches are responsible for all jerseys and equipment until they are returned to the Equipment Manager at the end of the season. In the event coaches provide players with their jerseys the player and/or their parent shall return the jersey to the coach at the end of the season. Where a jersey is not returned BMHA may assess the cost of the jersey against the player and/or their parent and may decline further registration until such time that it is paid.
5. Representative teams shall pay to BMHA a fee. Such fee shall be set by the Board at the commencement of each season. This fee will be deposited in the BMHA Sweater Reserve account for the purchase and replacement of jerseys and pant shells.

C. Goal Equipment:

1. Leg pads, upper body protectors, goal sticks, trappers and blockers will be made available to all goaltenders in all age divisions up to and including Pee Wee, subject to the following:
 - a) BMHA equipment is to be used for ice hockey only;
 - b) For Initiation, Novice goalie equipment may be issued to the coach who will be responsible for its use, care and return.
 - c) For Atom and Pee Wee, a goaltender may rent goalie equipment, the fee for rental shall be:
 - i. \$100 per season for a full set of equipment;
 - ii. \$50 per season for leg pads;
 - iii. \$25 per season for each of: upper body protector, trapper, blocker, goal stick;
 - d) All goaltending equipment must be returned by the end of April each season.
 - e) BMHA goaltenders may rent equipment for summer hockey, hockey camps or hockey schools. In such cases, they will be required to pay a refundable \$100 damage deposit and one-half the pertinent rental fee.

- f) Provided that appropriate goal equipment is available Bantam and Midget goaltenders may rent goal equipment on the same basis as a Pee Wee goaltender.
 - g) In the event goal equipment is lost or damaged beyond reasonable repair the equipment manager may assess a replacement fee against the goaltender, such fee to be paid prior to registration the following season. Appeal of the assessment may be made in writing to the Board.
 - h) All rental fees and replacement fees shall be placed into the BMHA Equipment Reserve account.
2. Repairs to goalie equipment are to be made by the Equipment Manager, or with the Equipment Manager's direction.

BYLAW SEVEN – COMPLAINTS

A. PROCESS

1. All concerns of parents and players regarding their team shall be directed in first instance to the Coach and/or Manager in accordance with the terms established by the coach at the beginning of the season.
2. If a concern remains unresolved after following 1 above and allowing reasonable opportunity to be addressed, the parent or player may contact the Director in writing. Such contact must include the details of the concern (including date, place, persons involved and other persons present) and the communications to date and explain why further review is required.
3. A Director in receipt of an unresolved issue as outlined in 2 above may either resolve the issue as they deem appropriate or they may direct the matter to the President or Vice President for further review.
4. The President or Vice President upon receipt of a Director's referral (as outlined in 3) or as otherwise outlined below may either a) give direction as they deem appropriate ending the matter or b) may convene a discipline committee.
5. Notwithstanding the above, the President or Vice President may convene a discipline committee where they are made aware of an issue of player safety and/or physical violence and/or of pressing concern to the association and/or misconduct of a BMHA member, player or team official.
6. A Board member may at any time impose interim discipline, including suspension, to a member of BMHA to remain in effect until a Discipline committee convenes and renders a decision.
7. A Board member may at any time remove a person in violation of BMHA policies from a BMHA event. Such removal shall be reported to the Board.

B. DISCIPLINE COMMITTEE

1. The discipline committee shall consist of the Division Director, President and/or Vice President together with at least one and not more than three additional members selected from the Board and/or members of BMHA.
2. The Vice President shall be the Chairperson of the Discipline Committee. In case of the absence or temporary exclusion of the Vice President, the President will appoint a chairperson for that discipline committee.
3. No person shall be part of the discipline committee who is a witness or party to the matter at issue or whose family member is a witness or party to the matter at issue.
4. Where the discipline committee is convened as above, the following process will be followed:
 - a) Each member of the committee shall receive a copy of all related materials, promptly, including the former disciplinary decisions concerning the subject of the complaint;
 - b) A summary of the materials shall be provided to the subject of the complaint, within 24 hours of the discipline committee being convened;
 - c) Where the subject of the complaint is a player, the Discipline Committee shall notify the player's coach of the pending investigation and any interim suspension;
 - d) The subject of the complaint shall provide a written response to the complaint within 48 hours of receiving the summary;
 - e) After reviewing the response the discipline committee may either make a decision regarding the complaint or set a time and place for further investigation which shall begin within 72hrs of receipt of the response and may continue until the committee deems they have sufficient information to make a decision;
 - f) The discipline committee may request any person with information about the complaint to appear before them. Any person choosing not to appear shall not have the ability to request review of the discipline committee's decision;
 - g) Upon conclusion of the investigation the discipline committee shall then render a decision. Such decision will be completed within 48 hours of the final committee meeting and be provided to the complaining party and the subject of the complaint.
5. The Discipline Committee may decide to do any of the following:
 - a. Direct that the matter lacks sufficient information to consider further, or is unfounded;
 - b. Take no further action;
 - c. Determine the matter to be a minor violation;
 - d. Determine the matter to be a major violation;
6. A Minor violation may result in the Discipline Committee directing any or all of the following:
 - a. Suspension for a set period of time, up to 2 weeks, from BMHA activities.
 - b. A fine not exceeding \$500;
 - c. Such other remedial action deemed appropriate, including but not limited to:
 - i. Removal of offensive social media posts;
 - ii. Apology letters;
 - iii. Removal of non-authorized use of logo;

- iv. Attendance at such training courses as appropriate, for example Respect in Sport;
7. A Major violation may result in the Discipline Committee directing and or all of the following:
- a) Suspension from BMHA activities for a period not less than 1 month;
 - b) Suspension for the remainder of the hockey season;
 - c) Removal from BMHA rosters;
 - d) Ineligibility to register with or participate in BMHA activities in the future;
 - e) Removal of BMHA membership;
- 8. All decisions of the Discipline Committee are final.**
9. The Chairperson of a Discipline Committee shall report a summary of the proceedings, including penalty to the Board at its next regular meeting.
10. The Chairperson shall cause a written report to be completed and filed in the subject's personal file with BMHA.
11. Discipline records, including complaint, response and decision shall be kept for a reasonable period by BMHA.

BYLAW EIGHT - DEVELOPMENT TEAMS

A. Organization:

1. The Division Director shall arrange for a camp for the purpose of evaluating all registered players.
2. Once the players have been evaluated, the Director and/or Commissioner will preside over the selection of teams. This process shall be by way of "snake draft" based upon the evaluations by the approved coaches or such other process as established by the Board.
 - o For example a "snake draft" is: if three coaches are selecting Coach A will pick first, B second, C third and then C will pick fourth, B fifth and A sixth continuing in this manner until teams are selected.
3. If the selection procedure results in an imbalance in relative team skill, the Division Director and/or Commissioner, in consultation with all Coaches concerned, will attempt to balance the teams, provided that:
 - a) all teams are to be finalized before league play commences;
 - b) if there is player movement, the coach is responsible to ensure the Team Certification is amended;

B. Schedules:

1. The Director and/or Commissioner(s) where necessary will schedule games and practices, and give each Coach and Manager a copy of the schedule.
2. All Games, practices and other team activities are to be posted on the Team's section of the BMHA website by the Coach and/or Manager. This is to be kept current.

C. Exhibition Games and Out-Of-Town Tournaments:

1. A Team's League schedule shall take precedence over all other games. The Manager or Coach of a team must advise the Division Director of all changes to the regular League schedule.
2. The number of tournaments entered by each Development Team will be decided by Coaches and Managers in consultation with their Director and their parents. BMHA may set limits for the number and type of tournaments a Development Team may enter per season.
3. Coaches are to notify all of their players of tournaments. If affiliated players are required, they are to be invited and used according to Bylaw Four.
4. The Discipline Committee may deal with any situations where these policies are not followed.
5. All teams wishing to participate in out of Province games or tournaments must advise the BMHA office manager and request the appropriate travel permit be obtained from SHA.

D. General Regulations:

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players in the practicing/playing division registered with BMHA.
2. All equipment and sticks in use shall conform to Hockey Canada standards.

BYLAW NINE - REPRESENTATIVE TEAMS

- A. Coaches and Managers at the Representative level will be subject to the supervision of the Representative Director and will be expected to cooperate with his or her rulings.
- B. Selection of Coaches:
 1. Candidates for the positions of Coach for a representative team shall be interviewed by a Selection Committee consisting of: the President, the Vice-President, the Past President, the Representative Director and the Director for the level in question ("the Selection Committee"). In the case of the absence or temporary exclusion of any committee members, an alternate board member may be appointed by the Board to fill the position on the Selection Committee.
 2. BMHA shall advertise for Coaches for all representative teams prior to the season.

3. Where possible, all candidates for the position of Coach should be interviewed. Where it is necessary to establish a "short list", the Committee will choose the candidates for interviews.
4. Only in exceptional circumstances would Co-Coaches be selected as a "team".
5. Where the Representative Director wishes to apply to coach a Representative team they shall not participate as a member of the selection committee for that team.
6. The proceedings and discussions of the Selection Committee shall remain confidential.
7. Further details concerning the selection of representative coaches and their duties are found in Hockey Canada's Minor Hockey Development Guide under the Coach Development Plan.
8. The Board may authorize compensation on a case by case basis and on such terms and conditions as they deem appropriate.

C. Selection of Assistant Coaches:

1. No parent shall be involved in the try-out process and no parent shall be chosen as an Assistant Coach until after the team has been chosen.
2. The Coach shall provide the Representative Director with the name of all proposed Assistant Coaches after team selection has been completed. (In order to avoid any unreasonable influence on the selection of the team).
3. If a Coach wishes to choose a non-parent to act as Assistant Coach, the Director may approve that choice, subject to ratification of the Board, before try-outs begin.
4. The Representative Director shall ensure that the person named as Assistant Coach has all the requirements expected of an Assistant Coach.
5. The Representative Director shall nominate the Assistant Coach for approval by to the Board.

D. Selection of Managers:

1. No parent shall be involved in the try-out process and no parent shall be chosen as an Manager until after the team has been chosen.
2. The Coach shall provide the Representative Director with the name of the proposed Manager after team selection has been completed. (In order to avoid any unreasonable influence on the selection of the team).
3. The Representative Director shall nominate the Manager for approval to the Board.
4. In addition, to Bylaw THREE - SECTION F, Representative Team Managers shall:

- a) Within one month of a team being finalized, prepare and present a budget in the format established by the Board, if any, for the approval of the Vice President and Treasurer; and,
- b) At the end of the season, and at such other times as may be required by the Board, submit a detailed statement of income and expenditures, complete with all pertinent receipts and deposit records to the Vice President and Treasurer.

E. Players - Eligibility:

1. Representative teams will be comprised of center and non-center individuals who are eligible as defined by SHA regulations.

F. Players - Selection Procedure:

1. A try-out camp shall be held for each division of representative hockey in accordance with SHA specifications.
2. Before any player takes part in try-outs they must have paid the prescribed try-out fee.
3. The Coach will work in conjunction with the Hockey Development Coordinator, if any, to assist in the selection of the team. In addition third party evaluators may be utilized at the direction of the Board. All persons involved in the selection process shall be part of the team selection committee. Such persons may not be in a conflict of interest relating to a candidate of the team.
4. Each player who attends try-out camp will be granted a **minimum of three** ice sessions before any cuts are announced, unless otherwise provided prior to try-out camp commencement and as authorized by the Director.
5. The team selection committee will provide feedback regarding areas of player improvement with all players released from the try-out camp. The team selection committee may choose not to do this for the initial round of releases.
6. At the commencement of camp the Coach shall hold a parent and player meeting where they are to be informed about the coach's philosophy and expectations, the league schedule, travel requirements, and the financial commitment.
7. Once team selections have been made the parents and player will then have 24 hours in which to advise of their acceptance of membership to the team.
8. Releases will be requested in accordance with SHA 6.04.01e).
9. Once the team is finalized, each Coach will supply a list of the players chosen to the Representative Director, the Division Director and the Office Manager for registration with SHA.

G. Fees:

1. Once the team is finalized all players who have been selected must pay the prescribed fees to BMHA and the team.

H. Affiliation:

1. Players must be affiliated according to SHA regulations.
2. Affiliated players must be invited and used as described in Bylaw FOUR.

I. General Regulations:

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with BMHA.
2. All equipment and sticks in use shall conform to Hockey Canada standards.
3. All teams wishing to participate in out of Province games or tournaments must advise the BMHA office manager and request the appropriate travel permit be obtained from SHA.

BYLAW TEN – AAA TEAMS

A. Midget AAA - Although the Midget AAA teams are operated under the non-profit organizations known as the Midget AAA Stars and AAA Sharks, SHA dictates that the Midget AAA teams must be registered with SHA through BMHA.

1. The constitution and by-laws of the BMHA shall govern the Battlefords Midget AAA Stars and Sharks where applicable.
2. All SHA and CHA rules and regulations must be adhered to at all times to ensure that the entire BMHA remains in good standing with these governing bodies at all times.
3. BMHA will name up to 2 representatives to serve on each Midget AAA (Stars and Sharks) Board of Directors on an annual basis.
4. The AAA TEAMS' Boards of Directors will be included as members of BMHA. They will be listed on BMHA's SHA registration document, designated as AAA Board members and categorized as other executive.
5. A working agreement will be established. The agreement will cover Administration, Financial and Operational matters that are relevant to the successful operations of the AAA Teams within the BMHA.

B. General Regulations:

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players registered with BMHA.
2. All equipment and sticks in use shall conform to Hockey Canada standards.

BYLAW ELEVEN : OTHER TEAMS AND PROGRAMS

1. The Board may create such Recreational Hockey Teams as it deems appropriate.
2. The Board may authorize and support such specialized programs, such as the First Shift Program and Mind the Net, as it deems appropriate from time to time.
3. Participation in any such programs shall be subject to guidelines set by the Board.

BYLAW TWELVE – CARDED TEAMS

1. Carded Teams are subject to SHA 6.05.05.
2. Any player wishing to participate on a carded team must receive the approval of the BMHA President.
3. Carded teams may not use BMHA Team Names, logos or jerseys or otherwise indicate affiliation with BMHA without the prior written approval of the Board.
4. Requests are to be made in writing to the office of BMHA.

BYLAW THIRTEEN - FINANCES

A. BMHA will pay for SHA registration for all teams.

B. BMHA Tournaments. See BYLAW FOURTEEN.

C. Team Finances:

1. Representative teams and any other team playing in an out-of-town league may set up a committee which shall have the power to raise additional funds. Fundraising activities must be approved by the Vice-President, who shall report them to the Board at its regular meetings.
2. The Vice-President may, upon written request, grant a team permission to raise money to cover travel and tournament costs.
3. The Division Director may grant permission for Development Teams to assess a parent levy to help defray incidental costs. The details and amounts will be decided at a meeting of Coaches, Manager and team parents.
4. Managers of a team involved in raising money must present an itemized budget, in the prescribed form, to the Vice President and Treasurer by November 30. Guidelines for income

and expenditures may be established and monitored by the Board throughout the year, and is subject to audit by the Board at any time.

5. As soon as possible after the hockey season is over, all Managers of teams which have raised money shall present the Vice-President and Treasurer with a complete financial statement on the prescribed form.
6. Any funds in the accounts of any teams after June 15 of each year shall be transferred to BMHA General Account.

BYLAW FOURTEEN- BMHA TOURNAMENTS

A. Organization:

1. Each Division Director is encouraged to organize a tournament for the players under his or her direction. Such tournaments may be organized in cooperation with other divisions.
2. The Board will set the dates for the next season's tournaments each spring, after consulting with the Directors involved.
3. All tournaments must be sanctioned by the SHA
4. All costs for tournaments (e.g., ice, officials, advertisement) must be paid by the sponsoring teams, except where otherwise authorized by the Board.

B. Profits:

1. Each tournament committee will provide the Board with an accounting of all tournament expenses and revenue in the prescribed form (if any) within two weeks of the tournament. Invoices and receipts must also be provided.
2. Development Team tournament profits may, upon written request, be split amongst the sponsoring teams in a manner approved by the Board. Such approval may be done by email.
3. All profits from Representative team tournaments may be retained by the Representative teams until the end of the season.

- ##### **C. Tournament committees shall establish and clearly identify all game rules provided they do not conflict with CHA and SHA rules and regulations.**

BYLAW FIFTEEN - CONDUCT AT BMHA EVENTS

- A. BMHA does not tolerate any abuse of game officials, players or coaches.
- B. Coaches, Players, Officials, Parents and all other individuals must, at all times, conduct themselves in an appropriate manner at all events.

- C. Any Board Member may remove an individual from a BMHA event as a result of any abusive behavior, excessive profanity, drunkenness, or other unseemly conduct and shall report same to the Board.
- D. BMHA shall enforce the SHA social media policy contained in SHA regulation 7.01.01. Breach of this policy will result in referral to SHA and the BMHA discipline committee.

BYLAW SIXTEEN – CRIMINAL RECORDS CHECK POLICY

Criminal Record Checks – Registered Team Officials:

- A. Each hockey season, all registered team officials (registered by BMHA in the Hockey Canada Database) are responsible for providing a current Criminal Occurrence Security Check (COSC) that has provided the Police consent to do a search within the vulnerable sector (dealing with minors).
- B. **Process:**
 - 1. Registered team officials will obtain an original authorization letter from BMHA authorizing the individual to obtain a COSC as a registered team official with BMHA. The registered team official will submit the authorization letter along with their completed COSC application to the RCMP.
 - 2. Submitting the letter with the COSC application will insure that the applicant is charged the non-profit / amateur sports sector rate per COSC.
 - 3. The registered team official will pay for their COSC at the time they submit it to the Police Service and request a receipt from the Police Service.
 - 4. If fingerprints are required there will be an additional fee requested by the Police. BMHA will only require fingerprints to be completed once every third year.
 - 5. All registered team officials must submit the COSC letter they will receive back from RCMP to BMHA no later than November 30. A team official on another BMHA team, is only required to complete one COSC.
 - 6. Registered team officials who do not submit their COSC letter to BMHA by November 30 will be removed from all team activities, until rectified.
- C. **USE of COSC information:**
 - 1. The Vice-President shall review all COSC documents submitted to BMHA as per above.
 - 2. In the event that an individual's COSC contains positive indicator regarding vulnerable sector screening, such individual shall not be permitted to be a team official or parent volunteer and shall not be permitted to enter any changing areas.

3. In the event an individual's COSC contains a prior criminal history, this shall be reviewed by the Vice President and in instances of concerning entries shall be referred to the Board for a decision regarding the individual's participation as a team official or parent volunteer.
4. All COSC shall be kept on the team official's confidential personal file with BMHA.

BY-LAW SEVENTEEN - DISTRIBUTION OF BY-LAWS AND ORIENTATION

- A. Copies of by-laws will be kept current and posted on the BMHA website.
- B. As early as possible in each hockey season, the Board shall arrange to meet with the Coaches, Assistant Coaches and Managers as a group. This meeting shall be chaired by either the President or Vice President. The agenda for this meeting will include, but not necessarily be restricted to:
 1. Welcome and introductions of board;
 2. Discussion of the CHA rule book and the SHA handbook;
 3. Discussion of BMHA Constitution and Bylaws;
 4. Discussion of particular rules and requirements;
 5. BMHA goals for the season and player and coach development;
 6. Question and answer period;