

**BATTLE RIVER MINOR HOCKEY
ASSOCIATION**

POLICIES AND GUIDELINES

REVISION AUGUST, 2017

**BATTLE RIVER MINOR HOCKEY ASSOCIATION
POLICIES AND GUIDELINES**

MAY 3, 2015

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Battle River Minor Hockey Association Policies and Guidelines

1.0 Program Outline

The Battle River Minor Hockey Association, hereinafter called “BRMHA”, is committed to providing its participants with a hockey program that improves physical and mental skills while providing a safe environment in which to learn and improve. Anyone interested in being involved as a player or team official with BRMHA must be registered with Hockey Canada.

2.0 Registration

All players belonging to BRMHA must be registered prior to going on the ice. Registration forms may be obtained from the BRMHA website or at any registration meeting. On-line registration will be utilized as the primary registration format for players.

Any local player wanting to try-out for another association must have a Permission to Try-Out Form and the form can be obtained from the Hockey Alberta website. If the player is successful in making the team, a request will come electronically through the HCR for a release which will be reviewed by the BRMHA Registrar.

2.1 Early Registration

Early registration is held at the spring Annual General Meeting.

2.2 Regular Registration

Regular registration is held **online at www.battleknightsminorhockey.com**

2.3 Registration Qualifications

All interested players are welcome in the BRMHA program provided that:

- They are properly registered in the Hockey Canada Registry;
- All applicable fees are paid.

2.4 Registration Fees

Registration fees are calculated on a yearly basis by BRMHA as the amount of cost incurred by BRMHA to offer the program at the particular age level of the registrant. This registration fee is paid by all registrants at each level, and represents the Hockey Canada and Hockey Alberta fees per registrant along with the basic number of ice sessions at each age level and the cost of the ice sessions.

Fees must be paid by December 31st of the registration year. A payment structure plan can be negotiated with the Executive in privacy. Any families registering and paying for 3 or more kids from the same family will be entitled to a 15% discount off of the total fees.

a) Commitment Policy

Each year as part of player registration each family shall commit to volunteering a minimum of 10 hours to assist BRMHA with operating its teams or fundraising events. This commitment shall be initiated by families by issuing an undated \$300.00 commitment bond cheque at the time of registration to guarantee this commitment. The BRMHA Treasurer shall hold these cheques uncashed for the season. Families may elect at time of registration to pay the commitment bond versus volunteering. The BRMHA Commitment Coordinator is responsible for tracking all volunteer hours and reporting to the Executive. Those families without the required full 10 hours will have their commitment cheques cashed at the end of the season no later than April 30. Any partial hours completed will be reimbursed to families at the prorated rate of \$30.00 per volunteer hour by the BRMHA Treasurer. The BRMHA Treasurer shall ensure that all families' cheques are destroyed at the end of each season when they have completed their commitment hours.

b) Volunteer Commitment Hours Table

See attached Schedule "G"

2.5 Registration Refunds

Requests for registration refunds are to be in writing. Refunds are granted as per the following schedule:

- Received by October 31st of the registration year 100% refund
- Received by November 30th of the registration year 50% refund
- Received by December 31st of the registration year 0% refund

- Refunds due to injury shall be reviewed on a case by case basis.

3.0 Team Personnel

Upon selection to any of the below described Team Personnel positions, each member must provide a Criminal Record Check and an Intervention Record Check to the Division Director. The Criminal Record Check and Intervention Record Check will be valid for up to three years. The Criminal Record Check and Intervention Record Check must be filed with Battle River Minor Hockey Association by December 1 of the current hockey season. Failure to file both documents by December 1 will result in the Team Personal who is not compliant to be removed from any team activities until compliance has been met. Any faults will be dealt with by the Executive regarding status for the upcoming season's positions.

3.1 Coaches

a) Application and selection process:

Applications are accepted on an annual basis by the BRMHA from individuals that are interested in coaching a BRMHA registered hockey team. Application forms may be obtained from the BRMHA website or at any registration meeting. Prospective coaches may be asked to attend an interview session with a Coach Selection Committee.

b) Coach Selection:

See attached Schedule "A"

c) Coaches Code of Conduct:

See attached Schedule "B"

d) Head Coach Responsibilities:

- Complete all courses that are required by Hockey Canada and Hockey Alberta;
- Follow BRMHA policies:
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Develop and administer all team rules;
- Report to BRMHA as required;

- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors and on-ice/off-ice officials, and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

e) Assistant Coach Responsibilities:

- Encouraged to complete all courses required for coaching by Hockey Canada and Hockey Alberta;
- Follow BRMHA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Assist the coach to develop and administer all team rules;
- Report to BRMHA as required;
- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

3.2 Team Managers

Application and selection process is done by the VPs and Division Director based on previous experiences. If more than one application is received and an amicable decision cannot be reached, one parent vote per child will be utilized in selecting the manager. Applications are accepted on an annual basis by BRMHA from individuals that are interested in managing a BRMHA registered hockey team. Application forms may be obtained from the BRMHA website or at any registration meeting.

a) Responsibilities:

- Organize the off-ice operations of the hockey team;
- Organize team fundraising initiatives;
- Schedule ice times, hockey games, tournaments, and travel arrangements;
- Ensure the team roster is correct once received from the BRMHA registrar;

- Maintain a team file containing team roster, team jersey record, player information sheets, financial reports and league contact information;
- Report to BRMHA as required;
- Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Recommended to complete the Hockey Alberta online safety course;
- Organize parent meetings and facilitate communication with players and parents. This responsibility cannot be over-emphasized. Hockey involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the hockey experience for all concerned

3.3 Team Trainers

a) Responsibilities:

In an effort to reduce the number and severity of hockey injuries, Hockey Canada has instituted a Risk Management Initiative. An integral component of this Initiative is the involvement of a qualified trainer with every registered hockey team. The role of the trainer is to monitor the risk level, be prepared to access emergency assistance, and to ensure that in the event of an injury, the player is maintained in a safe state until emergency help arrives.

b) Training and Certification:

Each registered team requires a trainer who has completed an online safety course. It is also strongly recommended that the trainer has advanced training in First Aid, CPR, and AED devices. Trainers are recommended to assist in the care of minor injuries, monitoring facilities to maintain a safe environment, and to be prepared to summon medical aid. It is not expected that team trainers deal with serious injuries.

c) Injury Reporting:

In the event of injury to a player or any registered team personnel, please complete and submit a Hockey Canada Injury Report. Forms and directions can be found at the Hockey Canada website. *Note: all claims must go through the individual's own medical benefit plan before Hockey Canada will make any compensation.*

d) First Aid Kit:

Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. BRMHA provides each registered team with a first aid kit to use throughout the hockey season. It is the responsibility of each registered team to maintain the first aid kit and hand it in at the end of the season. A checklist will accommodate the kit.

e) Medical Information Sheets.

All registered minor hockey teams must carry up-to-date Medical Information Sheets. The information contained on the forms may be necessary in the event that emergency care is required. The information contained on these sheets is private and confidential and should be protected.

3.4 On Ice Officials

a) Qualifications:

- Be 13 years of age or older by December 31st of the current season.
- Have successfully completed a Level 1 or higher Hockey Alberta Referee Clinic.
- Be capable of handling a specific level of hockey.
- Officiate games according to the rules.

b) Evaluation:

- BRMHA will maintain a On Ice Official reimbursement program that will help promote and improve the on ice officials that officiate for the association.
- Each On Ice Official must complete five regular season, playoff or provincial games to qualify for the BRMHA reimbursement program.
- Each On Ice Official that is 16 years of age or older must complete 3 evaluations on piers that officiate for BRMHA to qualify for the BRMHA reimbursement program.

4.0 Players

All BRMHA players must abide by the Players Code of Conduct.

- a) Players Code of Conduct:
See attached Schedule "C"

b) Co-Ed Dressing Rooms:

In the Atom age group and younger, both genders may change in the same room at the same time in the presence of two adults. Players of different genders in Peewee age group and older are not to change in the same room at the same time and it is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.

5.0 Parents

All parents of BRMHA players must abide by the Parents Code of Conduct.

a) Parents Code of Conduct:

See attached Schedule "D"

6.0 Player Evaluation & Team Placement

Player evaluation can be one of the most difficult tasks for a Minor Hockey Association to handle. However, it can also be the foundation on which an association is built. In most cases these evaluations are used to place individual players onto teams. BRMHA hopes to encourage teamwork and fair and equal play by placing players of close skill sets onto teams.

The following are the Objectives of BRMHA during our evaluation and selection procedure:

- This procedure is put in place annually by the BRMHA executive to create a fair, open, and impartial assessment of a player's total hockey skills during both the skating and scrimmage sessions;
- To ensure all players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during on-ice evaluations of the current year;
- To provide coaches with the opportunity and flexibility to build a team based in part on the evaluation procedure and on their own coaching philosophy and knowledge of players' skills and attitude;
- Provide consistency and uniformity in the evaluation process so that both player and parent expectations are consistent from year to year. Evaluation packages will be set for each age group;
- Form teams to maintain balanced and competitive play where athletes can develop and participate equitably in a fun environment throughout the season;

- We recognize that it is very difficult to satisfy the expectations of all stakeholders in the evaluation process. Extraordinary unusual circumstances will be dealt with by the BRMHA executive.

6.1 Player Evaluation Procedure

See attached Schedule “E”

7.0 Fund-Raising and Financial Accountability

Fund-raising is an important financial aspect of the BRMHA program. BRMHA requires that all of its members participate in the association fund-raisers as directed by the Executive.

Each year as part of player registration each family shall commit to fundraising events. This commitment would include selling all tickets that support fundraising drives and other initiatives that are approved by the BRMHA Executive. This commitment shall be initiated by families by issuing an undated \$400.00 fundraising bond cheque at the time of registration to guarantee this commitment. The BRMHA Treasurer shall hold these cheques uncashed for the season. Families may elect at time of registration to pay the fundraising bond versus participating in fundraising initiatives. The BRMHA Fundraising Coordinator is responsible for tracking all families that have made their fundraising commitments and reporting to the Executive. Those families who have not completed their fundraising commitment will have their commitment cheques cashed at the end of the season no later than April 30. The BRMHA Treasurer shall ensure that all families’ cheques are destroyed at the end of each season when they have completed their commitment.

BRMHA understands the need for team fund-raising and supports the efforts of our teams to provide their players with quality hockey experiences. Each age group will be provided with a team bank account for team use throughout the hockey season. Each team is required to leave the bank balance at the same amount at which they received it.

BRMHA makes the following requests of all teams that engage in fund-raising:

- Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team;
- Copies of these financial records must be made available to all parents;
- BRMHA may request copies of these financial records.

a) Insurance Coverage:

All fund-raising activities must be sanctioned through Hockey Alberta in order to have insurance coverage. Should an accident occur as part of an unregistered activity, the team officials are liable.

b) Canvassing of Local Businesses:

BRMHA requests that canvassing of our Business Community be kept to a minimum. Be sure to express your gratitude towards their donations.

It is expected that the revenues generated through team fund-raising are for the purpose of financing hockey experiences for the players.

8.0 Tournaments

BRMHA is supportive of involvement of our teams and players in the experience of tournament hockey.

BRMHA will provide the opportunity for all of our registered teams to host a tournament each year.

Any BRMHA registered team which desires to participate in an away tournament may do so providing that the following conditions are satisfied:

- All policies and guidelines for BRMHA are followed;
- The tournament has been officially sanctioned by Hockey Alberta;
- All necessary travel permits have been completed and filed;
- The involvement and support of players and parents has been received.

8.1 Provincial Tournaments

Any team selected to host Provincials will share the Ice time as close to 50/50 as possible between both arenas. Provincials will be a shared responsibility by the entire association with any monies generated going back into the BRMHA general account. A Provincial Committee will be organized each year to apply for Provincials based upon team requests and the President's approval.

9.0 Travel

No player shall be in control of a vehicle in which other players are passengers. Parents are requested to ensure that they drive to all team-related activities.

10.0 Zero Tolerance for Drugs and Alcohol

No drugs or alcohol are allowed at any BRMHA sanctioned event. This includes, but is not limited to, arenas, dressing rooms, player boxes, penalty boxes and buses.

11.0 Conduct Management

Over the past several years it has become increasingly apparent that participating in the game, whether as a player, coach, official, or spectator, has become less enjoyable. People are leaving the game for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials and players is increasingly more unacceptable, both on and off the ice.

BRMHA views our hockey program as providing support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. BRMHA views this program as a vehicle to assist these people to further these values and make the game even better and more enjoyable.

One could view the BRMHA hockey program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. BRMHA encourages the majority to confidently come forward with energy and support the hockey program to make our game even better for all those involved.

BRMHA defers to the Turning Point Policy and Procedures for Conduct Management.

11.1 Turning Point Policy and Procedures

See attached Schedule "F"

12.0 Ice Scheduling

It shall be the policy of BRMHA that any ice that cannot be used by a team is to be returned to the Association as soon as possible in order for redistribution of that ice slot to occur. All teams will divide their practice and game times between the two arenas to as close as possible to 50% each.

Each BRMHA registered team will be allocated ice time to be used for practices and for games. Each team is responsible to regulate throughout the year the amount of ice time that is used to ensure that they do not exceed the ice time allotted to them. Once the allotted ice time is used up then any additional use of ice time will be charged to the team accordingly.

13.0 Apparel

BRMHA recognizes that a standard set of colors may provide for 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.

13.1 Team Jerseys

All team game jerseys are provided by BRMHA and remain the property of BRMHA, under the direction of the Equipment Director. The jerseys are to be used for all league, playoff and exhibition games, and not to be used for practices.

Player name bars are not to be sewn over top of the sponsor's names or jersey numbers. Each team is responsible to clean jerseys throughout the year.

Inventory will be conducted and condition of each jersey will be recorded at the beginning and end of each hockey season. Any unnecessary damage to the jersey will be the responsibility of the team the jersey is assigned to and the team will be billed the replacement cost of the jersey.

13.2 Supplementary Clothing

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

Schedule "A" Coach Selection

Head Coach Selection:

As most coaching applicants restrict their head coach application to their child's team, head coach placement within a division cannot be established until placement of the child occurs. If no other nominations for head coach are received for a particular team, the head coach nomination will be reviewed by the VPs and respective Division Director for affirmation, provided that there are no deficiencies in the coaching application form and the skill of the nominated head coach is deemed appropriate for the level of hockey.

Where there are multiple nominations for head coach vying for the same team, the Division Director and VPs will discuss the situation with each nominee and come to an amicable agreement. If no such agreement can be established, the Head Coach Selection Criteria will be utilized to determine the head coaching position in contention.

Head Coach Selection Criteria:

To ensure fairness and equality in the selection process, the following 6 key areas are examined for individuals competing for head coach positions. The key areas are examined and weighted to correlate with the guiding principles of BRMHA. Scoring Nominees on each key area is a collaborative effort by the VPs and the Division Director based on the Coaching Criteria form and Interview.

1. Coaching Credentials - weighting of 15
Rationale: Nominees applying for coaching positions should be recognized for ANY HOCKEY coaching certificates currently held and valid, in addition to any other coaching certificates (soccer, in-line hockey, lacrosse, etc.)
2. Coaching Progression - weighting of 10
Rationale: Recognition of skills a Nominee would gain while progressing through coaching divisions and positions attained.
3. Playing Experience - weighting of 10
Rationale: Nominees should be recognized for playing experience as Nominees participating in hockey and then going on to coach hockey have a unique insight into the game.
4. Coaching Philosophy - weighting of 20
Rationale: The Nominee's philosophy must emphasize skill development through fun for all levels of teams and must include team building through on-ice and off-ice sessions and parent involvement; further, discipline

must be a factor as chaos on the bench cannot be tolerated and must be addressed.

5. Coaching/Mentoring/Sports Psychology Training - weighting of 5
Rationale: A Nominee's commitment to coaching doesn't stop the moment the coach level certification is attained. The desire to understand how to communicate and understand the driving forces around motivation and the psychology of individuals participating in sports must be recognized through attendance of related conferences and seminars.
6. Coach Interview - weighting of 30
Rationale: Interviews will be conducted with the VPs and Division Director on the coach's philosophy, experience and overall development plans for the team.

Assistant Coach Selection:

Assistant coaches will be appointed by the VPs and Division Director in accordance with applications received and player placement. In the case that a sufficient number of applications are not received, the head coach may select assistants from the team or outside the team to fill the positions.

Schedule "B"

Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of BRMHA and failure to do so could result in the loss of coaching privileges.
2. Make sure that our players understand and abide by the Players Code.
3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without rules, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
6. Develop team respect for the ability of the opponents, as well as for the judgement of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from a physician authorizing play.
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children.
10. Treat the players, officials, and parents as you would like to be treated.
11. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
12. Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
13. Coaches are responsible for supervision of team dressing rooms.
14. Drugs and alcohol are not permitted at BRMHA sanctioned events.

BRMHA reserves the right to suspend coaches for violation of these rules.

**Schedule “C”
Players Code of Conduct**

1. Players must supply all of their own equipment which must be C.S.A certified and in satisfactory condition. Registered teams in the Novice and Atom age groups will be provided with one set of goaltender pads, blocker, trapper, monkey suit and goal stick.
2. Must obey all team rules.
3. Must conduct themselves in a respectable manner at all times.
4. Must remain off the ice surface until flooding is complete and the ice surface has been fully prepared.
5. The following WILL NOT be tolerated by BRMHA:
 - Abuse of referees;
 - Abuse of team officials;
 - Abuse of off-ice officials;
 - Abuse of team mates;
 - Abuse of facilities;
 - Abuse of uniforms and equipment;
 - Use of drugs, alcohol or tobacco at any function associated with BRMHA;
 - Swearing;
 - Disruptive behaviour.

BRMHA reserves the right to suspend players for violation of these rules.

**Schedule “D”
Parents Code of Conduct**

1. Cooperate with coaches, managers, trainers, etc.
2. Help coaches and managers as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the team manager and then to the Executive of BRMHA through the formal complaint process.
3. Do your fair share with volunteering to help the team succeed on and off the ice.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the “Team” concept.
7. Take an active part in your child’s hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your children have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child will be proud of.
14. Represent BRMHA with class and dignity.
15. Drugs and alcohol are not permitted at BRMHA sanctioned events.

BRMHA reserves the right to suspend parents and their players for violation of these rules.

Schedule "E"

Player Evaluation Procedure

Evaluation by Position:

BRMHA evaluates by position for Pee wee, Bantam and Midget. Players will be evaluated for the position indicated on their registration form. Players are not allowed to change position once evaluations have begun.

Initiation, Novice and Atom players will not be evaluated by position, with the exception of Atom goaltenders.

Grouping Players:

Players will be grouped randomly and vary in skill level for the evaluation skates. Players may be adjusted to balance out positions in each group for Pee wee, Bantam and Midget evaluations. BRMHA has the right to select the group numbers based on registered players and ice availability.

Player Movement:

Players will be moved according to their evaluation rankings following both skill & skating sessions, and redistributed to make groups of relatively uniform ability. As the players progress through the skill & skating sessions and scrimmages their ranking will be combined and will see players placed accordingly. This will allow for player movement based on performance.

Evaluators:

Evaluations for the Initiation and Novice team will be done by evaluators selected by the VPs and Division Directors.

Evaluations may be volunteers from neighbouring towns or independent paid evaluators. It is the goal of BRMHA that evaluators have no connections or interest to the players on the ice.

The evaluation process will start approximately Sept 20, 2015 and end Oct 3, 2015.

Evaluators must sit separate from parents and make their assessments independent of influence by other evaluators or parents.

Drills, Scrimmages, and Evaluation Criteria:

Players will be evaluated during separate ice sessions as follows:

- Initiation: 2 tune-up skates and 2 ice/scrimmage sessions

- Novice: 2 skill & skating sessions and 2 scrimmage sessions
- Atom: 2 skill & skating sessions and 3-4 scrimmage sessions
- Pee wee: 2-4 skill & skating sessions and 3-4 scrimmage sessions
- Bantam 2-4 skill & skating sessions and 3-4 scrimmage sessions
- Midget: 2-4 skill & skating sessions and 3-4 scrimmage sessions
- Female: 2-4 skill & skating sessions and 3-4 scrimmage sessions

Players trying out in an age category will arrive at the evaluation ice time 30 minutes prior to their ice time to check in and be assigned a team and jersey. They will receive instructions, and information regarding the evaluation session at this time.

An evaluation criterion for players and goalies is attached as Appendix I and II. Evaluation practice plans will be set for each age group as per the Evaluation Package.

Team Selection:

BRMHA will place teams in the following league age categories **(subject to change, based on registrations received):**

House League:

- Initiation;
- Novice.

Northern Alberta Interlock:

- Atom;
- Pee wee;
- Bantam;
- Midget.

The number of players placed on each team will be determined by registration, but in consideration of the ideal team numbers below:

Initiation - 13
 Novice - 13
 Atom - 15
 Pee wee - 17
 Bantam - 17
 Midget - 17

After the evaluation process is complete, there will be a practice held with all eligible players for the first team. The coach will finalize his/her team after that practice. The second team will then have their practice with all eligible players. The process will continue until all teams have been selected. All coaches can handle the practice at their discretion (i.e. drills, scrimmage or

combination). This process is described in the following Hybrid Evaluation Process.

Hybrid Evaluation Process

Each team in Initiation and Novice will see the players divided equally throughout the registered teams according to their rankings using a “snake” style placement process, where the placement process is reversed in alternate rounds. These rankings are determined during the evaluation process.

The top Atom team will see the top 8 evaluated skaters being protected on the roster. This is based on positions not being taken into account for Atom. Pee wee, Bantam and Midget teams will be picked with the top 5 forwards, 3 defence, and 1 goalie being locked on the roster, as determined by players’ individual rankings during evaluation.

The remaining players will form the remainder of each group for the Coach’s Skate, during which a coach will select the rest of his/her team. Those not chosen on team 1 will be a lock on team 2. Each Coach’s Skate will see enough skaters on the ice to fill the team and to facilitate the 8 players being released that are a lock on the team below.

Atom example: if Atom 1 is taking 14 skaters, the coach skate will feature 22 players (8 Lock + 6 Picks + 8 Released). Those 8 released skaters become locked on team 2.

Pee wee example: if Pee wee 1 is taking 15 skaters (9 forwards/6 defence) then the coach skate will feature 23 players (14 Forwards/9 Defence= 5F+3D Lock, 4F+3D Picks, 5F+3D Released).

Players will round out each Coach’s Skate based on evaluation ranking once the locked skaters have dropped down. This process and larger Coach’s Skates provide coaches with additional choices for player selection and allow skaters who may have missed the previous “cut” to skate and earn a position on a higher-ranked team, with the guarantee of being locked on the team below. The top ranked goalie is a lock. The next 2 ranked goalies will compete for the remaining 1 goalie spot and the next ranked forwards and defence will compete for the remaining forward and defence positions. This process will continue on and down through the teams until selections are complete.

BRMHA Directors and Executive reserve the right to adjust the size of Coach’s Skates based on the rostered skaters required for each team and or division (Ex: 14/22, 15/23, 16/24, 17/25).

For players entering the program after evaluations have been completed, please refer to page 9 for full guidelines. These players do not qualify for any locked position.

For the purpose of team selection in the Peewee, Bantam and Midget divisions, players should be listed by position (forward, defence or goaltender).

Forwards:

Forwards Team 1:

If choosing 9 forwards, the coach gets a list of the top 14 forwards with ranking. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 respectively. The coach then selects forwards for the team. The top 5 forwards based on evaluation ranking are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 1 are now a lock on the team below.

Forwards Team 2:

If choosing 9 forwards, the coach gets a list of the top remaining 14 forwards with ranking. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 2 are now a lock on the team below.

Forwards Team 3

If choosing 9 forwards, the coach gets a list of the top remaining 14 forwards with ranking. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 3 are now a lock on the team below.

Forwards Team 4

If choosing 9 forwards, the coach gets a list of the top remaining 14 forwards with ranking. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 4 are now a lock on the team below.

This process continues until all teams in the division are selected.

Defence:**Defence Team 1:**

The coach gets a list of the top 8 or 9 defence with ranking. The coach then selects defence for the team. The top 3 defence based on evaluation ranking are a lock, and the remainder are chosen from the list. The 3 remaining on the list not selected for Team 1 are now a lock on the team below.

Defence Team 2:

The coach gets a list of the top remaining 8 or 9 defence with ranking. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 2 are now a lock on the team below.

Defence Team 3:

The coach gets a list of the top remaining 8 or 9 defence with ranking. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 3 are now a lock on the team below.

Defence Team 4:

The coach gets a list of the top remaining 8 or 9 defence with ranking. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 4 are now a lock on the team below.

This process continues until all teams in the division are selected.

Goalies:**Goalies Team 1:**

The coach gets a list of the top 3 goalies with ranking. The coach then selects goalies for the team. The top goalie based on evaluation ranking is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 1 is now a lock on the team below.

Goalies Team 2:

The coach gets a list of the top remaining 3 goalies with ranking. The coach then selects goalies for the team. The top goalie based on evaluation ranking is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 2 is now a lock on the team below.

Goalies Team 3:

The coach gets a list of the top remaining 3 goalies with ranking. The coach then selects goalies for the team. The top goalie based on evaluation ranking

is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 3 is now a lock on the team below.

Goalies Team 4:

The coach gets a list of the top remaining 3 goalies with ranking. The coach then selects goalies for the team. The top goalie based on evaluation ranking is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 4 is now a lock on the team below.

** If a team is mandated to take only 1 goalie, then in this instance the coach will get a list of the next 2 goalies and must pick 1. There will be no lock in this instance. In certain situations goalies may be placed on teams in various orders due to limited numbers. For example: Team 1 - 2 goalies, Team 2 - 1 goalie, Team 3 - 2 goalies, Team 4 - 1 goalie

Team Selection Notification:

Players will be notified of the team for which they have been selected and advised of their next ice time verbally by the head coach or by written letter.

Notification of all players in a division will be done on a date to be determined by BRMHA, VPs, the Division Director and the coaches. For Peewee, Bantam, and Midget, this date will be no earlier than the final date AA team rosters are announced.

Players Entering Program After Evaluations:

The BRMHA Executive has determined the following procedure will be implemented for players entering BRMHA's hockey program after evaluations:

- Players entering the program after evaluations that are new to the community will be placed on a team in the middle of the age category to evaluate their skill level during several ice times and will then be moved to an appropriate team, assuming spots are available.
- A player who has been deemed unevaluated due to school, sickness, vacation, injury or otherwise, but can attend a selection skate may be added as an extra, not taking another player's spot. In this case the player never becomes an automatic lock and may skate until selected by a team.
- If a player enters or returns after team selections have been finalized, the player's placement will be at the sole discretion of the Division Director and BRMHA Executive.
- Any player entering the program after evaluations does not qualify for any locked position.

Any questions or concerns regarding the Evaluation Procedure should be directed to the Vice President of BRMHA.

Player Evaluation Criteria:

The key points that evaluators consider when watching players are as follows:

1. One of the most important factors an evaluator looks at is skating. Simply for the reason that you have to be able to skate to play the game and compete. Looking at skating involves a few different aspects, including acceleration, speed, mobility, agility, balance, stride, crossovers, acceleration of turns, quick feet, pivots, controlled skating and change of pace;
2. Other key points that factor into an evaluator's decision making are listed below. These key points are not listed in any specific order:
 - Passing: passing, receiving, passing choices, on backhand, unselfishness with puck, presenting a good target, receiving and retaining with control, touch passing;
 - Puck Control: heads up, smooth and quiet, good hands, protection, in small spaces, in traffic;
 - Shooting: power, accuracy, quick release, can shoot in motion, goal scorer, rebound control, variety of shots;
 - Positional Play: ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined;
 - Checking Concept: angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks.

Goalie Evaluation Criteria:

The key points that evaluators look at when watching goalies are as follows:

1. Probably the most important factor an evaluator looks at is skating. Not in the sense of a player, but more for movements around, in and out of the net. Looking at skating involves a few different aspects, including angles, lateral movement (can the goalie get across the net fast enough and in position, and good balance (strong on skates));
2. Other key points that factor into an evaluator's decision making are listed below. These key points are not listed in any specific order:
 - Positioning: reading the play and reacting accordingly, deciding when to stay on their feet or go down to stop a shot, not shying away from shots;
 - Rebounds: ability to stop the first shot, ability to control rebounds or react to them quickly enough;

- Playing the Puck: showing they know when to play the puck and when to leave it for a player, knowing where to put the puck when they need to play it, knowing when to stop the play and get a whistle;
- Work Ethic: possessing a constant work ethic throughout the entire camp – not just in games and not just when getting shots, doing extra “goalie stuff” in the corners when not getting shots.

Player Movement:

Any permanent player movement to a division other than that which their age dictates must be approved by BRMHA as per the Player Acceleration Policy or Overage Application Process.

This policy must follow Hockey Alberta player movement rules and regulations as found on the Hockey Alberta website.

Questions regarding the interpretation of this policy should be addressed to the BRMHA Executive.

Player Acceleration:

Players must be registered in their appropriate age category within BRMHA.

An Acceleration Request Form must be filled out and submitted to the BRMHA Vice President for consideration by September 10th of playing year.

Acceleration will be considered based on evidence of exceptional abilities and references from the previous hockey year’s head coach.

Once your application has been reviewed by BRMHA Executive, you will be notified of the decision by no later than September 15th. If you wish to appeal the decision a hearing will be set prior to the start of evaluations.

a) Acceleration Criteria:

To accelerate, a player must be ranked in the top of their age category based on the following:

An Initiation skater must evaluate in the top 5 on the top team in the next higher age category (Novice), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Novice), otherwise the player will be returned to their appropriate age category.

A Novice skater must evaluate in the top 5 on the top team in the next higher age category (Atom), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Atom), otherwise the player will be returned to their appropriate age category.

An Atom skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (Peewee) otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Peewee), otherwise the player will be returned to their appropriate age category.

A Peewee skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (Bantam), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Bantam), otherwise the player will be returned to their appropriate age category.

A Bantam skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (Midget), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Midget), otherwise the player will be returned to their appropriate age category.

For the Female Division an Atom/Peewee/Bantam skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category, otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category, otherwise the player will be returned to their appropriate age category.

If a player begins evaluations in their appropriate age category and the BRMHA Executive and Division Director determine it is appropriate to move the player into the next higher age category for evaluation based on input from the evaluators, the above application procedure will be waived.

If an approved Acceleration Player is not ranked in the top 10 in their category after the first 2 evaluations they will be returned to their appropriate age division.

Additional registration costs due to the advancement, are to be paid in full at the time of placement on a higher level team.

The BRMHA Executive may waive this procedure if required to accommodate special circumstances.

Affiliation:

Affiliation was created to assist the system by allowing teams relief when illness or injury occurs, not to increase the chance of winning with a “stacked” team.

This policy must follow Hockey Alberta affiliation rules and regulations as found on the Hockey Alberta website.

Any coach requesting a player from another team must first make a request to BRMHA, then the affected coach, then the player’s parents, and finally the player.

The affiliation structure of BRMHA is submitted to Hockey Alberta by the BRMHA Registrar.

Further questions regarding affiliation should be directed to BRMHA.

Any issues or concerns with conforming to the policies will be directed towards the Discipline Director.

Schedule “F”
Turning Point Policy and Procedures
(Conduct Management)

Objective:

BRMHA aims to provide a program which plays a significant role in the development of a young person’s values, morals, social maturity, physical fitness and mental fitness.

BRMHA promotes acceptable conduct which provides:

- Respect for persons;
- Protection from harm;
- Development of ethical conduct towards others;
- Notions of justice, fairness and equity;
- Caring attitudes;
- Freedom to enjoy and to flourish;
- Respect for the game.

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

The Turning Point Policy is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

Definition of “Unacceptable Behaviour”:

An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of “unacceptable behaviour”, the **responsibilities** of BRMHA , coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program’s objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

Complaint Handling Procedure:

A. Implementation Trigger:

The reporting of unacceptable behaviour by a director, spectator, coach, player or official is the trigger event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

B. Reporting Process:

BRMHA encourages that if any team rules have been violated, then enforcement be dealt with on a verbal basis between the coach, team manager, parent and player. Communication is extremely important at this level so that all parties involved clearly understand the rules and that there has been a rule that has been broken. If a verbal reprimand has been issued then it must be reported to the BRMHA Discipline Director.

If an incident occurs which meets the definition of unacceptable behaviour, and in the opinion of a player, spectator, coach, or official, is serious enough to warrant a formal complaint, then an Incident Report Form must be completed. The Incident Report Form should be submitted to the BRMHA Discipline Director for review and actions.

- i. First Incident: if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out), there will be a verbal reprimand. Communication will be between the coach, manager, player and parent. BRMHA Discipline Director must be notified of the incident and actions taken.
- ii. Second Incident: involving the same individual as the first incident, and if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out) a written reprimand will need to be completed and signed between coach, manager, player and parent and then submitted to the BRMHA Discipline Director. The Discipline Director will file and report to the BRMHA Executive.
- iii. Third incident involving the same individual as the second incident, an Incident Report Form needs to be completed and submitted to the BRMHA Discipline Director for investigation.

C. Enforcement:

Upon the submission of an Incident Report Form, the BRMHA Discipline Director shall form a Discipline Committee including at least 2 other members of the BRMHA Executive that have no relationship to anyone involved in the incident. The BRMHA Discipline Director with resolve coming out of the Discipline Committee has the power to hand out up to a 2 game suspension and to report to BRMHA Executive. Any recommendation from the Discipline Director and the Discipline Committee of a suspension that is greater than 2 games must be presented to the BRMHA Executive for approval and to determination of the length of the suspension.

D. Appeal Process:

Upon receiving a request for an appeal, BRMHA will establish a Special Committee comprised of 3 members to hear any appeals related to the discipline or actions undertaken as a result of the outcome of an investigation. Appeals should be heard as soon as is practical (within 7 days). The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of BRMHA within 5 days from the date of notification of discipline along with a bond of \$100.00. The bond will be forfeited if the appeal is denied. If the appeal is denied, further appeals can be made to Hockey Alberta under the normal appeals process.

Schedule "G"
Volunteer Commitment Hourly Table

Each of the following volunteer position are weighted at a certain amount of hours:

Executive	10 hours
(Must attend 75% of the meetings)	
Operating Committee	10 hours
(Must attend 75% of the meetings)	
Ice Scheduler.....	10 hours
Discipline Committee	8 hours
Fundraising Committee	5 hours
Provincial Committee	8 hours
Team Manager	8 hours
Head Coach	8 hours
Assistant Coach	6 hours
(Must participate in 50% of practises and games)	
Team Trainer	4 hours
Fundraising Volunteer (casino, Oilers 50/50, Provincials, etc.).....	2 hours
(Multiple positions depending on the year)	
Team Jersey Manager	5 hours
Time clock volunteer	2 hours
Team Tournament	2 hours
Minor Hockey Day volunteer.....	2 hours
Team Website volunteer.....	4 hours
Team Treasurer.....	5 hours
Team Commitment Coordinator.....	5 hours
Evaluator.....	5 hours
League Governor.....	8 hours