

# BEAUMONT AMATEUR HOCKEY ASSOCIATION

## RULES AND REGULATIONS

VERSION 2022.5.26

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### 1.0 **BEAUMONT AMATEUR HOCKEY ASSOCIATION MISSION STATEMENT**

BAHA is committed to providing players an opportunity to grow as individuals and gain self-esteem through a positive hockey experience that emphasizes fun, participation, development, safety, and respect. BAHA will strive to accomplish these goals in a consistent, transparent and collaborative environment that encourages the participation of coaches and parents.

The hockey program will be based on the following values:

*Innovation, Integrity, Safety, Enjoyment, Consistency, Respect, and Teamwork*

BAHA's strategic direction will be to:

Build a share vision

Deliver consistently

Grow the association,

Develop the participants

Diversify financial and human resources

### 2.0 **MEMBERSHIP ELIGIBILITY**

**2.1** As outlined in BAHA's bylaws, membership is open upon registration to all current parent or legal guardians of players, any other interested community member. All members are subject to the approval of BAHA.

**2.1.1** Membership in the association entitles the members to:

- a. As approved by the President, attend and make presentations to the Associations Executive at scheduled or emergency executive meetings.
- b. Attend and vote at general and election meetings of the Association
- c. Run for election to a position on the board of directors for the Association
- d. Nominate a Member for election to a position on the board of directors for the Association

**2.1.2** As a member in the Association, individuals are expected to abide by the Rules and Regulations, and Bylaws as set out by the Association.

- a. Any member of the Association who does not conduct themselves in accordance with the Rules and Regulations of Hockey Alberta, Hockey Canada, or the Association can be expelled or suspended as a member of the Association, otherwise known as a Member in Bad Standing, for a period of time as may be determined with the terms of these Rules and Regulations.
- b. Any recourse to another Hockey Branch, Commission, or the Courts of any jurisdiction by any Member or Individual, before all the rights of appeal under the Associations Rules and Regulations have been followed, and all those of Hockey Alberta and Hockey Canada have been fully exhausted, shall be deemed in violation and breach of these Rules and Regulations and shall result in the immediate and automatic indefinite suspension of such member from all Association related games and sponsored or organized activities.

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### 3.0 PLAYER REGISTRATION

All teams shall operate as per Beaumont Amateur Hockey Association (B.A.H.A.) Rules and Regulations. Registration will commence online on May 1<sup>st</sup> before the start of each season or on a date as determined by the Board. Satisfactory proof of age (birth certificate from the province of birth) must be presented at the time of registration. All players upon request must produce a birth certificate within fourteen (14) days of the request or be automatically suspended until dealt with by the Board. All players must be properly registered before participating with any B.A.H.A. team. Your registration is not considered complete until:

1. Registration payment is received by B.A.H.A. online via credit card, or via cheque that has cleared
2. Respect In Sport course is completed by at least one parent or guardian, and
3. Volunteer responsibilities are bought out, or a volunteer deposit cheque dated for the 1<sup>st</sup> of January for the current season in the amount of \$300.00 is submitted to B.A.H.A.

***\*IMPORTANT: Any registrations that are incomplete after June 15<sup>th</sup> (or date after otherwise stated by B.A.H.A.) will result in a \$150.00 late fee, and registrations that are incomplete and not fully paid out by August 15<sup>th</sup> of the current season will result in players not being permitted to attend B.A.H.A. conditioning camps, tryouts, or any B.A.H.A. sanctioned events.***

The Head Coach and Manager shall assume responsibility for the eligibility of all their players. Any team, team official, player or parent guilty of allowing false information to appear on a registration certificate or who knowingly makes false representation to the Association shall be suspended for a period to be determined by the Board.

For registrations that are done with the payment plan option, if payment dates are not met, the payment plan option may be removed from their selections and payment in full will be due immediately.

Registration of players new to Beaumont will also be accepted online and will not be subject to a late fee.

The Executive Administrator shall be responsible for registering all players, teams and affiliates with Hockey Alberta in accordance with their Rules and Regulations.

Registration costs shall be established by the Finance Committee, and be presented to the Board for approval prior to the Annual General Meeting for the upcoming season.

Registration shall be open to all children residing within the Boundaries as per Hockey Alberta.

Refunds and late registrations will be considered on a case-by-case basis following the guidelines outlined in the **Refund Policy** attached as **Appendix A** in the Rules and Regulations.

Registration fees include one (1) memory mate with team photo.

### 4.0 TEAM REGISTRATION

All B.A.H.A. registered teams shall be called the **BEAUMONT** followed by the division and category of the team.

For example: Under 15AA team would go by: BEAUMONT U17AA

Under 7 minor team B would go by: BEAUMONT U7 MINOR B

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**5.0 HARSHIP CASES**

No child shall be refused registration if they meet the basic requirements as stated by Hockey Alberta. In such extreme circumstances, the President shall have full and absolute authority to waive full or partial fees for any player wishing to register with the Association during a hockey season, commencing in September and ending in March. The President shall advise the Vice-President of Off-Ice Operations and the Treasurer where fees have been waived for record keeping purposes. All cases are to be reviewed every year at the commencement of each season. Please refer the B.A.H.A. website [www.baha.ab.ca](http://www.baha.ab.ca) for the Hardship/Subsidy Application form.

**6.0 PRIVACY POLICY**

The Association has developed a privacy policy which describes the way that the Association collects, uses, retains, safeguards, discloses and disposes of personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers. For full details of the policy see APPENDIX T

**7.0 COMPETITIVE AND RECREATION LEAGUE PLAY**

The goals and objectives of the Beaumont Amateur Hockey Association are to ensure that each member plays at the highest possible level of their ability at all times to ensure the development and skill acquisition, as well as life skills that the sport of hockey produces. Recognizing this, the structure of the Association shall include both competitive/rep (AA BAHA1 and A/BAHA2) and recreational/house hockey at various levels of play. It is the responsibility of the Board of Directors to monitor and make necessary changes with regard to both levels of hockey.

Competitive/Rep fees will be set following the Annual General Meeting by the current Board of Directors. All team Competitive/Rep fees must be paid by October 31<sup>st</sup>. If the Treasurer does not receive fees, ice will be suspended until all fees are received.

**8.0 HOCKEY LEVELS**

The Beaumont Amateur Hockey Association will endeavor to find appropriate leagues for all registered teams to participate. It is expected that teams will participate in leagues in which the teams will be competitive. Other considerations will include travel and associated costs. Historical precedence has established current league assignments and this shall be reviewed annually by the appropriate Level Director in conjunction with the Vice-President of On-Ice Operations. Any changes in league participation will require the endorsement of the Executive Committee.

**9.0 LEAGUE PLAY**

The Beaumont Amateur Hockey Association shall support the levels of hockey from U7 Program up to Junior C. All levels and teams shall be treated equally and fairly. In general, the minimum age for U7 Program will be 5 years. Any deviations from this will be at the discretion of the appropriate Level Director in conjunction with the Vice-President of On-Ice Operations and one other Director.

\*Junior "C" must have a minimum of eleven (11) Beaumont players.

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**10.0 PERMISSION TO TRY-OUT FORM/RELEASES**

A player, who in the last hockey season was registered with the Beaumont Amateur Hockey Association, wishes to try out with a local Minor Hockey Association that currently offers a higher categorization of play, must first obtain a Hockey Alberta approved Permission to Try Out Form, that is signed by the current President, or representative appointed by the President of the Beaumont Amateur Hockey Association prior to attending the try-out camp. If the player makes the designated hockey team indicated on the Permission to Try Out form. B.A.H.A. is then required to approve the transfer.

A player, whose last hockey season was registered with the Beaumont Amateur Hockey Association and has moved, will be electronically “**transferred**” once they are registered with another minor hockey association (provided they have no outstanding fees or debts).

A transfer may be required when a player is allowed to, by mutual agreement, play for the current hockey season in another local minor hockey association due to reasons such as, but not limited to:

- too many goalies, or
- too many players for one team.

In these circumstances, at the end of the current season, all players are transferred back to the Beaumont Amateur Hockey Association.

B.A.H.A. will not allow U18 aged players to try-out for Junior “B” clubs.

All supporting documentation (Parent Declaration Forms, Player Verification Forms, and Permission to Try-Out Forms etc.) are to be filed with Executive Director.

Under the Hockey Alberta Development Model, B.A.H.A. is part of the Leduc draw zone for AAA. Beaumont is a draw zone for the AA model, and includes the communities of Devon and Leduc. More information about the Hockey Alberta Development Models for Elite (AAA, AA, and Female AAA) programs can be found on the Hockey Alberta website at [www.hockeyalberta.ca](http://www.hockeyalberta.ca) or at [www.afhl.com](http://www.afhl.com).

**11.0 PLAYER EVALUATION AND TEAM SELECTION**

The Beaumont Amateur Hockey Association recognizes that the team selection process is an important and stressful time for all the players, parents, coaches, evaluators, and Board members. In order to ensure that this is carried out in a fair and equitable manner, the Association has redefined and developed the following objectives and guidelines:

**11.1 EVALUATION OBJECTIVES**

The objectives of Beaumont Amateur Hockey Association during the evaluation process are:

- To provide fair impartial assessment of a players’ total hockey skills
- To ensure the players have an opportunity of being selected to a team of their appropriate skill level
- To have players of similar ability playing together to maintain balanced, competitive teams where the athletes can participate and have fun playing hockey during the season.

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## **11.2 EVALUATION ASSESSMENT GUIDELINES**

All Competitive team tryouts are open to all interested players. This may or may not include an exhibition game.

A team of evaluators may be used to assess the players' hockey skills. The Beaumont Amateur Hockey Association will ensure that the evaluators are impartial and have **NO** family members trying out in the age level they are evaluating.

The Board may decide from year to year to hire external Evaluators at an extra cost in order to make the process fair and equitable. When using the external evaluators the guidelines of the Evaluator will be followed.

Please refer to **Appendix P – BAHA Evaluation Guidelines** for detailed breakdown of the Evaluation processes when not using external evaluators.

The appropriate Level Director, in conjunction with the Vice-President of On-Ice Hockey Operations, is responsible for forming evaluation teams for the purpose of player evaluations for each level.

Evaluators assess skills such as skating, puck control, passing, hockey sense, knowledge, intensity, and sportsmanship depending on the level being evaluated. See **Appendix “M” for Player and Goalie Evaluation Forms**. The evaluators assessments will be used as the basis for team selection. However, the coach will be given the opportunity for input prior to the team being finalized. The coaches also take into account factors like age, size, coach-ability, attitude, desire, commitment and so on in their assessment. However, the selection process overwhelmingly reflects on ice performance during the evaluation period.

For the B.A.H.A. Evaluation Guidelines see **APPENDIX Q**.

## **11.3 EXCEPTIONS AND SPECIAL CIRCUMSTANCES**

If a player misses the evaluation process because of an illness, injury, a family emergency, or any other **valid** reason, a committee including the appropriate Level Director and Coaches will decide which level the individual should play.

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### 11.4 EVALUATION GRIEVANCES

A player or parent(s) may not agree with their players placement during or after Evaluations. In these cases, the player or parent(s) may file a grievance in order to have their case heard by an Evaluation Grievance Committee. In order to get an Evaluation Grievance heard the players or parent(s) must complete the following:

- a. The grievance must be formally filed within twenty-four (24) hours of the completion of the team formalization session.
- b. The written evaluation grievance must state the age, category, players identification number, the parents Respect In Sport #, and any additional comments the parent(s) may wish to make
- c. A cheque in the amount of \$150.00 must be delivered to the appropriate age Level Director. If the evaluation grievance is successful, the cheque will be destroyed. If it is not successful the monies will be deposited into the B.A.H.A. account and added to the operating budget.
- d. The age Level Director will explain the process of Evaluations and provide the parents with the evaluation rankings of the grieving player from the current season's evaluations.
- e. The Vice-President of On-Ice Operations is the B.A.H.A. Evaluation Grievance Coordinator and is also a member of the Evaluation Grievance Committee.
- f. Upon receiving an Evaluation Grievance in writing the Vice-President of On-Ice Operations will form an Evaluation Grievance Committee, which shall include him/herself, the appropriate Level Director and at least two (2) independent evaluators that will attend the next evaluation session, if there is still to be another evaluation skate.
- g. If there are no more evaluation skates left for the Evaluation Grievance Committee to evaluate the player, a meeting with the parents and the Evaluation Grievance Committee will be scheduled to discuss the evaluation grievance. After which, the Evaluation Grievance Committee will review all evaluations from this season and make a formal decision. The Committee will then provide to the parent, in writing, their decision.
- h. The Evaluation Grievance Committee will be provided with the evaluation rankings of the grieving player from all the current seasons evaluations and any comments from the evaluators.
- i. In order to be successful, a grieving player must be placed as the top ranked player in their group on the day of the grievance evaluation. (Regardless of whether or not the grieving player is playing on the higher or lower group of that session).
- j. The decision of the Evaluation Grievance Committee will be final. A grieving player will be notified of the decision of the Evaluation Grievance Committee as soon as possible following Session 5.
- k. There will be NO Evaluation Grievances for goalies in any age level or for any player in U9 or U7.

***\*Please note that there will be no evaluation grievances for players who are released from the U15 Body Checking stream. Players released after the Body Checking teams are made will have to play in the Non-Body Checking Stream (if there are enough players registered to form a Non-Body Checking team) for that respective season or request to go play elsewhere.***

### 12.0 PLAYER DEVELOPMENT

The Beaumont Amateur Hockey Association will strive to develop players by ensuring coaching staff are properly trained for their respective level. Programs will be designed to support all players regardless of talent or ability.

The Board may consider organizing a Development Camp at the beginning of each hockey season and provide conditioning skates prior to team selection. The Board may also consider putting on Power Skating Clinics, Development Camps and Goalie Clinics throughout the season.

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**13.0 PLAYER MOVEMENT**

All players wishing to compete at a level higher than their proper registration must be capable of making the number one (1) team in their category. His/her abilities shall be assessed by his/her evaluation as well as observations by the Coach involved, Vice-President of On-Ice Operations and the Appropriate Level Director. If unable to make the one (1) team, the player must return to his/her proper category.

Exceptions to this rule may be made with unanimous approval of the President, Vice-President of On-Ice Operations and the appropriate Level Director.

**14.0 AFFILIATION****14.1 AFFILIATION GUIDELINES**

**Definition:** Affiliation: The state or process of associating a player from one lower tiered team to another higher tiered team.

**Purpose:** The purpose of affiliating a player is to allow a team that is short players due to illness, injury, absence or suspension to bring a player onto the team for a game to help ensure the team remains competitive, as well as provide an opportunity for player development for the affiliated player.

**Considerations:** To make affiliated player usage effective, everyone involved must consider that decisions involving affiliated player use are bigger picture decisions, and members should not be forced on their own personal situation.

**14.2 AFFILIATED PLAYER POLICY (APPLIES TO U11-U18)**

Affiliated player form must be submitted at the end of try-outs with the regular roster – when coaches receive the roster back, affiliated players will be listed on it – **NO** affiliated players may participate in games until the coach has an official roster with affiliated players listed.

It is highly recommended that coaches pick affiliates from more than one team to alleviate any conflicts that may come up.

Minimum of two (2) Defense, three (3) Forwards, and one (1) Goalie must be listed.

A Coach may bring an AP (affiliated player) up to a game or practice if it does not interfere with the players' local league play, team practice or game. Unless the coach of the AP agrees.

Eligible AP may only play the maximum number of league games (exhibition and tournament games do not count) as defined by the Hockey Alberta Affiliation Player Policy found on the Hockey Alberta website at [www.hockeyalberta.ca](http://www.hockeyalberta.ca).

B.A.H.A. Executive expects fair distribution of AP opportunities.

If a younger player, or lower tiered player is not affiliated with your team, the player is not allowed on the ice for any team events.

Coaches who wish to use AP must follow the following procedures:

1. Receive permission from the coach of the player desired. The players' coach retains the right to stop this player from playing on the "other" team at any time.
2. The players' coach is to receive permission from the proposed affiliated players parents.
3. Only once 1 & 2 are complete, should contact be made with the player.
  - a. The players are to be contacted by their current team coach.
  - b. The players must be talked to about conduct on and off the ice. Bullying or Harassment at hockey or at school will result in the loss of privileges to play with the receiving team.



### 14.3 ALLOWING AFFILIATED PLAYERS TO PLAY

Coaches are asked to release players to the team that has affiliated them if it does not interfere with their own team's schedule (practices and/or games).

**The coach of the affiliated player is not to impose any other conditions or otherwise influence the players from playing up.**

Any dispute among the coaches regarding the application of the AP rules will be referred to the executive.

### 14.4 EMERGENCY SITUATIONS

If the team wishing to use an AP is in a situation for a league game in which they will have only nine (9) players available, this may be deemed an emergency situation and the coach of the lower-level team will have to provide enough players to enable the higher team to have ten (10) players. Emergency situation does not apply to Exhibition and Tournament games.

Coaches will not use affiliated players to replace healthy, capable and willing carded players. Nor to fill unused roster space.

The intent is to allow a team who is down on players from their normal roster to bring that team back to its "normal size". It is encouraged, that if a coach intends to use another player, to have the player attend a couple of practices to be prepared. It is discouraged to use the lower team as a resource pool for the upper team, and constantly try players to find the best one. When a coach has a genuine need to use an affiliated player, they are to contact the lower team's coach who will decide **when and which players can affiliate with them.**

### 14.5 CONFLICTS

In the event of conflicting ice times between the giving team and the receiving team, it is preferred that the player play with their own team. This is to be a conversation between the two Head Coaches.

### 14.6 WHO

Affiliated player usage is an opportunity for those who can play up, to play up. It cannot be about equal ice time, because there is some risk involved. Which players get used is up to the coach(es).

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#### **14.7 AFFILIATION DISCIPLINARY POLICY**

Should a player's or parent(s) behavior due to playing on an affiliate team cause problem (bully, or harassing for example), that player may face disciplinary action up to and including the loss of their privileges to play for an affiliated team for the remainder of the season.

\*Should a coach intentionally misuse affiliated players the team will lose the ability to use affiliated players for the remainder of the current season.

#### **15.0 COACHING STAFF**

All Head Coaches and Assistant Coaches must complete and submit a coaching application, complete the Respect in Sport Activity Leader and complete a Vulnerable Sector Check. (See **Regulation 14.0 Criminal/Vulnerable Sector Checks**)

The AA Coach Selection Process includes a Selection Committee consisting of the President, Vice-President of On-Ice Operations, the appropriate Level Director, and, if required, the AA Director. In the event that a committee member is unavailable, a board member will replace the committee member for the interviews for **ALL** the candidates at that level. This committee will review the applicants and conduct interviews with the candidates. The Selection Committee will then vote for a candidate and the candidate with the most votes will be awarded the team. The Level Director will contact the applicant that is selected and once the job is accepted, the other candidates will be notified.

The Executive Committee on the recommendation of the appropriate Level Director, Vice-President of On-Ice Operations and one other Level Director will finalize coaches at all levels other than AA. Established quorum shall be three (3).

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### 15.1 HEAD COACH

All Head Coaches, in conjunction with the Vice-President of On-Ice Operations, will ensure they are fully certified to coach at their given level as prescribed by Hockey Canada and/or Hockey Alberta. Furthermore, in conjunction with the Vice-President of On-Ice Operations, the Head Coach will further ensure that their coaching staff is also compliant and that they have at least one (1) person registered to the team who has completed the Hockey Canada Safety Program and is in attendance at all games.

There are no equivalencies for any of these certifications. All certifications will be held or obtained prior to November 15<sup>th</sup> of the applicable year.

All Head Coaches shall be responsible for obtaining their own staff, after team selections are complete (i.e., Assistant Coaches & Team Manager.) A list of all selected coaching staff must be submitted to the appropriate Level Director for Hockey Operations Approval before the final roster can be approved. The coach may delegate operations; however, he/she has the overall responsibility for the safety, well-being, conduct and development of all members of his/her team.

A Head Coach cannot appoint an immediate family member as the Team Manager for his/her team, unless it is approved by the Vice-President of Off-Ice Operations, and a Team Parent Liaison **MUST** be in place. (i.e., Husband and Wife cannot be both Head Coach and Manager).

All coaches are required to participate in any additional training deemed necessary by the Board of Directors or Hockey Alberta and adhere to all Beaumont Amateur Hockey Association Rules and Regulations.

Head coach guidelines are as follows:

- a. Be at least 18 years of age or older, unless prior approval is provided by the Level Director
- b. Be responsive to directive of the Board of Directors, and operate the team within established policy and guidelines.
- c. Ensure proper supervision of the team before, during and after all games and practices, and accept reasonable responsibility for the conduct, safety and well-being of their players
- d. Develop a set of rules for the team which are clearly communicated and enforced equally on all players
- e. Ensure there is appropriate development of players on their team.
- f. Comply with normal administrative directives by:
  - i. Complying with established Association rules and regulations including player selection, cuts, and tryout procedures
  - ii. Holding a parent meeting at the beginning of the season
  - iii. Ensure that regulation protective gear is worn by players at all times required by Canadian Hockey Association guidelines
  - iv. Ensuring all Association equipment, is properly maintained and returned
  - v. Submitting a budget to parents and selecting a team manager and treasurer who shall be responsible for submitting team financial statements
  - vi. within reasonable limits, providing fair ice time for all players
  - vii. obtain and maintain all certificates and qualifications as required by Hockey Alberta and BAHA.
- g. Read/be familiar with all information on the Managers tab located on the B.A.H.A website at [www.baha.ab.ca](http://www.baha.ab.ca)

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**15.2 ASSISTANT COACH(ES)**

Assistant Coaches shall be responsible to the Head Coach. All assistant coaches must complete a coaching application and be registered with the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

The Assistant Coach will assume the responsibilities of the Head Coach during his/her absence.

Assistant Coach(s) will be selected by the Head Coach once the team selection process is complete.

The Assistant Coach(es) duties include but are not limited to the following:

- Be there to support the Head Coach
- Assist the Head Coach when requested with practice plans
- Help run drills during practice
- Assist in team dressing room supervision
- Ensure safety of all players and team staff
- Follow lead of the Head Coach
- Ensure there is proper dressing room supervision

**15.3 TEAM MANAGER**

He/she is responsible to the Head Coach, and will be selected by the Head Coach once the team selection process is complete. He/she shall be identified to the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

He/she shall also be responsible to attend all Team Manager Meetings.

He/she shall act as a liaison to the Board of Directors as well as a liaison between parents and coaches.

The Team Manager is responsible for ensuring the maintenance of the team financial records throughout the season and submitting a report at the end of the year to the Vice-President of Off-Ice Operations.

A manager may only be manager for one team at a time.

The Team Manager duties include but are not limited to the following:

- Help put team staff in place with head coach
- Help set out team budget
- Attend Hockey Edmonton and B.A.H.A. Managers Meetings
- Be the liaison between B.A.H.A. and team
- Be the main point of communication for the team
- Submit game sheets to Hockey Edmonton
- Apply for team permits
- Find tournaments as requested by the Head Coach
- If Team Treasurer is not appointed, shall be responsible for all Team Treasurer responsibilities.
- Read all information on the Managers tab located on the B.A.H.A website at [www.baha.ab.ca](http://www.baha.ab.ca)

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**15.4 TEAM TREASURER**

B.A.H.A. strongly recommends each team appoints a Team Treasurer, a person separate from the Team Manager.

He/she is responsible to the Team Manager and the Head Coach, and will be selected by the Head Coach in conjunction with the Team Manager once the team selection process is complete. He/she shall adhere to all Beaumont Amateur Hockey Association Rules and Regulations.

The Treasurer is responsible in conjunction with the Team Manager for the team financial records throughout the season, and submitting the documents to the Team Manager for them to be submitted as a report at the end of the year to the Vice-President of Off-Ice Operations.

Team Treasurer duties include but are not limited to the following:

- Setting up team bank account in conjunction with the Team Manager
- Preparing, or reviewing team budget in conjunction with the Team Manager and Coach
- Ensure the Team Budget is shared with the team
- Writing cheques and paying team bills
- Ensure team bank account is closed at the end of the season

**16.0 DRESSING ROOM SUPERVISION POLICY**

Throughout the hockey season appropriate player supervision should be priority for all B.A.H.A. teams and staff. As such, Beaumont Amateur Hockey Association is implementing the “Rule of Two” of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada Coaching Materials.

Players should be supervised at all times. A lone personnel member should never be alone in the dressing room with players at any time. Especially when players are showering or changing.

Two (2) adults/supervisors over the age of eighteen (18) are to be present in the dressing room together, or within earshot of the dressing room door.

**16.1 CO-ED DRESSING ROOM POLICY**

In accordance with Hockey Canada, BAHA firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants. It is the responsibility of the Head Coach to ensure the team follows the below guidelines.

**16.1.1** B.A.H.A. recommends using the “Rule of Two” with teams that have one (1) or more female hockey players on the team. There shall be two (2) female adults/supervisors in the dressing room when possible. If two (2) female adults/supervisors are not possible then it is acceptable to have one (1) female and one (1) male adult/supervisor in the dressing room.

**16.1.2** It is required to have at least (1) female team official in the dressing room at all times and to be available during the ice time.

\*Team official being defined as any or all persons involved in the management of a Hockey Team including, without limitation, The Coach, Manager, Treasurer, or Trainer.

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\*\*The female team official rule can be waived if the only female player on the team is the daughter of a coach who is present at the ice time.

- 16.1.3** B.A.H.A. recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
- 16.1.4** B.A.H.A. allows co-ed dressing room situations to exist at the Initiation Program, U9 and U11 levels, 5-11 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt all of which must be in good condition and without holes/tears.
- 16.1.5** At the U13, U15 and U18 (11 years and up) levels the following conditions will apply in all co-ed team environments:
- Females and males will change in separate rooms.
  - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
  - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice, unless otherwise indicated (to stay longer) by the coaching staff.
  - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
  - When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with the shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

## **16.2 FEMALE TEAM DRESSING ROOM SUPERVISION POLICY**

Beaumont Amateur Hockey Association is implementing the “Rule of Two” for supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada Coaching Materials. It is the responsibility of the Head Coach to ensure the team follows the below guidelines.

- 16.2.1** There shall be two (2) female adults/supervisors in the dressing room at all times.  
\*Moms of players are an acceptable form of supervision in this case.
- 16.2.2** Once all players are fully dressed in their equipment that is when the coaching staff can enter the dressing room.
- 16.2.3** It is required to have at least one (1) female team official in the dressing room vicinity prior to and after all ice times.
- 16.2.4** It is required to have at least one (1) female team official available at the facility during the team’s ice times. \*Team official being defined as any or all persons involved in the management of a Hockey Team including, without limitation, The Coach, Manager, Treasurer, or Trainer.
- 16.2.5** Each Team is required to have one (1) female coach carded on the bench for all games, and present during practices.

See **APPENDIX R** for the B.A.H.A. “Rule of Two” agreement.

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## **17.0 CRIMINAL/VULNERABLE SECTOR CHECKS**

All registered team officials are required to undergo a Vulnerable Sector Check every three (3) years by the RCMP. Completed record checks must be submitted to the Secretary of the Board **BEFORE** November 15<sup>th</sup> of the current season, or a date as directed by the Secretary of the Board, that is prior to October 15 of the current season. Failure to do so will result in suspension from the team. All Vulnerable Sector Checks will be kept strictly confidential by the Secretary and only be reviewed only by the Vice-President of On-Ice Operations and the appropriate Level Director if required.

In the event that there is a concern flagged or identified in the Vulnerable Sector Check, the coach may be required to provide further information to B.A.H.A. Such as returning to get a fingerprint report completed, or attending a meeting to discuss the results of the VSC with members of the executive.

Coaches under the age of eighteen (18) will not be required to pursue a VSC. Any carded coaches that are under eighteen (18) will be verbally approved by the Board. If the person is not known to the Board a reference letter may be requested.

All information received by the Board of Directors from this process is subject to the B.A.H.A. Privacy Policy.

## **18.0 PROVINCIAL PLAY AND PROVINCIAL TOURNAMENT HOSTING**

Any team wishing to participate in Provincial play shall make an application to the Beaumont Amateur Hockey Association Board of Directors prior to **November 1<sup>st</sup>** of the applicable year. As a general rule, only competitive levels will be allowed to participate.

Any team wishing to host a Provincial Tournament utilizing Beaumont Amateur Hockey Association facilities shall make a request prior to **November 1<sup>st</sup>** of the applicable year. More details on preparing and submitting a Provincial Bid Application can be found on the Hockey Alberta website at [www.hockey-alberta.ab.ca](http://www.hockey-alberta.ab.ca). Each application will require the approval of the Board.

All Recreation teams may partake in Provincials with the understanding they will be 100% self-funded.

The Board of Directors may choose to “gift” any team awarded provincial hosting privileges with some funds from the B.A.H.A. Operating budget, this will be up to the current Board of Directors discretion. The B.A.H.A. board of directors has made an ongoing commitment to help teams who qualify for provincials to pay for their entry fee for the Provincial Tournament.



## 19.0 EXHIBITION GAMES AND TOURNAMENTS

All teams are encouraged to participate in exhibition games and tournaments. Participation will be at the discretion of the Head Coach and the team will be responsible for all tournament related financial obligations and for making all arrangements to attend chosen tournament.

Referee assignors require a minimum of four (4) days' notice regarding the need for officials for any pre-season or exhibition games.

Any team hosting an exhibition game will require a sanction number, and any team travelling to an exhibition tournament or game must apply for a Travel Permit. These permits can be requested through the Executive Administrator. (These are also available on the Managers Tab on the B.A.H.A. website at [www.baha.ab.ca](http://www.baha.ab.ca).)

The Beaumont Amateur Hockey Association does not allow teams to play league or exhibition games or enter into tournaments with non-sanctioned teams at any level. Nor may any member play with any team other than his/her registered team. (Unless playing for an approved Affiliated Team.) Failure to observe these rules shall result in disciplinary action or Suspension.

The Beaumont Amateur Hockey Association may host up to **four (4)** tournaments annually. The tournaments will be for the recreational tiers in each division. The Tournament Director is in charge of the administration of these four (4) annual tournaments, and will coordinate scheduling as per ice availability in conjunction with the Vice-President of On-Ice Operations and the appropriate Level Director(s). One of these tournaments will be in honor of Philip Oh, **see Regulation 17.0**

More information regarding permits can be found in the Manager's Manual located on the B.A.H.A. website at [www.baha.ab.ca](http://www.baha.ab.ca).

## 20.0 PHILIP OH MEMORIAL HOCKEY TOURNAMENT

The Philip Oh Memorial Hockey Tournament commemorates a fine young man, tragically killed in a car accident in the prime of his young life.

With #7 on his back, Philip played hockey in Beaumont from 1981 to 1993 where he was regarded by his teammates as a dedicated and resourceful hockey player. As well as a thoughtful and humorous friend, he was also a high achiever in academics.

Out of respect for the loss of Philip Oh, BAHA sponsors an annual hockey tournament named the Philip Oh Memorial Hockey Tournament.

## 21.0 PENALTIES

Any player, coach or team official receiving a match penalty shall be dealt with in accordance with Hockey Alberta and the applicable league ruling.

It is the coach's responsibility to notify the appropriate Level Director of any possible suspensions or match penalties **immediately** following the game.

The appropriate Level Director shall consult with the Vice-President of On-Ice Operations to determine potential disciplinary actions for the infraction(s) or inappropriate conduct of any coach, manager, team official or member of the association.

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### 22.0 RESPECT IN SPORT (PARENT COURSE)

In an ongoing effort to foster a safe and enjoyable environment for our athletes, Hockey Alberta has implemented the **RESPECT IN SPORT PROGRAM. (RIS)**

Starting in the 2012-2013 hockey season, at least one (1) parent or guardian of each player registered in minor hockey in Alberta is required to complete the online RIS Parent Program as a condition of their participation.

Parents will have until October 15<sup>th</sup> of the current season to complete this mandatory, online program or their child(ren) will be ineligible to continue to play hockey.

### 23.0 B.A.H.A. CODE OF CONDUCT

**Preamble:** Membership in the Beaumont Amateur Hockey Association (B.A.H.A.), and participation in its activities, brings with it many benefits and privileges that are balanced by member and participant responsibilities and obligations. This policy defines the parameters for these responsibilities and obligations, and thus identifies a standard for behavior that is expected of all B.A.H.A. members and participants.

#### 23.1 APPLICATIONS OF THIS POLICY

- 23.1.1 This policy applies to all Members as defined in the bylaws of B.A.H.A. ("Members") as well as any individuals engaged in activities with B.A.H.A., including, without limitation, players, coaches, parents, spectators, contracted parties hired by B.A.H.A. ("Participants").
- 23.1.2 This Policy applies to the conduct of Members and Participants at all B.A.H.A. activities, programs and events.

#### 23.2 EXPECTED STANDARD OF ETHICAL CONDUCT

- 23.2.1 B.A.H.A. is committed to providing an environment in which all individuals are treated with respect. All members and Participants of B.A.H.A. are thus expected to:
  - a. Conduct themselves at all times in a manner consistent with the values of B.A.H.A. which include fairness, integrity and mutual respect,
  - b. Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct,
  - c. Avoid behavior which bring B.A.H.A. or the sport of hockey in to disrepute including, but limited to, abusive use of alcohol, use of non-medical drugs or performance-enhancing drugs or methods, and use of alcohol by minors.
  - d. Care for and respect any property and assets of B.A.H.A.
  - e. Refrain from engaging in any activity or behavior which interferes with a competition or with any player or team's preparation in a competition, or which endangers the safety of others,
  - f. Refrain from comments, slurs or behaviors that are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behavior that constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under Hockey Canada's Bullying, Harassment & Abuse Policy.

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g. Adhere at all times to:

1. B.A.H.A.'s bylaws, policies, rules, regulations and directives.
2. Hockey Alberta and/or Hockey Canada operational policies, procedures, rules and regulations.
3. Rules and Regulations governing any competitions, in which the member participates on behalf of B.A.H.A., B.A.H.A. Codes of Conduct, and Discipline Policy.
4. Rules and Regulations established by the facilities in which the Member or Participant participates in any activity on behalf of B.A.H.A.
5. Any sanction imposed by B.A.H.A.

## **23.2.2 BOARD OF DIRECTORS STANDARDS OF CONDUCT**

### **23.2.2.1**

These standards of conduct shall apply to all members of the Executive Committee whether elected or appointed and irrespective of whether they are a voting or non-voting member of the Executive Committee ("Officers"). This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behavior which officers are expected to observe. Violation of the standards by an Officer may lead to a review by the Executive Committee for subsequent exoneration, reprimand or expulsion.

### **23.2.2.2**

In relation to the Association

1. Officers shall adhere to Association policies and seek to change such policies through the proper channels of the Association.
2. Officers shall maintain the integrity of the Association at all times and shall not initiate or participate in any activity which will place the Association in ill repute.
3. Officers shall honor commitments made on behalf of the Association.
4. Officers shall not divulge to members of the general public any item raised during a meeting of the Executive Committee.
5. Officers shall resign from their position immediately if they become unable to fulfill the duties or obligations of their position.

### **23.2.2.3**

In relation to other Officers

1. Officers shall not criticize the sphere of operation of another Officer except to that officer or the President. Criticism or reports to the President shall only be made after the officer has been made aware of the nature of the criticism to be leveled.
2. Officers shall not comment, render opinions or make decisions with respect to operations not under their control, to members of the general public.
3. Officers shall refer issues arising in the community with respect to their sphere of operation to appropriate Association Officers.
4. Officers do not undermine the confidence of Members in other Officers.

### **23.2.2.4**

In relation to the membership

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1. Officers shall fulfill the duties and obligations of their positions to the best of their ability, always serving the best interests of all players registered within the Association.
2. Officers shall treat members with dignity and respect and are considerate of their circumstances
3. Officers shall not use their positions for personal profit, or for the profit of immediate family members.
4. Officers shall not use their position to influence the placement of any player
5. Officers shall not use their position to influence the selection of any coach or team official.

### **23.3 FAIR PLAY CODES OF CONDUCT**

Fairness, integrity and respect – These are principles of fair play. With them the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. Playing fair also has to do with making choices. As we interact with each other in sport, or as spectators of sport, we must regularly consider and redefine what we think is right and what is not.

The B.A.H.A. Fair Play Codes of Conduct are an extension of the B.A.H.A. Expected Standard of Ethical Conduct and have been established to guide decision-making and actions of all B.A.H.A. Members and Participants.

See **APPENDIX F – PARENTS PLEDGE, APPENDIX G – COACHES PLEDGE, APPENDIX H – PLAYERS PLEDGE, APPENDIX I – LEAGUE ORGANIZERS AND B.A.H.A. EXECUTIVE PLEDGE.**

### **23.4 SOCIAL MEDIA AND COMMUNICATION CODE OF CONDUCT**

The Purpose of this policy is to educate the B.A.H.A. Community on the risks of social media and to ensure all Teams and Association Personnel are aware that conduct deemed inappropriate may be subject to disciplinary action by the Team, Minor Hockey Association, or Hockey Alberta. When using social media, networking or communication mediums, the B.A.H.A. community should assume at all times they are representing B.A.H.A. and/or its member associations or teams. All members of the B.A.H.A. community should remember to use the same discretions with texting, social media, networking, private messaging as they do with other traditional forms of media.

#### **23.4.1 APPLICATION OF THE SOCIAL MEDIA AND COMMUNICATION CODE OF CONDUCT**

For the purpose of this Social Media and Communication Policy, the policy will encompass, public communications through such internet mediums such as Twitter, Facebook and Instagram and any other social media network that allows users to communicate online as well as other forms of electronic communications, but not limited to, 'BBM', 'Texting', or 'Private Messaging'

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### 23.4.1.1

The policy will be applicable to all members of B.A.H.A., including Executive Teams, on ice and off ice officials, players, players family members and supporters. B.A.H.A. recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. B.A.H.A. also respects the rights of all Teams and Association Personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

## 23.4.2 **EXPECTED SOCIAL MEDIA AND COMMUNICATION ETHICAL STANDARD**

B.A.H.A. holds the entire B.A.H.A. community who participate in social media, networking and communication platforms to the same standards as it does for all forms of media including radio, television and print.

It should be recognized that social media and comments made in forms such as “texting” or “messaging” are on record and can be instantly published and available to the public and media. Everyone including the Association, Team personnel, players, corporate sponsors and the media can review social media communications. All members and Participants of B.A.H.A. are thus expected to conduct themselves in an appropriate and professional manner at all times by the following:

1. Shall not make any statement that is deemed to be publicly critical of B.A.H.A., the Association, its Representatives or Officials, or comments that are detrimental to the welfare of a member, team, the Association, or an individual.
2. All members of the association must refrain from divulging confidential information of a personnel or team related nature.
3. They must also avoid revealing business or game strategy that could provide another team or individual’s competitive advantage.
4. They must not discuss injury or information about any player.
5. Must not misrepresent the truth
6. Must not make comments online that constitutes bullying, harassment or abuse.
7. Must not have any online activity that contradicts the current Rules and Regulations of B.A.H.A.
8. Must not make inappropriate, derogatory, racist, or sexist comments of any kind.
9. Must not have online activity that is meant to alarm other individuals or misrepresent fact or truth.
10. Only information that is considered public may be divulged.
11. Members must always use their best judgement – pause before posting or sending. Once comments are posted or sent, they cannot be retracted. Ultimately the member is solely responsible for his/her own comments.
12. If requested to participate in an online network, as a direct result of a member’s affiliation with or participation in B.A.H.A, B.A.H.A. recommends that you request approval from the Team or Association.
13. Divulging confidential information that may include, but is not limited to the following:
  - Player injuries,
  - Game strategies,
  - Any other matter of a sensitive nature to a member team, the Association or individual,

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- Negative or derogatory comments about any of the Team, Minor Hockey Association, staff programs, stakeholders, players of any members of B.A.H.A. team,
- Any form of bullying, harassment, intimidation, or threats against players or officials,
- Photographs, videos or comments promoting negative influences or criminal behavior, including but not limited to the following:
  1. Drug Use
  2. Alcohol Abuse
  3. Public Intoxication
  4. Hazing
  5. Sexual Exploitation, etc.

### 23.4.3 FAILURE TO COMPLY

Failure by a Member or Participant to comply with the expected standards of conduct as set out above, in **Regulation 20.0** constitutes an infraction and may result in disciplinary action and the imposition of a sanction in accordance with the B.A.H.A. policy on discipline, refer to **DISCIPLINE POLICY** as outlined below in **Regulation 21.0**.

## 24.0 DISCIPLINE POLICY

**Preamble:** Membership in the Beaumont Amateur Hockey Association, and participation in its activities, brings with it many benefits and privileges that are balanced by member and participant responsibilities and obligations. The B.A.H.A. Code of Conduct (**see Regulation 19.1 above**) defines the parameters for these responsibilities and obligations, and thus identified a standard for behavior that is expected of all B.A.H.A. members and participants. This policy identifies the procedures to be followed when this standard is not achieved.

### 24.1 APPLICATION OF THIS POLICY

This policy applies to all Members as defined in the bylaws of B.A.H.A. ("Members") as well as any individuals engaged in activities with B.A.H.A., including, without limitation, players, coaches, parents and spectators, hired contractors by B.A.H.A. ("Participants")

This Policy applies to the conduct of Members and Participants at all B.A.H.A. activities, programs or events.

This policy also applies to Evaluation Grievance requests for all applicable B.A.H.A age groups and levels.

The discipline committee will consist of, at a minimum, the following: at least one (1) executive, one (1) age level director and one (1) other Board Member.

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## **24.2 TYPES OF INFRACTIONS**

Failure by a Member or Participant to comply with the expected standard set out in any of the above B.A.H.A. Codes of Conduct or Expected Ethical Standards constitutes an infraction and may result in disciplinary action and the imposition of a sanction. Infractions will be reviewed and decided upon using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within the regulations of a hockey governing body, or within a contract or other formal written agreement, takes precedence.

Infractions are divided into two types, **minor infractions** and **major infractions**, which are dealt with using different procedures.

**Minor Infractions** are single incidents of failing to comply with expected standards of conduct that generally do not result in harm to others, to B.A.H.A. or to the sport. Examples of **minor infractions** include, but are not limited to:

1. On-ice infractions such as major penalties or match penalties
2. Pranks, jokes or other activities that do not endanger the safety of others
3. Leaving dressing rooms in disrepair, or in a messy state
4. Accidental disregard for bylaws, policies, rules, regulations
5. Inappropriate conduct that is not considered bullying, harassment, abuse, or hazing
6. Comments, photos or posts made via social media, networks, or communications means that is not considered bullying, harassment, abuse or hazing, and not of a sexual nature

**Major Infractions** are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to B.A.H.A. or to sport. Examples of **major infractions** include, but are not limited to:

1. Repeated minor infractions.
2. Repeated on-ice infractions as per Hockey Canada rules of a B.A.H.A. player or team official
3. Intentionally damaging B.A.H.A. property or improperly handling B.A.H.A. monies.
4. Pranks, jokes, or other activities that endanger the safety of others.
5. Activities or behavior that interferes with the organization of a competition or with any player's or team's preparation for a competition.
6. Deliberate disregard for the bylaws, policies, rules, regulations and directives of B.A.H.A.
7. Conduct that intentionally damages the image, credibility or reputation of B.A.H.A.
8. Behavior that constitutes bullying, harassment, abuse, or hazing or any other infractions as per the B.A.H.A. Abuse and Harassment Policy (**See Appendix N**).
9. Abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.
10. Comments, photos or posts made via social media, networks, or communications means that is considered bullying, harassment, abuse or hazing, and not of a sexual nature.

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### 24.3 REPORTING AN INFRACTION

Any individual (the Complainant) may report to a Representative of B.A.H.A. a complaint of an infraction by a Member or Participant (the Respondent). Such complaint must be in writing and must be made within fourteen (14) days of the alleged infraction. For the purposes of this Section, a “Representative” is any person in a responsible volunteer or staff position within B.A.H.A.

Upon receiving a complaint, the Representative will provide it immediately to the Discipline Director or, if B.A.H.A. does not have a Discipline Director in place for that season, any member of B.A.H.A.’s Executive.

The Discipline Director, or, if B.A.H.A. does not have a Discipline Director in place for that season, any member of B.A.H.A.’s Executive may determine that an alleged infraction is of such seriousness as to warrant a suspension of the Member, or removal of the Participant, pending investigation, a hearing and a disciplinary decision.

Upon receiving a complaint, Discipline Director, or, if B.A.H.A. does not have a Discipline Director in place for that season, any member of B.A.H.A.’s Executive will form a Discipline Committee and they will review the complaint and may do one of the following:

1. Dismiss the complaint if he or she considers it to be trivial or vexatious.
2. Determine that the complaint does fall within the jurisdiction of this policy, and refer to the appropriate regulatory body having jurisdiction if it does not.
3. Determine that the matter relates to a conflict with a Team, or between B.A.H.A. If it is with a team if it has been first addressed using the Team Conflict Resolution Process **see Appendix O**. If it has, not the Discipline Committee may refer the matter to the Complainant’s Team Designate for resolution pursuant to that policy.
4. Direct that the infraction be dealt with informally as a **minor infraction**.
5. Refer the matter to be dealt with formally as a **major infraction**.

### 24.4 DISCIPLINARY PROCEDURES

All informal disciplinary situations involving **minor infractions** will be dealt with by the Discipline Committee, which will be established from time to time by the executive committee, which will be comprised of 1 or more members of the executive & other appropriate personnel, having authority over the Member or Participant involved: this person may include, but is not restricted to, a coach, official, director, officer, volunteer or staff member.

When needed to informally address a complaint of **minor infractions** The Discipline Committee, the Member or Participant involved shall:

1. Determine if an investigation is required to ascertain whether an infraction has in fact occurred, if deemed necessary, The Discipline Committee will conduct a fair and impartial investigation of the matter and provide a written report of investigation finding to the Complainant, the Respondent, and the Discipline Committee.
2. Upon the facts of the case, as originally presented, or upon the results of an investigation, determine if an infraction has in fact occurred.
3. Where it is determined that an infraction has occurred, decide the appropriate disciplinary sanction and issue a written decision to the Complainant, and the Respondent, and the Discipline Committee.
4. Where it is determined that an infraction has not occurred, obtain the Discipline Committee concurrence, then advise the Complainant and Respondent that the complaint has been dismissed, with reasons.

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5. Where a disciplinary sanction has been imposed, coordinate the application of the sanction with other B.A.H.A. representatives.
6. Discipline Committee & Discipline Committee shall deal with all complaints of **major infractions** within the jurisdiction of this policy and may deal with complaints of **minor infractions** if so directed.
7. Depending on the circumstances of the complaint, Discipline Committee may authorize and investigation into the alleged infraction.
8. Discipline Committee and the Discipline Committee will determine the formality of the disciplinary process, which may involve an oral hearing in person, a hearing based on written B.A.H.A. Codes of Conduct, and Discipline Policy submissions, or a combination of these methods.
  - a. If a formal hearing is determined to be required, the hearing must happen within fourteen (14) days of the complaint being filed with B.A.H.A.
  - b. Official statements, and witness statements must be provided to the Discipline Committee seventy-two (72) hours prior to formal hearing
  - c. All necessary documents, including formal and witness statements, will be provided to all parties within twenty-four (24) hours to the hearing
9. The Member or Participant will be given reasonable notice of the formal hearing, as well as day, time, and place of the hearing; they will receive a copy of the Investigation Report, if an investigation was a carried out; they may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee.
10. After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member or Participant, the complainant and the appropriate board member(s).
11. Where the conduct being reviewed by this policy is of a sensitive nature, B.A.H.A. will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or is in the best interests of the public.
12. In fulfilling its duties, and with the approval of the Executive Committee, the Discipline Committee or Discipline Director may obtain independent advice.
13. B.A.H.A. reserves the right, and at times may be obligated to consult with, and report to Hockey Alberta or the Police any information regarding complaints filed, investigations, disciplinary hearings, and any resulting sanctions.

### 24.5 DISCIPLINARY SANCTIONS AND GUIDELINES

Because infractions may vary in seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. This is not to say these types of violations are minor or major specifically, but rather, some may be more serious than others. B.A.H.A. will investigate reported violation(s) to the all the above codes of conduct and follow the below guidelines to impose appropriate sanctions to all offending individuals. These guidelines are intended to assist B.A.H.A. as they assess violations/infractions. Factors that can be considered with violations include:

- The severity of the infraction, either major or minor
- The intent of the violator,
- Whether harm, physical or otherwise, resulted from the violation,
- The circumstances of the violation,

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- The effect the violation had upon the recipient(s), the recipient's family, the team, the association or the community,
- Any previous violation history.
- Any previous infractions

Possible Disciplinary measures therefore depend on a number of factors that all must be taken into account on a case-by-case basis.

Sanctions for **minor infractions** may include a verbal warning, written warning, request for an apology, community service or other voluntary contribution to B.A.H.A., removal of certain privileges of membership for a designated period of time, and/or removal from the current activity.

The following are examples of disciplinary sanctions that may be applied where it is found that a major infraction has occurred:

1. Require a verbal or written apology,
2. Community service or other voluntary contribution to B.A.H.A.
3. Removal of certain privileges of membership,
4. Suspension from certain B.A.H.A. events or activities,
5. Suspension from all B.A.H.A. activities for a designated period of time,
6. Expulsion from membership, and/or,
7. Publication of disciplinary sanction.

### 24.5.1 **RECOMMENDED DISCIPLINARY SANCTIONS**

Please consider the following suggested sanctions for various conducts listed below:

- A. Implicit or implied threats of death or serious bodily harm:  
indefinite suspension, referral to B.A.H.A. Executive for investigation and punishment.
- B. Encouraging someone to do themselves serious harm:  
indefinite suspension, referral to B.A.H.A. Executive for investigation and punishment.
- C. Posting of pictures of threatening nature:  
indefinite suspension, referral to B.A.H.A. Executive for investigation and punishment (also refer to police).
- D. Slurs against someone's race, religion, sex or sexual orientations:  
lengthy suspension.
- E. Slurs against another and/or their family:  
warning or short suspension.
- F. Posting comments and/or pictures of someone else of an implied sexual nature:  
indefinite suspension, refer to B.A.H.A. Executive for investigation (also refer to police).
- G. Gossip - posting or sending cruel gossip to damage a person's reputation and relationships with friends, family or acquaintances:  
Warning or short suspension.
- H. Breaking into someone's email or other online account and sending messages that will cause embarrassment or damage to the persons reputation and affect his or her relationships with other:  
Indefinite suspension, referral to the B.A.H.A. Executive for investigation and punishment (also refer to police).

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- I. Posting or sending unwanted intimidating messages:  
Short suspension.
- J. Tricking someone into revealing secrets or embarrassing information which is then shared online:  
Short Suspension.
- K. Posting or making comments that are considered bullying, harassment, abuse, hazing, or of a sexual nature  
indefinite suspension, refer to B.A.H.A. Executive for investigation (also refer to police if required).

It is understood that the above are representative sanctions only, that they may be modified by the Discipline Director or Discipline Committee to fit the circumstances of the infraction. Any suspensions given will apply to all teams the participant is involved with.

## 25.0 APPEALS POLICY

This policy identifies the procedures to be followed when a Member or Participant wishes to appeal a decision made by an official of B.A.H.A.

### 25.1 APPLICATION OF THIS POLICY

This Policy applies to all Members as defined in the bylaws of B.A.H.A., as well as any individual participant engaged in activities with B.A.H.A., including, without limitation, coaches, players, parents, spectators, and parties contracted by B.A.H.A.

### 25.2 TIMING OF APPEAL

An individual who wishes to appeal a decision ("Appellant"), shall have seventy-two (72) hours from the time they receive notice of the decision, to submit the following directly to the President of B.A.H.A.

1. Written notice of their intention to appeal,
2. Detailed reasons for the appeal,
3. An appeal fee of \$250.00

Any consideration of the appeal after the seventy-two (72) hour window has closed, will be at the sole discretion of the President, or personnel designated by the President.

### 25.3 GROUND FOR APPEAL

Appeals may only be heard if sufficient grounds exist surrounding the decision-maker or decision made (irrespective of the events precipitating the decision), as detailed below:

1. Decision-maker did not have authority or jurisdiction as set out in B.A.H.A.'s governing documents, to make such a decision;
2. Decision-maker failed to follow procedures as laid out in the bylaws or approved Policies of B.A.H.A., in making the decision;
3. Decision was influenced by bias;
4. Decision-maker exercised their discretion for an improper purpose; or,
5. Decision made was grossly unreasonable.

### 25.4 SCREENING OF APPEAL

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Within seventy-two (72) hours of receiving the notice of appeal, the President shall decide if the appeal constitutes sufficient grounds as set out in **Regulation 19.3.C**. If the President is not available, a member of the Executive Committee will be designated to perform this function.

If the appeal is denied due to insufficient grounds, then written notice shall be provided to the Appellant, and the \$250.00 Appeal fee returned.

This decision is at the sole discretion of the President or the President's designate, and may not be appealed.

### 25.5 APPEALS PANEL

Should the President find sufficient grounds to proceed, he/she shall appoint an Appeals Panel (the 'Panel') within seven (7) days of having received the original notice of appeal.

The Panel can consist of the Discipline Committee from the previous step, but another Board Member should be added in with no previous knowledge of the case.

The Panel will be comprised of three (3) Board Members who have no personal relationship or common interest with the affected parties; and are free of any actual or perceived bias or conflict surrounding the Appeal.

The Panel's members shall select from themselves a Chairperson who will be authorized to arrange all preliminary matters the appeal (i.e.: date and location of hearing; deadline for exchange of documents, clarification of issues in dispute; procedural matters; order and procedure of hearing; remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings).

The Chairperson may notify all affected parties of these preliminary matters via email.

### 25.6 PROCEDURE FOR THE APPEAL

The Panel shall govern the Appeal by such procedures as it deems appropriate, provided that:

The hearing is held within seven (7) days of the Panel's appointment;

All affected parties are given five (5) days' notice of the hearing (date, location, time);

The hearing will be held in person, within the geographic boundaries of B.A.H.A.;

Written documents to be considered by the Panel must be submitted by the affected parties, at least two (2) days in advance of hearing. These may be submitted by email to the Chairperson, for further distribution to the Panel;

Affected parties may be accompanied by one (1) other person (advisor/counsel) who will not address the Panel directly;

There shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties; and

Decisions shall be made by majority vote, where the Chairperson carries one (1) vote.

### 25.7 APPEAL DECISION

The Panel shall issue its written decision, with specific explanation, within seventy-two (72) hours of the conclusion of the hearing via email, to all parties and to the President.

The panel may decide as follows:

1. To void or confirm the decision being appealed.
2. To vary the decision, if it is found that the decision-maker was unable, but are not limited to: lack clear procedure; lake of time, or lack of neutrality.

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3. To refund the appeal fee, in whole or in part. (Fees not returned will be deposited with B.A.H.A. and incorporated into the operating budget).

The Panel will have no greater authority than the original decision-maker when changing the decision.

### **25.8 APPEAL REFERRAL OF DISPUTE AND JURISDICTION**

Any party wishing to appeal the decision of the Panel based on grounds such as those detailed in **Regulation 19.3.C** may refer to Hockey Edmonton to be reviewed in accordance with its appeal procedures. For all other matters, the decision of B.A.H.A. Appeals Panel is final and binding.

This Policy shall be governed in accordance with the laws of Alberta.

No Action or legal proceeding shall be brought against B.A.H.A. in respect to a dispute or appeal, unless B.A.H.A. has refused or failed to abide by the provisions for appeals, as set out in this policy.

### **25.9 EVALUATION GRIEVANCE**

For anything pertaining to a grievance for Evaluations please refer to **Regulation 8.4** under **PLAYER EVALUATION AND TEAM SELECTION**.

### **26.0 ICE CANCELLATION POLICY**

It is the Association's intention to be fair and equitable in respect to ice allocation. If the following guidelines are adhered to, the Association can better serve our members by providing them with accurate ice tracking and fiscal responsibility. This will also ensure that any wasted ice will be kept to a minimum.

The following guidelines will apply to all teams:

1. Allocated Ice must be used as assigned.
2. Teams wishing to change or cancel practice ice times must give at least fourteen (14) days' notice prior to the time slot, to both the Executive Administrator and the Vice-President of On-Ice Operations.
3. If less than fourteen (14) days' notice is given, one or both of the following conditions may apply:
  - a. The ice cancelled will be tracked against your team, and given to someone else.
  - b. Your team will be charged for each cancellation. A deposit cheque (in the amount determined by the Board annually) must be given to the Treasurer from each team for ice deposit. In the event the deposit cheque is cashed due to missed ice, the team must supply another cheque to have ice scheduled. Failure to provide a replacement cheque for ice deposit to the Treasurer will result in the loss of ice until such time the appropriate Level Director secures a new cheque from the team in question, and receives approval from the Treasurer to once again allocate ice accordingly.
  - c. Teams wishing to change/cancel a game or exhibition ice time must give at least fourteen (14) days' notice to both the Ice Allocator and the appropriate Level Director. The Referee Assignor must also be given at least seventy-two (72) hours' notice of cancellation for the officials. If referees are not cancelled in time, their fees may be charged to your team notwithstanding adverse weather conditions.

**Ice Swaps:** Any teams that swap ice will be required to coordinate amongst themselves, and inform the Executive Administrator as soon as possible.

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### 27.0 EQUIPMENT POLICY

The Beaumont Amateur Hockey Association will only be responsible for equipment purchased on the approval of the Equipment Director. All equipment used by or during an official Beaumont Amateur Hockey Association function becomes the sole property of the Association and is subject to all the rules and regulations of the Association. All equipment is distributed, cleaned, repaired and stored at the central storage depot, unless otherwise approved arrangements have been made. Equipment required by local league teams for any reason other than regularly scheduled games must be authorized by the Equipment Director, provided the equipment is available and returned promptly after use.

All equipment shall be distributed and collected through the Equipment Director. A \$500.00 equipment deposit is required from all teams no later than October 31<sup>st</sup> of each operating year. This cheque will be cashed up on receipt. If all equipment is returned in acceptable condition the Treasurer will refund the equipment deposit. All equipment must be returned within fourteen (14) days of conclusion of the season.

The Equipment Director is responsible for scheduling and communicating dates for the teams to return equipment.

### 27.1 B.A.H.A. OWNED GOALIE EQUIPMENT RENTAL POLICY

- 27.1.1** U7 – B.A.H.A. will have team sets available for this level to use. Equipment will be stored in the IP locker and damages or lost equipment will be taken out of the Team Equipment Deposit.
- 27.1.2** U9 – B.A.H.A. will provide two (2) sets of equipment to each team at the beginning of the year. Based upon availability, B.A.H.A. may provide a second set to a team OR individual players. The Team is responsible for any damages or lost equipment and would be paid from the Team Equipment Deposit. If an individual player signs out a set of equipment, they will need to provide a \$500.00 cheque as a deposit to ensure the equipment is brought back in a good shape.
- 27.1.3** U11 – Goaltending equipment will be leased to players on a monthly Rate of \$30.00/month or \$200.00 for the season. This payment is due when the equipment is provided (one cheque or half of the amount can be post-dated for January). Players are also required to provide a deposit cheque of \$500.00 to ensure the equipment is returned and in good shape at the end of the season. (i.e., if equipment is not returned at the end of the season additional monthly charges will continue). If a team doesn't have a designated goalie, the U9 Policy will apply for one (1) team set of equipment.
- 27.1.4** U13, U15, U18 – B.A.H.A. will not be supplying goaltending equipment for these age groups. If due to special circumstances equipment is needed, the Equipment Director and Vice-President of On-Ice Operations, in consultation with the appropriate Level Director, will determine what course of action needs to be taken.
- 27.1.5** **Equipment Use after B.A.H.A. Season** – If players of any age wish to use goalie equipment after the hockey season (i.e., due to Spring Hockey or Inline Hockey) they can do so at a rate of \$30.00/month with a \$550.00 deposit cheque. Payment must be up front and if the equipment is not returned at the designated time, the \$30.00 rate will continue to apply.

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**28.0 B.A.H.A. TEAM JERSEYS**

Beaumont jersey team colors are black, white, grey and red. The Jerseys may not be altered in any way without B.A.H.A. Board approval.

Game jerseys and equipment may only be worn during Association game conditions. Game jerseys are not to be worn for practices, except for the U7 level who may use game jerseys for practices, or any other leagues or activities.

**28.1 B.A.H.A. 3<sup>RD</sup> JERSEY & TEAM NAMING**

B.A.H.A. with the rebrand that happened in 2022, will allow teams to pick their own team name.

The team may choose a name to go by in any way they choose and must submit the name to with their team roster on or before October 1st of the current season for approval by the Board of Directors. The team name will not be official until the manager receives confirmation of approval from the board of directors.

B.A.H.A. also allows teams to purchase, at their own expense, a 3rd jersey. Which can be worn for exhibition and tournament games only. (No league games or Provincial games).

The jersey **must** have the following:

- The current Beaumont Hockey Logo on the front
- The Fleur-De-Lis shoulder logo on both shoulders

The jersey may have the following as options:

- Numbers on the arm
- Player name bar
- Sponsor name bar
- Sponsorship naming can be unique to each jersey if desired by the team.

The sole cost and responsibility of ordering this jersey is that of the team. Teams will also be required to order, again at their own cost matching socks if so desired.

**28.2 RETIREMENT OF JERSEYS**

Jerseys may be considered 'retired' and ruled illegal for usage within the Association including the purchase, inventory and wearing of by the Board of the Beaumont Amateur Hockey Association.

Philip Oh played hockey in Beaumont from 1981 to 1993 where he was regarded by his teammates as a dedicated and resourceful hockey player. As well as a thoughtful and humorous friend, he was also a high achiever in academics.

Out of respect for the loss of Philip Oh, and to commemorate such a fine young man, who was tragically killed in a car accident in the prime of his young life. B.A.H.A. has retired Jersey #7, that was once worn by Philip Oh. This jersey will also be permanently displayed in a place of honor within the home facility of the Association.

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**29.0 INSURANCE REQUIREMENTS**

To ensure the Board of Directors of the Beaumont Amateur Hockey Association are able to provide their duty of care, and to provide a normal hockey program to athletes, to conduct the day-to-day operations of a Local Minor Hockey Association and the Association's teams, evaluations and try-outs, team and league scheduled practices and games, they must ensure their decisions do not result in damage or loss to the organization or to its members.

In this capacity, Director's Liability insurance will be carried and renewed on an annual basis by the Vice-President of Off-Ice Operations or the Secretary of the Board.

All Players and Coaches are insured against injury through Hockey Alberta upon completion of registration in the HCR

**30.0 TEAM SPONSORSHIP**

Sponsorship may be sanctioned by the Board of Directors of the Beaumont Amateur Hockey Association with the intent of reducing the high cost of playing hockey. All sponsors of the Beaumont Amateur Hockey Association must be approved by the Board of Directors under the following guidelines;

1. Fundraising within the local community is restricted to Beaumont Amateur Hockey Association **tournaments** in order to reduce the number of requests these businesses incur each season.
  - a. Teams can request approval from the Board of Directors to approach local businesses for Team Level sponsorships.
  - b. Approval from the board must be received prior to contacting local businesses.
2. Requests must be submitted to the current Treasurer and include the name and address of the company and the amount of sponsorship.
3. B.A.H.A. will not issue tax receipts.

**31.0 SCHOLARSHIPS**

The Beaumont Amateur Hockey Association is pleased to participate in the awarding of three (3) scholarships each year.

**31.1 THE G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD**

This Scholarship is in recognition of the late Mr. Magnan's contribution to the children in our community and through his involvement on Town Council. This is a yearly award of \$500.00, shared with the Town of Beaumont, offered to an applicant registered in the U18 or Junior C programs. For rules and details for applying see **Appendix B**.

**31.2 THE LIZ AND JON THOMPSON MEMORIAL AWARD**

This Scholarship is in memory of Elizabeth and Jonathan Thompson. This is a yearly award of \$500.00, offered to an applicant who is or was involved in the Beaumont Amateur Hockey Association hockey program, up to and including Junior C and the referee program and is or has intention of pursuing a post-secondary education. For details for applying see **Appendix C**.

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### **31.3 THE PHILIP KI JOON OH HOCKEY SCHOLARSHIP**

This Scholarship is a yearly award of \$750.00 and is awarded to two (2) Beaumont student/hockey players, from U7 up to and including the first year of U15, who demonstrates noteworthy talent/ability and show continuous effort to benefit our community and society. The Association participates in these scholarships as a liaison to the Philip Oh Foundation. It is the Boards responsibility to promote the scholarship and encourage applications. A member of the Executive participates on the Selection Committee and informs the applicants of the outcome. The Philip Oh Foundation and the Oh family award the Scholarships at the Annual General Meeting. For rules and details for applying see **Appendix D**.

\*If for any reason a scholarship is not awarded in a given year, the Board has the discretion to carry the value of the award over to the following year, when two or more such scholarships may be awarded.

## **32.0 GAMING REGULATIONS**

### **32.1 FUNDRAISING PERMITS**

Teams are required to submit the B.A.H.A. Fundraising Permit Request form (see **Appendix K**) to the Director of Fundraising who will make sure that the team's event does not conflict with other events, that all regulatory requirements are fulfilled, and provide approval.

All teams, regardless of event, need to obtain permits for fundraising efforts with the exception of tournaments under the auspices of the B.A.H.A. Tournament Director.

Please ensure your team follows the following Beaumont Amateur Hockey Association guidelines:  
No Team shall hold a draw or raffle without obtaining a permit from registries.

No Team shall obtain a raffle license from AGLC utilizing B.A.H.A.'s gaming registration without registering the draw with the Director of Fundraising.

Funds raised from gaming licensed events utilizing B.A.H.A.'s gaming registration number will be submitted to the Director of Fundraising until the paperwork with Alberta Gaming is complete and then returned to the team that raised the funds.

Permit applications will be submitted to the Director of Fundraising for approval for all team fundraising events. This should be your first step in the planning cycle because permits will be authorized on a first-come first-serve basis but two events that might conflict will not be authorized by the Director of Fundraising.

No team will be approved for any raffle until after the B.A.H.A. Association wide raffle has been completed for that season.

### **32.2 USE OF FUNDS FROM 50/50S AND CASINOS**

Any money received from 50/50s and Casinos must be used within a two (2) year period according to the guidelines set by the Alberta Gaming and Liquor Commission.

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**32.3 TOURNAMENT FUNDRAISING**

Fundraising for tournaments will be conducted through the Tournament Director in the following ways:

1. Items will be collected through donations for door prizes and raffle items. These items must be catalogued with the value for each prize noted along with the corresponding winner name. These reports are to be double checked for accuracy by the Vice-President of Off-Ice Operations. These should be kept on file for 2 years.
2. Apply for 50/50 license for the tournament, this can be done through selling tickets I person or through an online 50/50 program such as Rafflebox
3. Any unused items collected/donated must be documented and stored at the B.A.H.A. office to be used for the next tournament or fundraising initiative for B.A.H.A.

**33.0 BOARD OF DIRECTORS**

The Executive Committee shall ensure that the business and affairs of the Association are conducted in accordance with The Societies Act, the bylaws of the Association, and the policies and procedures that are enacted by the Board of Directors from time to time. In general, the Board of Directors supports a position of transparency to its Members and shall give full consideration to the affairs brought to its attention by any officer or Member. The Board of Directors is responsible to the Members and players of the Association and has full control and management of the Association within the limits of the bylaws of the Association and for the administration of a minor hockey program in Beaumont, Alberta.

\*For full details on the operation of the Board of Directors please refer to the Bylaws

**33.1 CHANGES IN EXECUTIVE**

In the event there are changes to the Executive of the Beaumont Amateur Hockey Association, these must be reported by the Secretary to the Alberta gaming and Liquor Commission. **See form 5471AGLC in APPENDIX E.**

**33.2 DISSOLUTION CLAUSE**

In the event the Beaumont Amateur Hockey Association dissolves, all gaming proceeds will go to a Charitable Organization at the current Board of Directors discretion.

**33.3 CHANGING BYLAWS**

In the event there are changes to the By-Laws of Beaumont Amateur Hockey Association, these must be reported by the Secretary to the Alberta Gaming and Liquor Commission/Alberta Registries.

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### 33.4 FINANCIAL REPORTING

The Association shall attempt at a minimum to attain a balance budget during each fiscal year with revenue arising from registration fees, grants, fundraising initiatives and sponsorship. The Association may also maintain an overall surplus in a substantial amount to allow for capital projects, unexpected decreases in revenue, unexpected increase in expenses or such other goals as established by the Board of Directors from time to time.

The Association shall at all times maintain and have available for review by its Members at all reasonable times and upon reasonable notice, adequate financial records, and shall ensure that the books, accounts and records for the Association are audited at least once each year.

A separate bank account must be opened for all monies earned through casinos, bingos, or raffles. Each account must provide bank statements and cancelled cheques.

All expenditures must be paid by the following:

- By cheque directly from the associated account,
- Via etransfer directly from the associated account,
- Via credit card, then payment must be made to Credit Card used from the associated account

Independent reconciliations must be done. Financial records must be maintained for seven (7) years minimum.

### 34.0 ADVERTISING AND PROMOTIONS

The Beaumont Amateur Hockey Association uses a variety of methods to advertise and promote as necessary. The method that may be used are, but not limited to:

- La Nouvelle (Beaumont News) – The Association can advertise all available positions, special meeting dates and times, development and try-out camps when applicable, and any other news deemed necessary by the Board.
- Website – The Association website can be found at [www.baha.ab.ca](http://www.baha.ab.ca) and contains any and all information regarding the Association and the hockey program.
- Two (2) Bulletin Boards have been installed at the Ken Nichol Regional Recreation Centre and are used by the Association to post information on the day-to-day activities such as schedules, meeting dates and times, development, tournament information and try-out camps, etc.
- Newsletters – These generally come out quarterly and will include all information that the Board of Director needs to communicate to the members.
- Any other methods approved by the Board of Directors.

### 35.0 VOLUNTEER COMMITMENTS

Every family is required to complete volunteer commitments for the registered season unless they have paid the volunteer optional buyout fee on their registration. The number of volunteer commitments for each family is dependent on the number of players registered. For each player registered, families are required to complete **TWO (2) VOLUNTEER COMMITMENTS**. There are no exemptions to the volunteer requirements. There is no roll-over of volunteer commitments from year to year.

All shifts must be bought out, by an amount decided by the current years board, or signed up for by January 1<sup>st</sup> of each hockey season. B.A.H.A. members who do not buy out their volunteer responsibilities will be required to submit a cheque dated January 1<sup>st</sup> in the amount of \$300.00 made payable to Beaumont Amateur Hockey Association. Any member failing to show up for their scheduled shift(s) will result in the cheque being cashed immediately. In the event that a family doesn't to complete their volunteer commitments, the deposit cheque(s) will be deposited into B.A.H.A.'s account and added to their operating budget.

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**36.0 WEBSITE**

Beaumont Amateur Hockey Association website can be found at [www.baha.ab.ca](http://www.baha.ab.ca).

The website is used to provide valuable information to our members regarding the Association and the hockey program. Included information on the website includes but is not limited to:

- Registration, costs, and dates
- Schedules – practices, league, exhibition, provincial games and tournament play,
- Tournaments – all tournament information for tournament(s) hosted by B.A.H.A.,
- Newsletters and regular general updates,
- Coach resources,
- By-laws and Rules and Regulations of the Association,
- Mission Statement of the Association,
- Fundraising (including volunteer shifts),
- Scholarships,
- Documents – PDF downloadable documents,
- Links – to various hockey sites,
- Contact Us – mailing address, Board Member's names and emails.

Currently, it is the Association's policy not to post individual player's photos or names without the permission of the player and if underage, their parent or legal guardian.

Businesses may advertise on the B.A.H.A. Web page for a fee as determined by the Board.

The Vice-President of Off-Ice Operations, and/or the Executive Administrator is the main contact for the website.

**37.0 APPRECIATION NIGHTS****37.1 COACH APPRECIATION NIGHT**

The Coach's Appreciation Night will not exceed the budget set for the season and will serve as an opportunity to recognize the coaches from each team for their hard work over the past season.

**37.2 MANAGER APPRECIATION NIGHT**

The Manager's Appreciation Night will not exceed the budget set for the season and will serve as an opportunity to recognize the Manager from each team for their hard work over the past season.

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**APPENDIX A:**

**BEAUMONT AMATEUR HOCKEY ASSOCIATION REFUND POLICY**

1. Conditioning Camp is non-refundable, unless there is a waitlist.
2. AA try-out fee is non-refundable.

All player registration fees include a \$50.00 non-refundable registration fee. (Registration fee covers credit card fees and administration costs associated with the registration processes.)

A full refund, less the registration fee, will only be issued if a player withdraws prior to evaluations commencing.

If a player withdraws at any time during the evaluation processes, an additional \$50.00 fee will be deducted to offset the costs of evaluations.

**NO REFUNDS WILL BE ISSUED AFTER TEAMS ARE MADE.**

Special considerations such as injury, physical moves, first year players, etc., will be evaluated by the Board of Directors as they arise. The Board of Directors holds the right to refuse any refund requests once teams are formed.

Players that make AAA or M15 (if B.A.H.A. is not hosting a U16AA team) will receive a full refund.

All players withdrawing after the season has commenced are required to pay the full team cash call/fundraising costs (as decided by the Team Manager and Team Head Coach), volunteer buyout (if duties are not yet completed), and the AA Program Fees (if applicable). Failure to do so will result in the member to **NOT** be in good standing with the Association, and will hinder a release or transfer of his/her Hockey Canada File.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**APPENDIX B:****G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD**

The Beaumont Amateur Hockey Association (B.A.H.A.) provides a program that will enable all interested children to learn the skills of hockey while having fun. B.A.H.A.'s endeavors to provide a program that will develop a well-rounded hockey player who will contribute to a team through sportsmanship, discipline and play making abilities. B.A.H.A. stresses the importance of a completed educational program along with the furtherance of a hockey career. In recognition of this importance, B.A.H.A. is offering a yearly Athletic/Educational Scholarship Award to qualifying hockey players.

A yearly award of \$500.00 is being offered to an applicant who is registered in B.A.H.A.'s U17 and Junior C programs. This award will be named the "G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD", in recognition of the late Mr. Magnan's contribution to the children in our community and through his involvement on Town Council.

**REGULATIONS**

1. Written application must be made to the Association by March 15<sup>th</sup> each year citing purposes of Scholarship.
2. Applicant is required to submit letters of reference from the following:
  - a. School Principal or Teacher
  - b. Coach (former or current)
  - c. Parent(s) or friends with regards to good citizenship/friendship
3. A framed award will be present to the recipient of the Scholarship at B.A.H.A.'s Annual General Meeting.
4. B.A.H.A. reserves the right to disallow any granting of Scholarships in any given year and further reserves the right to grant Scholarships to any number of applicants in any given year.
5. A committee comprised of the President, two (2) Directors and one (1) member of Beaumont City Council will review and recommend granting of the Scholarship.
6. Funds will be held by B.A.H.A. until proof of requirement is received in writing.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**APPENDIX C:****THE LIZ AND JON THOMPSON MEMORIAL AWARD**

In memory of the late Elizabeth and Jonathan Thompson, an educational scholarship is being offered and administered by the Beaumont Amateur Hockey Association.

A plaque donated by the Thompson family will be displayed in the lobby of the arena and will be named the “LIZ AND JON THOMPSON MEMORIAL AWARD”.

A yearly award of \$500.00 is being offered to an applicant who is or was involved in B.A.H.A.’s hockey program up to and including Junior C and referee program and is or has intention of pursuing a post-secondary education.

**REGULATIONS**

1. Written application must be made to the Association by March 15<sup>th</sup> each year citing purposes of Scholarship.
2. Applicant is required to submit letters of reference from the following:
  - a. School Principal or Teacher
  - b. Coach (former or current)
  - c. Parent(s) or friends with regards to good citizenship/friendship
3. This scholarship award is strictly educational in nature in that it must be applied towards post-secondary education such as a college, university, technical or equivalent educational institute.
4. A framed award will be present to the recipient of the Scholarship at B.A.H.A.’s Annual General Meeting.
5. B.A.H.A. reserves the right to disallow any granting of Scholarships in any given year and further reserves the right to grant Scholarships to any number of applicants in any given year.
6. A committee comprised of the President and two (2) Directors will review and recommend grant of the Scholarship.
7. Funds will be held B.A.H.A. until proof of requirement is received in writing.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**APPENDIX D:****THE PHILIP KI JOON OH HOCKEY SCHOLARSHIP**

The annual “Philip Ki Joon Oh Hockey Scholarship” will be awarded to two Beaumont student/hockey players who demonstrate noteworthy talent/ability, and show continuous effort to benefit our community and society.

The “Scholarships” will be granted for the purpose of attending a hockey or power skating school/program of the recipient’s choice from the B.A.H.A. list of approved programs.

**CRITERIA**

1. Played a minimum of two (2) years of hockey with B.A.H.A.
2. The “Scholarships” will be available to all hockey players in conjunction with #1 above, until the first year in U15.
3. Must demonstrate good citizenship in and around the community.
4. Must submit two (2) letters of reference from the following:
  - a. Former or current Hockey Coach
  - b. Academic Teacher
5. Written application deadline is March 15<sup>th</sup> of each year.
6. The Selection committee will be comprised of one (1) B.A.H.A. Executive Member, one (1) Member of Beaumont City Council, one (1) member at large appointed by the Foundation.
7. The Scholarship must be used within two summers of winning the award and it is not transferable.
  1. The letters “Scholarship Foundation” will administer to each recipient the maximum amount of
8. \$750.00 when verification of registration and submission of the official receipts from the chosen school/camp are received in the Foundation Office.
9. Official presentation of certificates and engraved plaques (for B.A.H.A.’s trophy case) will be presented at B.A.H.A.’s Annual General Meeting.

## BEAUMONT AMATEUR HOCKEY ASSOCIATION

## RULES AND REGULATIONS

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**APPENDIX E:****FORM 5471 AGLC – LIST OF ELECTED EXECUTIVE FORM**

This form may be obtained from our website:  
<http://www.aglc.gov.ab.ca/policies/forms.asp>

**LIST OF ELECTED EXECUTIVE**

It is imperative that the Alberta Gaming and Liquor Commission (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded to AGLC. Complete this form and return to the AGLC as follows:

**Alberta Gaming and Liquor Commission**

Regulatory Division, 50 Corviveau Avenue, St. Albert, Alberta T8N 3T5  
 Fax (780) 447-8911 or (780) 447-8912, email: [gaming.licensing@aglc.gov.ab.ca](mailto:gaming.licensing@aglc.gov.ab.ca)

Group Name and Mailing Address: _____ _____ Email: _____ Website: _____	AGLC ID Number: _____ Date Completed: _____
---	--

<b>PRESIDENT</b>		Term Expiry Date: __/__/__	
Print Full Name: _____		Date of Birth: __/__/__	
Mailing Address: _____ _____			
Residence Phone: _____ ( ) ( )	Business Phone: _____ ( ) ( )	Fax: _____ ( ) ( )	Postal Code _____ Email: _____

<b>TREASURER</b>		Term Expiry Date: __/__/__	
Print Full Name: _____		Date of Birth: __/__/__	
Mailing Address: _____ _____			
Residence Phone: _____ ( ) ( )	Business Phone: _____ ( ) ( )	Fax: _____ ( ) ( )	Postal Code _____ Email: _____

<b>SECRETARY</b>		Term Expiry Date: __/__/__	
Print Full Name: _____		Date of Birth: __/__/__	
Mailing Address: _____ _____			
Residence Phone: _____ ( ) ( )	Business Phone: _____ ( ) ( )	Fax: _____ ( ) ( )	Postal Code _____ Email: _____

<b>VICE PRESIDENT</b>		Term Expiry Date: __/__/__	
Print Full Name: _____		Date of Birth: __/__/__	
Mailing Address: _____ _____			
Residence Phone: _____ ( ) ( )	Business Phone: _____ ( ) ( )	Fax: _____ ( ) ( )	Postal Code _____ Email: _____

CONTINUED ON BACK

FORM LIC/GAM 5471 (03/17)

# BEAUMONT AMATEUR HOCKEY ASSOCIATION

## RULES AND REGULATIONS

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<b>SECRETARY/TREASURER</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
( )	( )	( )	

<b>PAST PRESIDENT</b>		Term Expiry Date: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
( )	( )	( )	

<b>POSITION HELD:</b>		Term Expiry: _____	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
( )	( )	( )	

<b>POSITION HELD:</b>		Term Expiry: _____	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
( )	( )	( )	

<b>POSITION HELD:</b>		Term Expiry: _____	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
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<b>POSITION HELD:</b>		Term Expiry: _____	
Print Full Name: _____		Date of Birth: <u>yy</u>   <u>mm</u>   <u>dd</u>	
Mailing Address: _____		_____	
_____		Postal Code	
Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
( )	( )	( )	

The information collected on this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the *Alberta Gaming and Liquor Act*, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the *Freedom of Information and Protection of Privacy Act* should be directed to F.O.I.P. Coordinator, Alberta Gaming and Liquor Commission, 50 Coriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780/447-8600, Fax: 780/447-8919.



**APPENDIX F:**  
**PARENT'S PLEDGE**

1. I will NOT force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
9. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
10. I will support all efforts to remove verbal and physical abuse from children's hockey games.
11. I will respect and show appreciation for the volunteers who give their time to hockey for my child.



**APPENDIX G:**  
**COACH'S PLEDGE**

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will respect the rules, officials, players and opponents.
4. I will ensure all athletes receive quality instruction, appropriate discipline, support and fair playing time.
5. I will not ridicule or yell at my athletes for making mistakes or for performing poorly.
6. I will remember that children will play to have fun and must be encouraged in positive ways to have confidence in themselves.
7. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
8. I will remember that children need a coach they can respect.
9. I will be generous with praise and set a good example.
10. I will foster regular and effective communications with the parents.
11. I will ensure that the locker room behavior is acceptable and non-threatening for all participants.
12. I will remember that it is a privilege, not a right to coach.
13. I will endeavor to ensure a safe environment for all players, team staff, and parents.
14. I will obtain all necessary certifications and credentials as required by the Beaumont Amateur Hockey Association.
15. I will keep my coaching credentials up-to-date and current for the entire season.
16. I will foster positive and healthy communication between team staff, parents, and players.



## **APPENDIX H:**

### **PLAYER'S PLEDGE**

1. I will play hockey because I want to, not because my parent(s), coach(es) or others want me to.
2. I will play by the rules of hockey and in the spirit of the game.
3. I will control my temper – fighting or “mouthing off” can spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning is not everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that coaches, officials and team staff are there to help me.
9. I will accept decisions made by coaches, officials, team staff or the Beaumont Amateur Hockey Association and show them respect.

**APPENDIX I:****LEAGUE ORGANIZERS AND B.A.H.A. EXECUTIVE'S PLEDGE**

1. We shall do our best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. We shall endeavor to ensure that all equipment and facilities are safe and match the athlete's ages and abilities.
3. We shall make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
4. We shall remember that play is done for its own sake and make sure that winning is kept in proper perspective.
5. We shall distribute fair play codes to coaches, athletes, officials and parents.
6. We shall make sure that coaches and officials are capable of promoting fair play as well as the development of the good technical skills.
7. We will encourage coaches to become certified.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**APPENDIX J:****INCIDENT REPORT FORM****GAME AND CONDUCT MANAGEMENT****MHA RESOURCE MANUAL**

Submit completed form to:

(Name)

(Address)

(Ph Number)

(Fax)

This form is to be utilized by any member of the Beaumont Amateur Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE &amp; TIME OF INCIDENT \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME) \_\_\_\_\_

NAME(S) OF ADDITIONAL WITNESSES \_\_\_\_\_

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed.

Please use black ink or type the report. Reports that are not legible will not be reviewed. You can expect an official to investigate your report. Unfortunately, a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation.

Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

**If additional space is required, please use reverse side or attach separately.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City/Town: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## BEAUMONT AMATEUR HOCKEY ASSOCIATION

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**APPENDIX K:****B.A.H.A. FUNDRAISING PERMIT REQUEST FORM**

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

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Event (mark "x" as applicable):

☐ Raffle☐ 50/50☐ Dance☐ Silent Auction

Other, please specify:

\_\_\_\_\_

Do you need to use BAHA's gaming number?

☐ Yes☐ No

Please provide a brief description of the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note:

- Events under the auspices of the BAHA Tournament Director are not required to complete form.
- Permits for events such as dances/auctions will be issued on a first- come first-serve basis. As such, make sure that your event has been approved from BAHA prior to finalizing bookings because permits will not be issued for this type of event on the same weekend to prevent conflicts between teams.
- Allow 5 days to receive approval from submission of application.

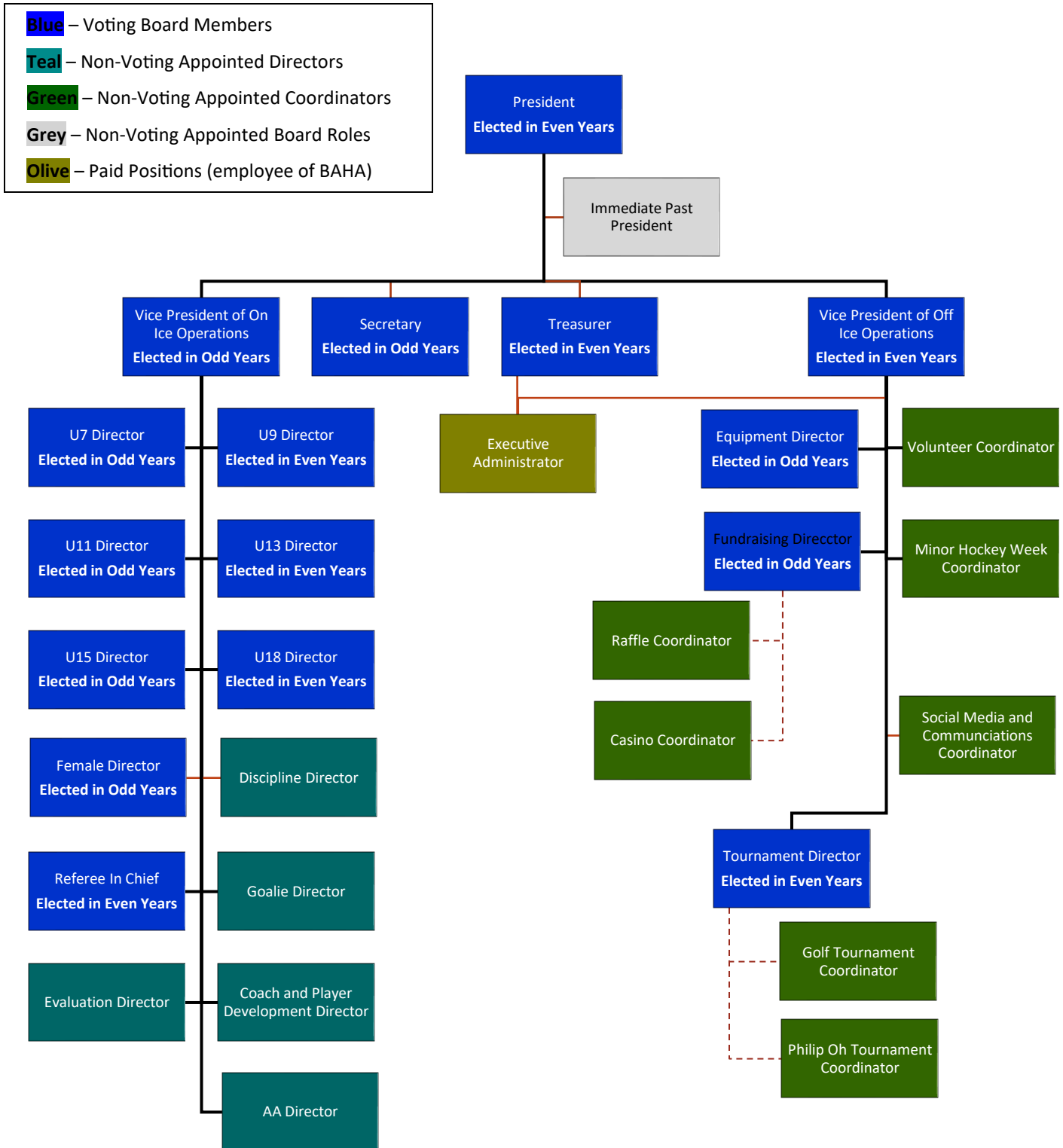
# BEAUMONT AMATEUR HOCKEY ASSOCIATION

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### APPENDIX L:

## STRUCTURE OF THE B.A.H.A. BOARD OF DIRECTORS



# BEAUMONT AMATEUR HOCKEY ASSOCIATION

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### APPENDIX L-1:



## BOARD ROLES AND DESCRIPTIONS

### ELECTED POSITIONS WITH VOTING RIGHTS

*Elected DIRECTORS are eligible for a two free registrations to B.A.H.A. as an honorarium, as well as no further volunteer requirements for the current hockey season. Elected DIRECTORS will also be credited years with no required volunteer duties for the same number of years served as an elected DIRECTOR.*

### PRESIDENT

The President, in conjunction with the Board and Executive will oversee the operation of the Beaumont Amateur Hockey Association. The President is responsible to the membership at large. The President within the jurisdiction of the Association shall have the powers to:

- a) Be the signing authority of the Association and sole authority to the use of the Society's Seal.
- b) Sign as a signing officer of the Association.
- c) Call and preside at all meetings, as chairperson and operate said meetings under "Robert's Rules of Order".
- d) Exercise the powers of the Executive in case of emergency.
- e) Suspend teams, players, coaches, and managers; subject to the Canadian Hockey Association Rules and Regulations.
- f) Vote on all issues and matters.
- g) Attend all League Executive meetings with the ability to delegate to Level Directors to attend tiering meetings.
- h) Serve on the following committees:
  - Chair of the Executive Committee.
  - Official voting member of the Finance Committee.
- i) Appoint the Nominations Committee in February to prepare a slate of candidates for the AGM for upcoming vacancies on the Board of Directors.
- j) Establish and maintain the integrity of the Beaumont Amateur Hockey Association through all correspondence with outside agencies.
- k) Suspend officials, director(s) or any member in good standing subject to ratification at a special board meeting, to be held within 48 hours of the notice of suspension.
- l) Direct the collection of all monies owed to the association.
- m) Upon approval of the Board of Directors, the President may appoint an assistant and may delegate authority to him/her.
- n) Oversees the Executive Administrator Role.

### IMMEDIATE PAST PRESIDENT

The immediate Past-President of the Beaumont Amateur Hockey Association shall be entitled to sit at all Board of Directors meetings and serve as a member on the Executive Committee and the Finance Committee up to a maximum period of one year.

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**VICE PRESIDENT OF ON-ICE HOCKEY OPERATIONS**

In the absence of the President, or in the event of his/her inability to act, the Vice-President of On Ice Hockey Operations shall hold and exercise all the powers of the President. He/she shall have the powers to:

- a) Preside over and have control of the operation of the Beaumont Amateur Hockey Association with respect to the running and control of the teams, coaches, managers, players, and officials, reporting directly to the President.
- b) Be one of the signing officers of the Association.
- c) Delegate authority to a Director.
- d) Enforce the By-laws, Rules and Regulations and Operating Practices established by the Association.
- e) Approve or delegate approval for scheduled, exhibition, tournament and provincial games either at home or away.
- f) Obtain for the Association the necessary requirements to operate (ice time, officials, etc.)
- g) Call meetings and ensure secretary submits meeting minutes for adoption
- h) Work with level directors to determine which leagues and tiers to participate in.
- i) Work with the appropriate level director and make recommendations regarding the coaching staff for all BAHA teams to the Executive Committee.
- j) Ensure that all personnel who are engaged in leadership roles with our athletes are not only trained and qualified according to the Rules and Regulations of BAHA, but have satisfied the Board that they present no risk whatsoever to the safety and well-being of the participants, members, and volunteers that we represent.
- k) Every year, in conjunction with the Secretary, oversee the collection of Criminal Record Checks (CRC's) as required.
- l) Attend all League Executive meetings with the ability to delegate to Level Directors to attend tiering meetings.
- m) Serve as a member on the Executive Committee and the Finance Committee.
- n) Upon approval of the Board of Directors, may appoint an assistant VP of On Ice Hockey Operations and may delegate authority to him/her.
- o) Oversees the Executive Administrator Role.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**VICE PRESIDENT OF OFF-ICE HOCKEY OPERATIONS**

In the absence of the President and Vice-President of On Ice Hockey Operations or in their inability to act, the Vice-President of Off Ice Operations shall have the powers of the President. He/she shall have the powers to:

- a) Preside over and have control of the administration and business activities of the Beaumont Amateur Hockey Association, overseeing registrations, volunteers, fundraising, and tournaments reporting directly to the President.
- b) Sign as a signing officer of the Association.
- c) Ensure that all players have registered according to the guidelines set out by Hockey Alberta and Hockey Canada and have paid their annual fees plus volunteer commitments.
- d) Chair the Finance Committee, and serve as a member on the Executive Committee.
- e) Administer the rental and/or purchase of all facilities and required office equipment to operate each particular year.
- f) Administer the rental of facilities on behalf of BAHA, including but not limited to Black Gold Regional Schools Facilities for the purpose of dryland.
- g) Provide Hockey Alberta Insurance, BAHA Insurance and non-profit status when required.
- h) Organize and delegate authority to a Committee Chairperson for all special events.
- i) Organize, delegate and be accountable for all Team Managers in BAHA:
  - Host a manager meeting after BAHA teams are formed for the season.
  - Collect team account budgets for each hockey team that plays under BAHA.
- j) Call meetings and ensure the secretary submits minutes to the Board for adoption.
- k) Act as a liaison between the Town and BAHA to facilitate the selection of the G.J. Magnan and the Liz and Jon Thompson Scholarship winners.
- l) Act as a liaison between the Philip Oh Memorial Foundation and BAHA to facilitate the selection of the Philip Oh Memorial Scholarship winners.
- m) Ensure the appropriate insurance coverage(s) is obtained for the association.
- n) Review fundraising activities of any BAHA team, as well as scrutinize the final disbursement of funds upon the request of any team member who would like funds reviewed.
- o) Oversees the Executive Administrator Role.
- p) Upon approval of the Board of Directors, the VP of Off Ice Operations may appoint an assistant VP of Off Ice Operations and may delegate authority to him/her.

**BEAUMONT AMATEUR HOCKEY ASSOCIATION****RULES AND REGULATIONS**

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**TREASURER**

The Treasurer shall report directly to the President and keep a record of all monies received and disbursed, and shall deposit all monies in the bank, making all disbursements by cheque. The Treasurer shall:

- a) Present a monthly, balanced financial statement at regularly scheduled meetings.
- b) Present at each Annual Meeting a report of the year's operation and a duly audited financial statement. This statement must be completed at any Annual Meeting, regardless of the number held in any season.
- c) Serve as a member on the Executive Committee and the Finance Committee.
- d) Sign as a Signing Officer of the Association.
- e) Ensure that the financial records of the Association are reviewed by a CPA Accountant.
- f) Inform the Board of any measures that the Association has in its practices that are not cost-effective, be it operations or administration.
- g) Ensure that all Gaming Commission Financial Reports, Alberta Societies Act renewal, audits, statements and any other relevant materials are kept up to date and/or applications are filed where necessary.
- h) Attend, or delegate an individual to attend, the Alberta Gaming and Liquor Commission's (AGLC's) GAIN Program (Gaming Information for Charitable Groups) to ensure full understanding of license usage and compliance of financial reporting.
- i) Notify the Alberta Gaming and Liquor Commission of any changes to Board Members as per APPENDIX E.
- j) Notify Canada Revenue Agency of any changes to the Board Members.
- k) Upon approval of the Board of Directors, the Treasurer may appoint an assistant Treasurer and may delegate authority to him/her.

**SECRETARY**

The Secretary shall report directly to the President and perform all general secretarial duties, attend all meetings designated by the President and relieve the Board of all routine details whenever possible. The Secretary shall:

- a) Have charge of the Seal of the Association.
- b) Report to the Board on such matters that they direct and on other matters that he/she feel may be of importance.
- c) Ensure notice of Annual General Meeting at least twenty-one (21) days before the meeting.
- d) Notify the Board and other hockey personnel deemed necessary, of the time, location and date of any meetings or functions.
- e) Record all minutes of meetings and ensure that all members of said meeting receive a copy of the minutes on a timely basis. The signature of the Secretary and the President (or member presiding over meeting) shall authenticate the minutes.
- f) Keep a record of all the Board members of the Association and their addresses and send all notices of the various meetings as required.
- g) Serve as a member of the Executive Committee, the Finance Committee and the Discipline Committee.
- h) Shall be responsible for collecting and tracking all Criminal Background Checks for carded team officials.
- i) Upon approval of the Board of Directors, the Secretary may appoint an assistant Secretary and may delegate authority to him/her.
- j) Completion of newsletter. (Minimum of quarterly newsletters are to go out)

\*In case of the absence of the Secretary his/her duties shall be conducted by an officer as appointed by the Board.

# BEAUMONT AMATEUR HOCKEY ASSOCIATION

## RULES AND REGULATIONS

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### U7, U9, U11, U13, U15, U18, AND FEMALE DIRECTORS

The Director(s) of U7, U9, U11, Pee Wee, U15, U17 & Female program shall report to the Vice-President of On Ice Hockey Operations and shall:

- a) Be responsible for the operations of all teams within their respective level assignment/division.
- b) Inform the Equipment Director regarding equipment requirements to operate the division.
- c) Ensure the required ice time to operate successful teams within their division.
- d) Call group and/or parent meetings and submit minutes to the Board for review and adoption.
- e) Have the authority (through the Vice-President of On Ice Hockey Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- f) Consult the Vice-President of On Ice Hockey Operations to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official, participant, or member of the Association.
  - Be responsible to ensure that all disciplinary decisions of the league are enforced and complied with, informing the appropriate coach involved and the Vice President of On Ice Operations.
- g) Work with the Vice-President of On Ice Hockey Operations to determine which leagues and tiers their respective teams will participate in.
- h) Work with the Vice-President of On Ice Hockey Operations to make recommendations regarding the coaching staff for their respective teams to the Executive Committee.
- i) Recruit coach candidates for all teams within the division and:
  - Convene a head coach meeting at beginning of the season to ensure coaches understand the philosophy and vision of BAHA.
  - Ensure that all coaching staff receive manuals, Rules and Regulations and any other relevant material deemed necessary by the Board.
  - Be responsible to ensure that all Coaches, Assistant Coaches and Trainers within the division obtain proper certification.
  - Request all head coaches and or managers submit a monthly report updating their team highlights to compile for review at the board meeting.
- j) Oversee and coordinate the player affiliation process applicable to the division teams.
- k) Ensure that the affiliation procedure is communicated to coaches in their respective division and that the rules regarding player affiliation are followed.
- l) Ensure the player evaluation process as set out by the Beaumont Amateur Hockey Association is followed in conjunction with the VP of On Ice Hockey Operations.
- m) Oversee the final team selection process for the division.
- n) Assist the Tournament Director with all BAHA run tournaments within the division.
- o) Oversee the coordination and planning of any BAHA development session for players and coaches for their respective division.
- p) Represent the Beaumont Amateur Hockey Association at any league tiering meetings.
- q) Ensure that all game sheets are submitted as per the rules of the leagues as well as tournaments and exhibition games.
- r) Report to the Board on the status of all leagues that the Association holds membership in for their division, and the potential for entering any other leagues that will improve and ensure that the teams compete at the highest possible level they are capable.
- s) Be responsible to ensure that all representative teams' league registration is complete and submitted within the proper time frame.
- t) Upon approval of the Board of Directors, may delegate authority to an assistant(s)

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**FUNDRAISING DIRECTOR**

The Fundraising Director shall report to the Vice-President of Off Ice Operations and shall:

- a) Coordinate all BAHA fundraising events.
- b) Be responsible for the operation of all promotions, special events or socials that the Board may approve, including but not limited to: the BAHA Dance, Team Photos, Coach's Appreciation, Fan Ware Sale, Town and Country Daze Parade, Coaches/Manager's Appreciation and Year End Bash.
- c) Be responsible for the operation and supervision of all Casinos and Oilers 50/50 when awarded.
  - Create and maintain worker shift schedules, finding replacements as required for Casinos and Oilers 50/50.
  - Attend all Casinos association meetings, or appoint a delegate.
  - Work with the Treasurer to obtain required cheques for Casinos and Oilers 50/50.
  - Complete all paperwork required for Casinos and Oilers 50/50.
- d) Publish dates and organization of BAHA functions.
- e) Compile a list of fundraising activities for ratification by the Board and be responsible for the completion of all approved activities.
- f) Be responsible for the organization and completion of team pictures for the Association.
- g) Work in conjunction with the Tournament Director for the successful operation of all Beaumont Amateur Hockey Association Tournaments.
- h) Apply for Alberta Gaming Commission licenses for BAHA functions, and maintain BAHA's gaming number in good standing.
- i) Continue to implement and monitor the apparel program to ensure consistency throughout BAHA.
- j) Work in conjunction with BAHA Executive Administrator and Social Media Coordinator to ensure all events are publicized to the membership.
- k) Upon approval of the Board of Directors, the Director of Fundraising may appoint an assistant and may delegate authority to him/her to coordinate BAHA Fundraising Events.

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**REFEREE-IN-CHIEF**

The Referee In Chief shall report to the Vice-President of On Ice Hockey Operations and shall:

- a) In conjunction with the Vice President of On Ice Hockey Operations, create a budget for referee costs which will include: preseason, regular season, provincial and playoff games.
- b) Have the authority to select Referee Assignors
- c) Have the authority to recommend referee fees to be approved by the Board.
- d) In conjunction with the Referee Assignors, set up referee schedules and assign officials required by the teams.
- e) In conjunction with the Referee Assignor, be responsible to schedule and utilize qualified referees outside the Association for his/her level of hockey assigned to ensure that representative teams have the most competent officials available.
- f) In conjunction with the Referee Assignor and the Tournament Director, set up tournament budgets, and supply officials for all BAHA sanctioned tournaments.
- g) Have the authority to recommend suspension of an official on matters of conduct, competence, attire and professionalism to the North Zone Referee Committee, Vice-President of On Ice Hockey Operations and the President.
- h) Authorize and be responsible for the distribution of payment to the officials, in conjunction with the Vice-President of On Ice Hockey Operations.
- i) Through the Vice-President of On Ice Hockey Operations, ensure the competence and quality of BAHA Officials through frequent meetings, briefings and possible on-ice sessions as required.
- j) Attend all zone referee chief meeting(s) and have a working relationship with the Zone RIC Co-coordinator and the North Zone Referee's Committee.
- k) Upon approval of the Board of Directors, the Referee-In-Chief may appoint an assistant and may delegate authority to him/her.
- l) Have the authority to schedule referee clinics through Hockey Alberta.

**EQUIPMENT DIRECTOR**

The Equipment Director shall report to the Vice-President Operations and shall:

- a) Compile a list of equipment requirements from the Director of each division, compile a cost analysis for the upcoming season and submit quotes to the Board of Directors for new equipment purchases.
- b) Select and purchase as necessary the equipment requirements for each Minor Hockey division.
- c) Periodically throughout the season, meet with the Directors of the appropriate level to ensure the equipment requirements are satisfactory and in keeping with the high-quality standards that the Association maintains. (Safety at all times will not be compromised).
- d) Be responsible for the disbursement of First-Aid Kits for each team within the Association, and establish a system whereby the contents of the kits are replenished as necessary.
- e) Ensure the security of the equipment is never jeopardized and that the keys and locks that are supplied to specific teams are returned at the conclusion of the season.
- f) Maintain an inventory system to control the equipment and to conduct inventory at the conclusion of each season with a full report being submitted to the Board.
- g) Be responsible for the storage, cleaning, repair and purchase of all equipment within the Association's inventory.
- h) Upon approval of the Board of Directors, the Equipment Director may appoint an assistant and may delegate authority to him/her.

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### **TOURNAMENT DIRECTOR**

The Tournament Director shall report to the Vice-President of Off Ice Operations and shall:

- a) Make recommendations to the Board for ratification of fees and format structure for tournaments for each level of hockey.
- b) May call group meetings and submit minutes to the Board for adoption.
- c) Shall establish, and be accountable for an approved budget to run tournaments within the sanction power of the Beaumont Amateur Hockey Association, and submit to the Board, a detailed expense account of each tournament.
- d) Shall ensure all BAHA sponsored tournaments conform to Hockey Alberta Rules and Regulations.
- e) Shall work with BAHA administrator to ensure all tournament permits are in place
- f) Upon approval of the Board of Directors, the Tournament Director may appoint an assistant and may delegate authority to him/her.
- g) Shall obtain certification of BAHA Tournaments through Hockey Alberta, and the appropriate Zone Chairman.
- h) Shall be responsible to organize the BAHA Annual Golf Tournament each summer in conjunction with the Fundraising Director and other members of the board.
- i) Shall oversee all tournament coordinators.

Upon approval of the Board of Directors, the Tournament Director may appoint an assistant and may delegate authority to him/her to coordinate BAHA Tournaments.

### **BOARD APPOINTED POSITIONS WITH NO VOTING RIGHTS**

*Board appointed DIRECTORS are eligible for 1 free registration to B.A.H.A. as an honorarium, as well as no further volunteer requirements for the current hockey season. Board appointed COORDINATORS will have no further volunteer requirements for the current hockey season. (The Elected Board of Directors may choose to not appoint any position for any reason.)*

### **HEAD COACH DIRECTOR**

Shall report to the Vice-President of On Ice Hockey Operations and:

- (a) Submit a monthly report to the VP of On Ice Hockey Operations.
- (b) Will attend all Operations meetings and may be asked to attend the monthly Board meetings.
- (c) Shall be allowed to have coach mentors work under him/her.
- (d) Works closely with the Goalie Director, Hockey Operations group, and all coaches.

### **GOALIE DIRECTOR**

Shall report to the Vice-President of On Ice Hockey Operations and shall:

- (a) Submit a monthly report to the VP of On Ice Hockey Operations
- (b) May be asked to attend Operations meetings and/or monthly Board meetings
- (c) Shall be allowed to have coach mentors, approved by VP of Hockey Operations, work under him/her
- (d) Works closely with, Head Coach Director, Hockey Operations group, and all coaches

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### **AA DIRECTOR**

Shall report to the Vice-President of On Ice Hockey Operations and shall:

- (a) Oversee the AA team budgets.
- (b) Receive coach applications and be part of the selection committee.
- (c) Ensure coaches have their correct coaching level.
- (d) Enter pre-season tournaments for the purpose of team selection.
- (e) Liaise to Hockey Edmonton for PWAA and liaise to NAHL for U15 and U17 AA
- (f) Coordinate communication with team managers.
- (g) May be asked to attend Operations meetings and/or monthly Board meetings

### **EVALUATION DIRECTOR**

Shall report to the Vice-President of On Ice Hockey Operations and shall:

- (a) May be asked to attend Operations meetings and/or monthly Board meetings.
- (b) Oversee evaluations.
- (c) Liaise with evaluation groups and the one ice evaluators.
- (d) Deal with any evaluation grievances and walk members through evaluation questions.
- (e) Act as the “go-to” person during the evaluation process.

### **DISCIPLINE DIRECTOR**

The Discipline Director shall report to the President and shall:

- a) Be the first line of contact for all complaints or issues within the association, be it players, members at large, coaches or board members.
- b) Upon receiving a complaint, they will create a Disciplinary Committee that will include the affected Level Director the secretary and other members the Director feels needs to be a part of the committee to make effective recommendations
- c) Coordinate with the committee all hearings or meetings related to disciplinary issues
- d) Present recommendations to the board from the results of the committee meetings and from the complaints dealt with.
- e) Along with the Secretary of the Board maintain records of all Disciplinary meetings, committee and sanctions.
- f) Respects privacy and maintains confidentiality at all times.
- g) Be familiar with Discipline Rules and guidelines as set out in these rules and regulations

### **CASINO COORDINATOR** *\*During Casino Years Only\**

Shall report to the Fundraising Director and shall:

- (a) Be responsible for the operation and supervision of all casinos.
- (b) Be responsible for completion of all paperwork required for casinos.
- (c) Attend all Casino association meetings.
- (d) Ensure all Casino volunteer requirements are fulfilled.
- (e) Work with the Treasurer to obtain required cheques for Casinos.

### **VOLUNTEER COORDINATOR**

Shall report to the Vice President of Off Ice Operations and shall:

- (a) Input all volunteer shifts worked by BAHA members.
- (b) Report any members missing volunteer requirements to VP Off Ice by Jan. 1<sup>st</sup> of the current hockey season.
- (c) Communicate with BAHA members regarding missed shifts or pending volunteer

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requirements.

**MINOR HOCKEY WEEK COORDINATOR**

Shall report to the Vice President of Off Ice Operations and shall:

- (a) Liaise with Edmonton Minor Hockey Week Rink Manager to obtain rink schedule and facilitate filling volunteer shifts with BAHA membership.
- (b) Coordinate with BAHA Team Managers to fill Minor Hockey Week volunteer shifts.
- (c) Be available for BAHA required supervision nights to answer any BAHA member questions and to fill in any missed shift

**SOCIAL MEDIA AND COMMUNICATIONS COORDINATOR**

Shall report to the Vice President of Off Ice Operations and shall:

- (a) Work with the Executive Administrator and VP of Off Ice Operations to coordinate information postings on BAHA social media.
- (b) Monitor social media communications and forward any inquiries as needed.
- (c) Coordinate any “Feature” promotions throughout the season.
- (d) Post photos, shout outs, etc..... from BAHA events and individual teams.



## APPENDIX M:

# EVALUATION DOCUMENT

**SCORING (1 -5)**

- 1 - Poor  
2 - Below Average  
3 - Average  
4 - Above Average  
5 - Outstanding

## SKILLS

**Skating (S):** Acceleration, Speed, Agility, Power

**Puck Handling (PH):** Heads up, good hands, puck protection, small space, decision making, passing

**Shooting (SH):** Power, accuracy, release, shoot in motion, shot selection

**Positioning (P):** Support, timing, decision making, anticipation

**Heart (H):** Emotional control, effort, 2nd effort, backcheck, battle

[illegible]

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### APPENDIX N:



## B.A.H.A. ABUSE AND HARASSMENT POLICY

### **Abuse and Neglect**

When any person has reasonable grounds, in the course of BAHA business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta's General Manager should also be advised of the intent to report.

BAHA shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.

The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities maybe utilized as required by BAHA.

### **Harassment**

Harassment is a form of discrimination. Human Rights Legislation prohibits harassment. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

Harassment is defined as conduct which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, gender or sexual orientation.
- Condescending, patronizing, threatening or punishing actions, which undermine self-esteem or diminish performance.
- Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
- Any form of hazing
- Any sexual offense
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.

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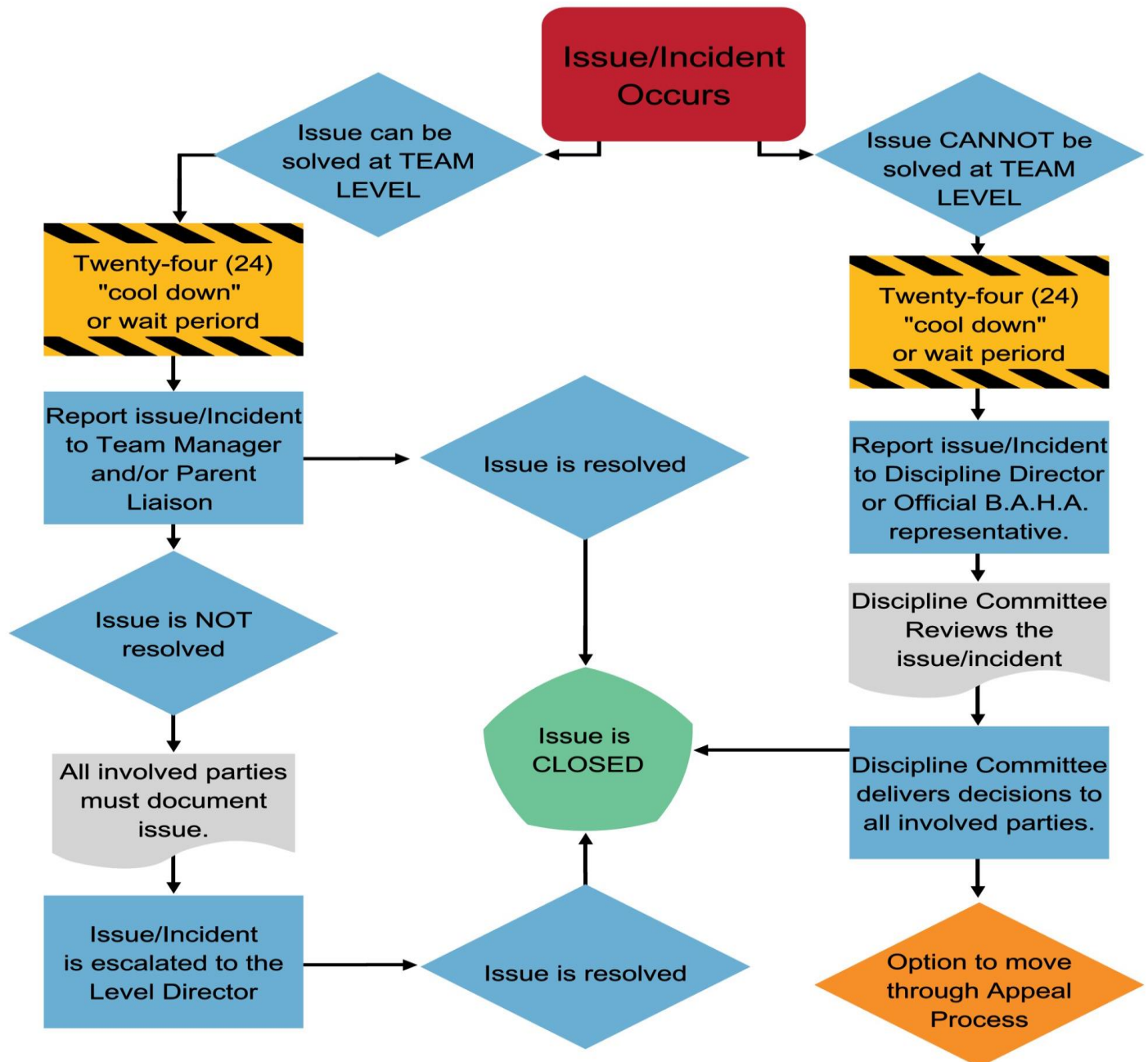
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### APPENDIX O:

## TEAM CONFLICT RESOLUTION PROCESS



### STEPS FOR TEAM ISSUE/INCIDENT RESOLUTION



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### **APPENDIX P:**



## **B.A.H.A. EVALUATION POLICY**

### **BAHA Mission Statement**

The evaluation process, as with all BAHA activities, is guided by the following Mission Statement of BAHA: BAHA is committed to providing players an opportunity to grow as individuals and gain self-esteem through a positive hockey experience that emphasizes fun, participation, development, safety, and respect. BAHA will strive to accomplish these goals in a consistent, transparent and collaborative environment that encourages the participation of coaches and parents.

### **BAHA Evaluation Guidelines**

The BAHA Evaluation Guidelines are to be applied in accordance with this Policy. This Policy has been approved by the Board of BAHA and may be amended from time to time, as necessary.

### **BAHA Evaluation Committee**

The Vice President of Operations is the BAHA Evaluation Coordinator and a member of the Evaluation Committee. The Evaluation Committee also includes the President, and Age-Group Directors. The Evaluation Committee has the authority to make decisions during the evaluation process to ensure the evaluation process is carried out in a fair manner. The decisions of the Evaluation Committee during the evaluation process are final.

### **BAHA Grievance Committee**

The Vice President of Operations is the BAHA Grievance Coordinator and a member of the Grievance Committee. The Grievance Committee also includes at least two (2) independent evaluators, to be determined upon a grievance(s) being filed. The decisions of the Grievance Committee are final.

### **Player Movement**

The evaluation process is structured to give players opportunity to move groups. Players may be moved up or down from a group at any time during the evaluation process. This may happen during or after an evaluation session and the movement will take place for the next evaluation session. For all age Groups, returning players and goalies may be placed on a team below the team that he or she played for in the previous season, regardless if there are more or less teams in the age category than in the previous season. For example, if in the previous season the player played on Team 4 and there were only five teams in the age category, and this season there are five teams in the age category, the player may be placed on Team 5. BAHA respects the associated AAA evaluation process; however, players that are affiliated with a AAA teams will not automatically be placed on Team 1. Players that are affiliated with any AAA team will be required to participate in the evaluation process and will be placed according to the BAHA evaluation process. Returning players from try-outs with the AAA teams will be placed into the BAHA evaluation system based on a number of factors, including the level that the player played in the previous season; the coaches Player Exit Evaluations from the previous season; what groups other similarly ranked players are in; the number of evaluation sessions remaining; the number of players in each group; and the length of time that the player was at AAA try-outs.

### **Injured and Absent Player Placement**

Injured and absent players will be treated as fairly as possible. The Evaluation Committee will also make decisions on placement of players that are injured or absent. The decisions of the Evaluation Committee will be final. Players absent from Session 1 will be placed in a group according to the level that they played during the last season, coach's rankings and where other similarly ranked players are grouped for Session 2. Players absent from Sessions 2, 3 or 4, will remain in the group that they were in during the previous evaluation session. An absent player will be the lowest ranked player for that ice session. Players absent from more than one evaluation session, without good reason, will be moved down a group from the group that they were in during the previous evaluation session. Players that are injured, and not able to participate in the evaluation process, or not able to participate in an evaluation session, will be required to provide a note to the Evaluation Committee from a

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physician stating that the player is not able to participate in the evaluation process. If a player misses an evaluation session due to injury, they MUST provide BAHA with a Physicians note stating the player can return to play. Players that are injured before the evaluation process, and not able to participate in the evaluation process, will be placed on a team as determined by the Evaluation Committee. The Evaluation Committee will consider a number of factors, including, the level that the player played in the previous season; the coaches Player Exit Evaluations from the previous season; and what team other similarly ranked players might be on. The decision of the Evaluation Committee will be final. Players that are injured during the evaluation process will be paired up with the players who were ranked one ranking above them, as well as one ranking below them. The injured player will mirror these players throughout the evaluation process and may be moved up or down throughout the process. In situations where the player ranked below the injured player moves up a group, the injured player is not guaranteed to move up. The player's movement is determined by the Evaluations Committee. Injured players helmet numbers will be included in the groupings listed on each respective age groups evaluations page. The Evaluations Committee has the final say in all injured players placements and their decision is final. The injured player will not be notified of the helmet numbers for the players that he or she is mirroring.

### **Positions**

In U11, U13, U15 and U17, players will be required to indicate their position (forward, defense, or goalie) at the time of registration and will be evaluated according to their position. Transparency and Impartiality The evaluation process should be fair to all players and as transparent and impartial as reasonably possible. Under absolutely no circumstance will a parent evaluate their own child, and under no circumstance will a parent evaluate in an age category in which they have a child. The BAHA Evaluations Guidelines will be posted on the website so that all parents and players are able to understand the evaluation process. The Vice President of Operations, the Age-Group Directors and other board members will be available to any parent that has a question about the evaluation process. In order to maintain impartiality, prior to the commencement of the evaluation process, each player will be identified by a number. A sticker with a number on it will be given to each player and placed on his or her helmet. The numbers will be randomly selected by the Age-Group Director. Each player will be evaluated according to their number and evaluation results will be posted according to identification numbers. Players will only wear BAHA issued jerseys.

### **U7**

There are no "try-outs" or grievances for U7. U7 will focus on fun and games to get the players comfortable with the surroundings and make the first hockey experience for these players enjoyable. Parents are encouraged to have their skates and helmets with them in case they are needed on the ice.

### **U9**

U9 players participate in the evaluation process like the other age groups. However, to ensure all players are properly evaluated, and because a number of players come from U7, changes may be made from time to time by the Evaluation Committee. There are no grievances in U9.

### **Goalie Evaluation Process**

In U11 and above, players can play goal on a full-time basis. Where possible, independent goalie evaluators will be hired to assist with the evaluation of goalies; however, as with players, parents may evaluate goalies. Like with players, under absolutely no circumstance will a parent evaluate their own child, and under no circumstance will a parent evaluate in an age category in which they have a child. The Director of Goaltending will have the authority to make decisions in relation to the evaluation of goalies. There are no grievances for goalies.

### **Release Process**

All players are required by Hockey Alberta to register with the hockey association designated to their area of primary residence. If, for any reason, a player wishes to play outside of his or her designated area, a release is required. A formal request must be made to Hockey Alberta for a release and Hockey Alberta rules will govern all releases.

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**Recommended Team Size and Team Placement**

Hockey Alberta sets the rules governing sizes of teams and BAHA follows the rules set by Hockey Alberta. Hockey Edmonton determines which teams will start the seeding round in which division, and whether BAHA has to have more than one team in any certain division. As soon as reasonably possible, Age Group Directors make the number of teams in an age category and the sizes of those teams.

**Volunteer Requirements**

The BAHA Evaluation system requires a tremendous amount of volunteer assistance for it to be successful. As such, BAHA has adopted various measures to ensure that there are sufficient volunteers to evaluate players and to assist with the running of evaluations.

**Grievance Process**

Players and parents may not agree with their placement after Session 4. A Grievance Process is set out in the B.A.H.A. Rules and Regulations. There is no grievance for goalies in any age group and no grievance for any players in U7 or U9. The decisions of the Grievance Committee will be final.

**Suspensions**

Any player who receives a major penalty resulting in a game ejection during an evaluated ice session will be placed at the bottom of the Group and their infraction is subject to review by the discipline committee. The Vice President of Operation, Age Group Director, and a BAHA Executive Member, as well as the officials have the right to eject players based on their on ice actions. All decisions made by the Vice President of Operation, Age Group Director, and or a BAHA Executive Member and or on ice Official are final.

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**APPENDIX Q:****B.A.H.A. EVALUATION GUIDELINES FOR U9, U11, U13, U15, & U18 EXCLUDING AA****Introduction**

The BAHA Evaluation Guidelines are guidelines for the evaluation of players and goalies registered in BAHA. The guidelines are set to provide guidance and direction to the evaluation process. During the evaluation process, decisions may need to be made by the Evaluation Committee that are not specifically part of the BAHA Evaluation Guidelines.

**Evaluation Process**

Prior to the commencement of the evaluation process, a meeting will be organized by the Evaluation Committee with the evaluators to outline the BAHA Evaluation Guidelines and to set out the objectives of the evaluation process. Evaluation templates will be posted on the website. In order to maintain impartiality, prior to the commencement of the evaluation process, each player will be identified by a number. A sticker with a number on it will be given to each player and placed on his or her helmet. Goalies will be given a jersey with a number. The numbers will be randomly selected by the Age Group Director. Each player and goalie will be evaluated according to their number and evaluation results will be posted according to identification numbers. Evaluators will not be advised as to the names of any players, and will only be provided with the identification numbers of players. Each evaluator will be provided with an evaluation sheet which he or she will be required to complete and submit immediately following the evaluation session. Each evaluator will provide their evaluation of players according to their identification number. The evaluation sheets will be maintained by the VP of Hockey Operation. In an effort to ensure proper movement, players may be moved both upward and downward from a group at any time during the evaluation process. Evaluators will be encouraged to identify stronger players in a group that should be moved up a group and weaker players in a group that should be moved down a group.

**U9/U11/U13/U15/U17 EVALUATIONS****SESSION 1 (TIMED SKILLS SESSION)**

1. Session 1 will not have goalies in U9/U11/U13/U15/U17,
2. Players will participate in drills to evaluate skills such as skating, both forwards and backwards, agility with tight turns, and puck handling,
3. Time trials – players will be assigned ice in groups according to last name first letter,
4. Players will be ranked from top to bottom in their group, and will be ranked from top to bottom in their age category. Players will be ranked for placement in Session 2.

**SESSION 2 (CASCADES AND/OR SKILLS)****U9, U11, U13**

1. Following Session 1, players will be placed in groups for Session 2 (Cascades). The number of players in each group may vary depending on the number of players in the age category.
2. Players will participate in games to evaluate skills and to evaluate how players play in a game situation.
3. Players will participate in three-on-three games on half-ice with each group having approximately 6-8 players.
4. Start with the lowest ranking 10 players and the second lowest ranking 10 players from Session 1
5. After the first 15-minute game is completed, evaluators will slide the lowest 12 ranked players down to the opposite side of the rink for another 3 on 3 games. The top 8 will stay and play the next group coming on.
6. Player movements from the evaluators will be made to ensure the strongest players will remain on the ice at the end of the ice time. The lowest ranking players will then be removed from the ice. The group remaining will continue to play half ice 3 on 3 against the next group of 6 that are brought onto the ice. This process continues, bringing the next higher group of 6 on the ice, until all players have been evaluated. The last few groups of Cascades may end up playing half and or full ice 3 on 3.

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7. Evaluators may ask that certain players play against each other, or certain line combinations play against each other, or certain players switch groups, to determine the strongest players and the weaker players.
8. The cascade system is utilized to provide movement of players. A large majority of players will be on the ice for 80 to 90 minutes. Some players will only be on the ice for 40 to 45 minutes. Some players will remain on the ice for the maximum 2-hour time frame.
9. If a player reaches a cumulative time period of 2 hours of playing time, then the Evaluation Committee and the Age-group Coordinator, in conjunction with the parent/guardian, will determine if the player should continue in the session.
10. If it is determined that the player should be removed from the ice ("Capped Player") the Age group Director will determine where the Capped Player will start for the next ice session. A Capped Player should be placed at least one group higher than players that left the ice before him or her and in the same or higher group as those players that left at the ice at the same time as the Capped Player.
11. In circumstances where a player is significantly stronger than other players in his or her group, a player may be asked to sit out and participate with the next group to come on the ice.
12. Depending on the number of players in an age category, there may be more or less than 10 players in a group, and depending on the number of players more or less than 10 players might remain on the ice.
13. Players will be ranked from top to bottom in their age category.

### **SESSION 2 (CASCADES AND/OR SKILLS)**

#### **U15, U18 (excluding AA)**

1. Following Session 1, players will be placed in groups for Session 2 (Cascades). The number of players in each group may vary depending on the number of players in the age category.
2. Players will participate in games to evaluate skills and to evaluate how players play in a game situation.
3. Players will participate in full ice 5 on 5. Defense will be playing Defense, and all forwards will be rotated between the 3 forward positions
4. Start with the lowest ranking 8-12 Defense, and 16-24 forwards from Session 1
5. After the first 30-minute game is completed, evaluators will rank both groups and leave the top 5-7 Defense and top 10-12 forwards to make up one team. The next ranked forwards and Defense will come out to form the other team.
6. Player movements from the evaluators will be made to ensure the strongest players will remain on the ice at the end of the ice time. The lowest ranking players will then be removed from the ice. The group remaining will continue to play full ice 5 on 5 against the next group that are brought onto the ice. This process continues, bringing the next higher ranked players on the ice, until all players have been evaluated.
7. Evaluators may ask that certain players play against each other, or certain line combinations play against each other, or certain players switch groups, to determine the strongest players and the weaker players.
8. The cascade system is utilized to provide movement of players. A large majority of players will be on the ice for 60-120 minutes. Some players will only be on the ice for as little as 30 minutes. Some players will remain on the ice for the maximum 2-hour time frame.
9. If a player reaches a cumulative time period of 2 hours of playing time, then the Evaluation Committee and the Age-group Coordinator, in conjunction with the parent/guardian, will determine if the player should continue in the session.
10. If it is determined that the player should be removed from the ice ("Capped Player") the Age group Director will determine where the Capped Player will start for the next ice session. A Capped Player should be placed at least one group higher than players that left the ice before him or her and in the same or higher group as those players that left at the ice at the same time as the Capped Player.

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11. In circumstances where a player is significantly stronger than other players in his or her group, a player may be asked to sit out and participate with the next group to come on the ice.
12. Depending on the number of players in an age category, there may be different numbers of players on each team.
13. Players will be ranked from top to bottom in their age category.

### **SESSION 3 (FULL GAME SCRIMMAGE)**

#### **U9, U11, U13, U15, U18 (Excluding AA)**

**Our top team and bottom teams will be made (minus coach picks) after this session**

1. Following Session 2, players will be placed in groups for Session 3. The number of players in each group may vary depending on the number of players in the age category
2. Players will participate in games to evaluate skills and to evaluate how players play in a game situation
3. The groups will play 5 on 5 for the remaining minutes, shift changes every 1 minute
4. Evaluators may ask that certain players play against each other, or certain line combinations play against each other to determine the strongest players and the weaker players.
5. Players will be ranked from top to bottom in their age category. Evaluators will be asked to rank forwards and defensemen separately. Players will be ranked for placement in Session 4.

### **SESSION 4 – FULL GAME SCRIMMAGE**

#### **U9, U11, U13, U15, U18 (Excluding AA)**

**Our next top team and next bottom team will be made after this session (minus coach picks)**

1. Depending on the number of players, the groups consist of 7 to 9 forwards and 4 to 6 defense.
2. Groups will play 5 on 5 for the entire ice session in a game situation with face offs, off-side calls, penalty calls (penalty shots awarded).
3. Lines may be asked to play against each other at certain times during the ice session. Near the end of the session, it may be necessary to play the stronger line from the weaker team against the weaker line from the stronger team to see if movement between teams is warranted. Evaluators may ask players to play 4 on 4 or 3 on 3.
4. During the ice session, the evaluators may have the defensemen from one group play for the other group to see how the defense might play against different forwards.
5. Players will be ranked from top to bottom in their group and then players will be ranked from top to bottom in their age category. Evaluators will be asked to rank forwards and defensemen separately.

### **SESSION 5– FULL GAME SCRIMMAGE**

#### **U9, U11, U13, U15, U18 (Excluding AA)**

**All teams finalized and coach picks are made.**

1. Depending on the number of players, the groups consist of 7 to 9 forwards and 4 to 6 defense.
2. Groups will play 5 on 5 for the entire ice session in a game situation with face offs, off-side calls, penalty calls (penalty shots awarded).
3. Lines may be asked to play against each other at certain times during the ice session. Near the end of the session, it may be necessary to play the stronger line from the weaker team against the weaker line from the stronger team to see if movement between teams is warranted. Evaluators may ask players to play 4 on 4 or 3 on 3.
4. During the ice session, the evaluators may have the defensemen from one group play for the other group to see how the defense might play against different forwards.

Players will be ranked from top to bottom in their group and then players will be ranked from top to bottom in their age category. Evaluators will be asked to rank forwards and defensemen separately.

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### APPENDIX R:

## B.A.H.A. DRESSING ROOM SUPERVISION AGREEMENT

Throughout the hockey season appropriate player supervision should be a priority for all BAHA teams and staff. As such, Beaumont Amateur Hockey Association is implementing the “Rule of Two” of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada Coaching Materials. This list describes the “Rule of Two”.

### Supervisory Responsibilities

#### **Dressing Room:**

- Players should be supervised at all times. A lone personnel member should never be alone in the dressing room with players at any time. Especially when players are showering or changing.
- Two (2) adults/supervisors over the age of eighteen (18) are to be present in the dressing room together, or within earshot of the dressing room door.

#### **Teams with Female Players**

- BAHA recommends using the “Rule of Two” with teams that have one (1) or more female hockey players on the team.
- There shall be two (2) female adults/supervisors in the dressing room whenever possible.
- If two (2) female adults/supervisors are not possible then it is acceptable to have one (1) female and one (1) male adult/supervisor in the dressing room
- It is required to have at least one (1) female supervisor in the dressing room at all times.
- 

\*Please refer to the Hockey Edmonton Female Dressing Room Policy & the Co-Ed Dressing Room Policy for further dressing room codes on Co-Ed teams. Located on the Hockey Edmonton website at [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca).

\*\*Also refer to **Regulation 16.0** for more details about the requirements from B.A.H.A. of appropriate dressing room supervision.

In signing this agreement, the BAHA team staff for the blow mentioned teams is in agreeance of following the “Rule of Two”.

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

Head Coach: \_\_\_\_\_ Manager: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ Asst. Coach: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ Asst. Coach: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ Asst. Coach: \_\_\_\_\_

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### APPENDIX S:



## **B.A.H.A. SOCIAL MEDIA AND EXPECTED ETHICAL STANDARDS AGREEMENTS**

The purpose of this document is to educate the BAHA Community on the potential risks of the use of Social Media, Communication Platforms and Devices and to ensure all teams and Association Personnel are aware that conduct deemed inappropriate and may be subject to disciplinary action by the team, BAHA itself or Hockey Alberta if required. When using Social Media, Networking Platforms, the BAHA Community should always assume that they are representing BAHA and its members/teams.

### Guidelines to be made aware of:

1. BAHA holds the entire BAHA Community who participate in Social Media, Networking, and communication mediums to the same standards as it does for all forms of media, including radio, television, and print.
2. Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.
3. It should be recognized that social media and comments such as “texting” are on record and can be instantly published and available to the public and media. Everyone, including the association, team personnel, players, corporate sponsors, and media can review social media communications.

### Social Media & Communication Violations

1. Any statement that is deemed to be publicly critical of BAHA Association Officials or detrimental to the welfare of a member team, the association, or an individual
2. Divulging confidential information that may include:
  - Player injuries
  - Game strategies
  - Any other matter of a sensitive nature to a member team, the association, or an individual
  - Negative or derogatory comments about any of the team, minor hockey association, staff programs, stakeholders, players of any members of BAHA team
  - Any form of bullying, harassment, intimidation or threats against players, officials, or Board Members.
  - Photographs, videos, comments promoting negative influences or criminal behaviour included but not limited to the following:
    - Drug use
    - Alcohol Abuse
    - Public Intoxication
    - Hazing
    - Sexual Exploitation etc....
  - Online activity that contradicts the current policies of BAHA
  - Inappropriate, derogatory, racist, or sexist comments of any kind
  - Online activity that is meant to alarm other individuals or misrepresent truth or fact.

In signing this document, I am agreeing that I have read and understood the above agreement states and agree that I will follow the Social Media Policy outlined by BAHA above and as outlined in the Rules and Regulations.

\_\_\_\_\_  
Name (Please Print)  
(MM/DD/YYYY)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPENDIX S CONTINUED:**

**PLAYER'S SOCIAL MEDIA AND COMMUNICATION PLEDGE**

1. I will think about what I post or text before I do so.
2. I will not post inappropriate photos.
3. I will not make inappropriate comments.
4. I will use the same respect online and through texting as I do in person.
5. I will represent myself and team well through all Social Media and online communications.
6. I will not engage in bullying, harassment or hazing through social media or other forms of online communication.

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**APPENDIX T:**  
**B.A.H.A. PRIVACY POLICY**

Hockey Canada has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way that Hockey Canada, its Branches and Associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers. For details please refer to the Hockey Canada Privacy Policy.

Information that is collected through the normal course of operations of the association, including but not limited to Players', coaches, and member names, address, date of birth, any information collected through Vulnerable Sector checks, and email addresses, will be considered Private under this policy and will not be shared or divulged without the express written consent of the member.