

BEAUMONT AMATEUR HOCKEY ASSOCIATION
RULES AND REGULATIONS
VERSION 2024.07.08



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1. BAHA Mission Statement & Values

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. BAHA Membership Eligibility

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.

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

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 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. BAHA Player Registration

All teams shall operate as per Beaumont Amateur Hockey Association (BAHA) Rules and Regulations. Registration will commence online on May 1st 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 BAHA team. Your registration is not considered complete until:

1. Registration payment is received by BAHA 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 1st of January for the current season in the amount of \$300.00 is submitted to BAHA

See BAHA's REGISTRATION POLICY

****IMPORTANT: Any registrations that are incomplete after June 15th (or date after otherwise stated by BAHA) will result in a \$150.00 late fee, and registrations that are incomplete and not fully paid out by August 15th of the current season will result in players not being permitted to attend BAHA conditioning camps, tryouts, or any BAHA sanctioned events. See the BAHA's Late Registration Policy***

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 Refund Policy Document.

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



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4. BAHA Team Registration

All BAHA 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 U15AA
Under 7 minor team B would go by: BEAUMONT U7 MINOR B

5. Hardship 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. **See the BAHA Hardship Case Subsidy Form.**

6. BAHA 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 B.A.HA.'S Privacy Policy Document.**

7. Competitive & Recreation League Play

The goals and objectives of the Beaumont Amateur Hockey Association are to always ensure that each member plays at the highest possible level of their ability 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 about 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 31st. If the Treasurer does not receive fees, ice will be suspended until all fees are received.



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8. 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. 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.

10. 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. BAHA 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.

BAHA 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, BAHA 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 [HERE](#) on the Hockey Alberta website. www.hockeyalberta.ca or at www.afhl.com.



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11. BAHA Player Evaluations & 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.

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.

See **BAHA Evaluation Policy** for detailed breakdown of the Evaluation processes.

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. 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 consider 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.

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 BAHA 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 BAHA 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 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.***

See BAHA's Evaluation Grievance Policy



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12. 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.

13. 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. 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.



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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.

BAHA Executive expects fair distribution of Affiliate Player 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 an affiliate player 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 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 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.**



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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).

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. BAHA Team Bond Policy

A team Bond will operate as a deposit to BAHA on behalf of all individuals on a specific team for the provision of equipment, as well as for the services provided for the operation of, or the betterment of, the Association as a whole.

A team will provide a postdated cheque issued from the team bank account that is payable to Beaumont Amateur Hockey Association, dated for January 1st of the current season in the amount of \$2,500.00.

This team bond takes the place of the team equipment deposit, ice deposit, raffle deposit, and any parent who is required to supply a volunteer deposit cheque. (The team will collect a deposit cheque from each family made out to the team for the parent Association Volunteer requirement duties, if the buy-out option was not made through the registration process.)

The purpose of the team bond is to (when applicable) streamline the process of the deposits, to eliminate the collection process at the end and start of each season. To ensure participation in mandatory Association fundraisers, to ensure the fulfillment of designated volunteer shifts at Association-hosted tournaments, to reduce future equipment costs, and for situations of extenuating circumstances.

The cheque will be due by the end of October of the current season. If a team bond cheque is not received by the deadline, future practice ice will not be provided by the Association until the cheque is received.

In this circumstance, a team's designated ice slot will be assigned to another team who has provided their team bond cheque.

The goal of BAHA is to NOT have to process a deduction from a Team Bond, and to be able to refund the bond in its entirety to the team at the end of the season.

The team will get the bond back at the conclusion of the season, the team is expected to return all equipment and if requested provide a finalized budget to the association in a timely manner. Once the equipment is returned and the



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budget, if requested, is provided to the association, BAHA will provide the team with the appropriate reimbursement of the team bond.

The team bond is to be reported on the team budget as an operation item, ideally with a net zero balance at the end of the season.

The costs of the deductions from the team bond are at the discretion of BAHA and are subject to change and are listed below:

- Participation in mandatory Association Wide Raffle Fundraiser - \$1500 (or a % deducted based on ticket sales)
- No-Show to allocated Ice times - \$200/no-show
- Goalie Equipment - \$750/set
- Dressing room fines – As administered by the facility – invoice will be provided to team
- Fulfillment of Association Volunteer shifts - \$300/family
- Fulfillment of Team Assigned Volunteer shifts (I.e. – association hosted tournament shifts) - \$300/infraction
- Failure to adhere to facility guidelines & requirements - \$100/infraction
- Failure to adhere to association policies & procedures - \$100/infraction
- Team Volunteer duties as assigned to parents by Team Manager - \$50/infraction
- Failure to provide coaching requirements to BAHA by November 15 - \$50/infraction
- No Show to equipment returns date - \$150/infraction

16. BAHA 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 18.0 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. If 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.

BAHA in 2023/2024 season BAHA will be starting to trial a coach selection process through interviews, this will begin through the female stream as the trial process, with hopes to continue this to the entire association in future seasons.

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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16.1 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 attends all games. There are no equivalencies for any of these certifications. All certifications will be held or obtained prior to November 15th 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. Read and abide by the guidelines as set out in the BAHA provided Coaches Manual
 - iii. Holding a parent meeting at the beginning of the season
 - iv. Ensure that regulation protective gear is worn by players at all times required by Canadian Hockey Association guidelines
 - v. Ensuring all Association equipment, is properly maintained and returned
 - vi. Submitting a budget to parents and selecting a team manager and treasurer who shall be responsible for submitting team financial statements
 - vii. Within reasonable limits, providing fair ice time for all players
 - viii. Obtain and maintain all certificates and qualifications as required by Hockey Alberta and BAHA.
 - ix. Agree to the Rule of Two Dressing room supervision
 - x. Complying with the Dressing Room Supervision Policy
 - xi. Read/be familiar with all information on the Managers tab located on the BAHA website at www.baha.ab.ca



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16.2 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
- Abide by the Dressing Room Supervision Policy
- Agree to the Rule of Two Dressing room supervision
- Abide by the Coach Code of Conduct

16.3 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 and 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 Administration. A manager may only be manager for one team at a time, unless they get express permission from the Vice President of Administration.

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 BAHA Managers Meetings
- Be the liaison between BAHA 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.
- Assist the coaches in abiding the Dressing Room Supervision Policy
- Read all information on the Managers tab located on the B.A.H.A website at www.baha.ab.ca
- Abide by the Manager Code of Conduct
- Read and abide by the guidelines as set out in the BAHA provided Managers Manual



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16.4 TEAM TREASURER

BAHA 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

17. BAHA Dressing Room Supervision Policy

Throughout the hockey season appropriate player supervision should be 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.

Players should be always supervised. 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.

See BAHA's Dressing Room Supervision Policy



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17.1 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.

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 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.

It is required to always have at least (1) female team official in the dressing room 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.

**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.

BAHA 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. BAHA 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. 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.



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17.2 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.

There shall be always two (2) female adults/supervisors in the dressing room. *Moms of players are an acceptable form of supervision in this case.

Once all players are fully dressed in their equipment that is when the coaching staff can enter the dressing room.

It is required to have at least one (1) female team official in the dressing room vicinity prior to and after all ice times.

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.

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 BAHA “Rule of Two” agreement.

18. 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 15th 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.

If there is a concern flagged or identified in the Vulnerable Sector Check, the coach may be required to provide further information to BAHA. 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 **BAHA Privacy Policy**.



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19. Provincial Play & 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 1st** of the applicable year. As a 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 1st** 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. 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 BAHA Operating budget, this will be up to the current Board of Directors discretion.

The BAHA 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.

20. Exhibition Games & 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 BAHA website at www.baha.ab.ca.)

The Beaumont Amateur Hockey Association does not allow teams to play league or exhibition games or enter 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 oversees 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 20.1**

More information regarding permits can be found in the Manager’s Manual located on the BAHA website at www.baha.ab.ca.



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20.1 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. 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 Head Coach and the Managers 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.

All referee write ups will go to the regulatory body for disciplinary action, all communication with the league discipline director will go through your appropriate level director. Coaches and managers are not to reach out to the league directly.

22. 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 15th of the current season to complete this mandatory, online program or their child(ren) will be ineligible to continue to play hockey.



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23. BAHA Codes of Conduct

Preamble: Membership in the Beaumont Amateur Hockey Association (BAHA), 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 BAHA members and participants.

See BAHAs Athlete's Code of Conduct

See BAHA's Coaches Code of Conduct

See BAHA's Manager Code of Conduct

See BAHA's Parent/Guardian/Spectator Code of Conduct

See BAHA's League Organizers & Directors Code of Conduct

23.1 APPLICATIONS OF THIS POLICY

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

This Policy applies to the conduct of Members and Participants at all BAHA activities, programs, and events.

23.2 EXPECTED STANDARD OF ETHICAL CONDUCT

BAHA is committed to providing an environment in which all individuals are treated with respect. All members and Participants of BAHA are thus expected to:

- a. Always conduct themselves in a manner consistent with the values of BAHA 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 BAHA 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 BAHA.
- 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. Behavior that constitutes bullying, harassment or abuse will not be tolerated, and will be dealt with under Hockey Canada's Bullying, Harassment & Abuse Policy.
- g. Always adhere to:
 1. BAHA's bylaws, policies, rules, regulations, and directives.



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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 BAHA, BAHA 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 BAHA
5. Any sanction imposed by BAHA
6. Abide by all the Codes of Conducts that apply to them.

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

23.4 SOCIAL MEDIA AND COMMUNICATION CODE OF CONDUCT

The purpose of this policy 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. **See**

BAHA's social media and Communication Policy

23.4.1 GUIDELINES

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.

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.

23.4.2 SOCIAL MEDIA & COMMUNICATION VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the BAHA social media and Communications Policy and may be subject to disciplinary actions under the Disciplinary Policy of BAHA, the League, and/or Hockey Edmonton.



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1. Any statement that is deemed to be publicly critical of BAHA Association Officials for 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
3. Negative or derogatory comments about any of the team, minor hockey association, staff programs, stakeholders, players of any members of BAHA team
4. Any form of bullying, harassment, intimidation or threats against players, officials, or Board Members.
5. Photographs, videos, comments promoting negative influences or criminal behavior included but not limited to the following:
 - Drug use
 - Alcohol Abuse
 - Public Intoxication
 - Hazing
 - Sexual Exploitation etc....
6. Online activity that contradicts the current policies of BAHA or any of its member Associations or Leagues.
7. Inappropriate, derogatory, racist, or sexist comments of any kind
8. Online activity that is meant to alarm other individuals or misrepresent truth or fact.

23.5 FAILURE TO COMPLY

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



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24. BAHA Discipline Policy

BAHA recognizes the right of every one of its members to enjoy and participate in the sport of minor hockey free of any sort of conflict. **See BAHA's Discipline Policy.**

24.1 PARTY RESOLUTION

Upon a conflict arising the first two questions that must be asked are as follows:

1. Can the parties in conflict resolve the issue themselves?
2. Can the conflict be resolved within the team level?

ALL efforts are to be made to resolve issues between the parties. Taking responsibility for one's own actions is the first and most important step. If you need to apologize for your behavior, or if you need to ask for an apology, we strongly suggest you do so before you involve BAHA. Furthermore, we ask that you abide by the 24-hour rule:

*When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait **24 hours**, to allow for a "cool-down" period. Upon the 24-hours being passed, then put the issue in writing in order to clarify your thoughts. If you still think the issue then still warrants attention, at this point you can proceed.*

This process shall not prevent a person in authority (e.g., a coach, or board member) from taking immediate, informal, corrective, and appropriate disciplinary action in response to unacceptable behaviors conducted in their presence. Further, prior to making a complaint ensure you have discussed this matter with your coach, manager, team representative, divisional director? Many minor matters can be dealt with at the team or divisional level by simply having a dialogue with the appropriate person. Without having to make any formal complaints.

In those instances where behavior cannot be resolved as between the parties affected, the complaining party may make a complaint to their Team Parent Liaison. **See BAHA's Team Conflict Policy** on how to resolve any conflict at the team level and how to escalate a complaint to the board level should the Team Resolution process not succeed.

24.2 CASE MANAGER

BAHA will appoint 1 member of its executive committee to act as a Case Manager for the season. The case manager will be the main contact complaints reach the point that the board discipline committee must host disciplinary meetings with any parties involved in a complaint. The Case Manager act as the main point of contact between complainants, person(s) complained of, and the Association.

The Case Manager will mediate all meetings convened during a complaint process, will determine timelines for complaints, document submissions, responses, and meetings.



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24.3 INFORMAL COMPLAINTS WHEN TEAM RESOLUTION HAS NOT BEEN SUCCESSFUL

Informal complaints are when the infractions are minor. Examples would include disrespectful conduct that does not reach the level of bullying, harassment, or abuse, but is still not conduct that accords with BAHA's goals of respect, tolerance, fair play, equality, and diversity.

The incident report will be sent to the Level Director and they will determine the following:

In the case of an informal complaint, the complainant will not be advised of the outcome. A letter will go to the person(s) complained of, outlining that:

- A complaint has been made
- Identifying the matter complained about
- Recommending steps to resolve the complaint

The letter will not require any party to comply with any directive, but will simply bring the matter to the party's attention. Note that with an informal complaint, the complainant will not be identified. The complainant will be required to identify themselves to the Case Manager through the submission process however. BAHA does not support, and will not act on, anonymous complaints.

If a serious infraction of the Code of Conduct or Criminal Code is brought to BAHA's attention via the informal process, BAHA has the right to escalate the matter to a FORMAL COMPLAINT and investigate and determine the veracity of the complaint and take whatever steps necessary to ensure the safety of its participants.

24.3.1 INFORMAL COMPLAINT REPORTING PROCESS

The complainant is to follow the Team Resolution Process first and should that fail, then the team Parent Liaison will file an Incident Report form to the appropriate level director. The Incident Report Form is reviewed by the level director, who on her/his own, will address the matter in writing to the party complained about. The Complainant will not receive a copy of this letter; however, it will remain on the accused file.

24.4 FORMAL COMPLAINTS

Formal complaints are not anonymous. As the party who is being complained about could have discipline handed out because of an infraction of the applicable conduct policy, they must have the opportunity to know the specific conduct complained of, and have an opportunity to refute the allegations.

Formal complaints can be about Minor Infractions or Major Infractions:

24.4.1 MINOR INFRACTIONS

Minor infractions are breaches of the applicable codes of conduct. This would include disrespectful conduct that does not reach the level of bullying, harassment, or abuse, but is still not in accordance with BAHA Codes of Conduct.

24.4.2 MAJOR INFRACTIONS

Major Infractions are breaches of the applicable code that are more serious. This would include, for example, hazing, bullying, multiple minor infractions, harassment, abuse, off ice fighting, racial, homophobic, or other discriminatory slurs or conduct.



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24.5 FORMAL COMPLAINT REPORTING PROCESS

Once the team resolution process has failed the Team Parent Liaison will fill out the Incident Report Form and submit to the appropriate level director. The Complainant is to identify the conduct complained of, including the date, the time, the place, and any other information that would assist BAHA in understanding the complaint. The level director will only accept complaints that come with an Incident Report Form and, once accepted the Level director will determine whether the matter is a Minor Infraction or a Major Infraction and follows the procedure in each case.

24.5.1 MINOR INFRACTIONS PROCESS

The Level Director shall:

1. Review the Incident Report Form and determine the parties involved.
2. Request a response in writing from the other party or parties.
3. Determine if there are any facts in issue, or if the general understanding of the incident accords with both parties.
4. Convene a Disciplinary Panel including a Case Manager and send the appropriate responses onto the Disciplinary Panel made up of a maximum of 3 members of the Board of Directors who will review the information provided to them by the Level Director. The Case Manager will now take over all communication and scheduling in this case.
5. Where there are no facts in issue, the Discipline Panel may decide based on the written materials.
6. Where there are facts in issue, or where it appears to be warranted in the Discipline Panel's discretion, the Case Manager will call a discipline hearing. This hearing may take place in person, over the phone, via teleconference or online video conferencing.
7. The Disciplinary Panel has the authority to:
 - a. Provide a written reprimand which will remain on the person's file
 - b. Order the offending party to refrain from repeating the offending conduct
 - c. Require the offending party to redo *Respect in Sport* or another educational course
 - d. Require the offending party to apologize in writing to any affected party
 - e. Make any other requirement that has as its goal re-education or dispute resolution

24.5.2 MAJOR INFRACTIONS PROCESS

The Level Director shall:

1. Review the Incident Report Form and determine the parties involved.
2. Request a response in writing from the other party or parties.
3. Determine if there are any facts in issue, or if the general understanding of the incident accords with both parties.
4. Convene a Disciplinary Panel including a Case Manager and send the appropriate responses onto the Disciplinary Panel made up of a maximum of 3 members of the Board of Directors who will review the information provided to them by the Level Director. The Case Manager will now take over all communication and scheduling in this case.
5. The Case Manager will mediate the hearing with the parties and the Discipline Panel.
6. The Discipline Panel has the power to order:
 - a. written reprimand which will stay on the offending party's file for a minimum of 3 years.
 - b. Order the offending party to refrain from repeating the offending conduct



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- c. Require the offending party to redo *Respect in Sport* or another educational course
- d. Require the offending party to apologize in writing to any affected party
- e. Make any other requirement that has as its goal re-education or dispute resolution
- f. Suspend the offending party from participation in or at specific and defined association activities, or a recommendation to the board for a complete suspension from participation in or attendance at any or all Association activities
- g. a recommendation for an expulsion from the Association and/or a combination two or more of the above.
- h. The Discipline Panel will communicate the decision to the Case Manager, who will in turn communicate the decision to the respective parties. The decision will include a link to the Appeals process.

24.6 THE BAHA DISCIPLINE PANEL

The Discipline Panel, when possible, shall be made up of the appropriate Level Director an executive member of the Board of Directors, and a third member from the BAHA Board of Directors appointed by the Case Manager. Should there be a conflict of interest between any of these parties, the replacement for that party will be appointed by the Case Manager.

The matter will be referred to the Discipline Panel by the Case manager, as well as the date and time of the hearing.

The Discipline panel will review the Incident Report Form and any other information provided by the Case Manager in advance of the hearing and will convene after the hearing to review all the information and to decide on the respective discipline, if any, to be assessed to the Respondent.

The Discipline Panel will communicate this decision to the Case Manager on behalf of BAHA, who will in turn communicate the decision to the respective parties.

24.7 INFORMATION DETERMINATION

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



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24.8 FORMAL HEARING

The Case Manager's role will be to schedule and mediate the hearing. The Case Manager shall establish dates and times to interview all applicable parties to the matter, in person or virtually by video or teleconference, at the discretion of the Discipline Panel as soon as practicable following receipt of the complaint.

The Case Manager will act as the point of communication between the Complainant, the Respondent (accused party) and the Discipline Committee. The Complainant and the Respondent shall receive confirmation as to the nature of the complaint and any information to be provided to the Case Manager and the Discipline Panel at such time prior to their initial interview.

1. The Respondent and the Complainant shall provide the Case manager with a list of any other parties that the Discipline Panel should contact to discuss the matter.
2. The Discipline Panel shall also discuss the matter with any other party that it deems necessary or as a result of any interview.
3. If either the Complainant or the Respondent shall fail to appear at the hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Panel.
4. Following the Discipline Panel interviewing the applicable parties, it shall render its decision in writing to the Case manager, who will in turn provide a copy to the Complainant, the Respondent and BAHA's Board of Directors. The decision will include a link to the Appeals Process.

24.9 APPEALS

If either party is not satisfied with the Discipline Panel decision, they have a right to appeal, as set out below.

The Appeal must be based on an error of interpretation or application of the applicable Code of Conduct, or of a palpable and overriding error of fact.

24.10 APPEAL PROCESS

The Appeals Committee will be formed at the behest of a participant by filing the Notice of Appeal form.

Appeals are to be received in the BAHA Case Manager within 5 business days of notice of the decision by the Discipline Panel. – the decision will be provided via email from the Case Manager.

Appeals will be accompanied by a non-refundable fee in the amount of \$400. These funds will be immediately deposited and put towards Hardship Cases.

Members of the Appeals Committee shall be appointed as three (3) different Board of Directors members that were not part of the original Discipline Panel, or any other member to be determined by the BAHA Case Manager.

Any appeal by a player younger than sixteen (16) years of age may only be made by that player's parent or legal guardian on behalf of the suspended player.

The Appeal is a written application and will not have an in person or virtual hearing. The Process is as follows:

- The Appellant Submits the Notice of Appeal Form, along with any supporting documentation and their written argument. Upon receipt of payment, the Appeals Committee will be formed and will communicate with the Case Manager for all applicable information regarding the decision.



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- Notice of the Appeal will be provided to the Respondent, who shall have 2 days to provide a response argument, which will be provided to the Appeals Committee and the Appellant.
- The Appellant shall have 2 days to provide a reply to the Appeals Committee.
- The Appeals Committee shall make its determination within 5 business days of the submission of any reply, or the expiration of the time for the reply submission.

The determination will be provided to the parties in writing by the President of BAHA.

The Appeals Committee has the authority to:

- Quash the decision and send the matter back to the Discipline Committee for a re-hearing;
- Quash the decision and provide its own determination;
- Uphold the decision; or
- Quash the discipline and provide its own determination.

The filing of an appeal does not lift or postpone a suspension; suspensions must continue to be served while an appeal is being considered.

24.11 EVALUATION GRIEVANCE

For anything pertaining to a grievance for Evaluations please [see Evaluation Grievance Policy](#)

25. BAHA Ice Allocation & Cancellation Policy

BAHA understands the importance of fair and equitable ice availability for all our teams within our Association. With the mentality of every child who wants to play hockey SHOULD play hockey within their community BAHA has the following standards in place for each age level of its team. [See BAHA's Ice Policy.](#)

25.1 PROCESS

Each team will receive as close to as possible the below guidelines of ice time allocated from the Association:

- U7 – 2 shared ice practices/week during the league season
- U9 – 2 shared ice practices/week during the league season
- U11 – 1 full ice practice or shared ice practice/week during the league season
- U13-U18 – 1 full ice practice/week during the league season

25.2 ICE CANCELLATION

All allocated Ice must be used as assigned. Teams wishing to cancel or change ice times must give at least fourteen (14) days' notice prior to the time slot, to the Ice Allocator. If there is less than fourteen (14) days' notice given, one or both of the following conditions may apply:

- The ice cancelled will be tracked against your team, and given to someone else.
- Your team will be charged for each cancellation as set out in the BAHA Team Bond Policy



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25.3 EXTRA ICE

Teams may from their own team funds (Cash Calls) seek out additional ice times for practices/exhibition games. The team is solely responsible for the booking and payment of these ice times.

From time-to-time BAHA's Ice Allocator may make some Association ice times that are unused available for Team Managers to grab as additional ice for their team, these ice times do not count toward the allocated ice times and are available in addition to the allocated times.

Teams may also choose to not use ice times allocated to them for various reasons, the team manager is responsible for either returning the ice to the Ice Allocator at least 14 days prior to the scheduled ice time, OR swapping ice times with another team. If a team does not attend an allocated ice time, they will lose a portion of their team Bond. **See Team Bond Policy**

26. BAHA Equipment Policy

BAHA knows having the right training aids and equipment to start the season off is important to set the season off right for each of our teams.

BAHA's equipment director will sign out the team's equipment every season to the Head Coach of each team. The equipment supplied will include but not be limited to the following:

1. Team Set(s) of jerseys
2. Pucks
3. First Aid Kit
4. Pylons
5. Coaches Training Aids

Each team will be responsible for keeping all the Association provided equipment in good repair and accounted for throughout their season. At the end of the season on the day provided by the Equipment Director each Head Coach will return and sign back the equipment that was signed out at the beginning of the season. **See BAHA's Equipment Policy.**

All equipment shall be distributed and collected through the BAHA Equipment Director. The deposit for the equipment will be included in the BAHA Team Bond Policy.

Any items in disrepair or not returned will be subject to the costs as outlined in the **Team Bond Policy.**



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26.1 BAHA OWNED GOALIE EQUIPMENT RENTAL POLICY

U7 – BAHA 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.

U9 – BAHA will provide two (2) sets of equipment to each team at the beginning of the year. Based upon availability, BAHA 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.

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 does not have a designated goalie, the U9 Policy will apply for one (1) team set of equipment.

U13, U15, U18 – BAHA 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.

Equipment Use after BAHA Season – BAHA knows that goalies are essential to every team. With our off-season rental program, your budding goalie can try the position, or train for the position without having to fully commit to buying an entire set of goalie gear

RENTAL COSTS:

Full Set of Goalie Gear – \$50/month

Individual items:

Pads – 75% of the stated fee

Glove sets – 50% of the stated fee

Chest protectors – 25% of the stated fee

Security deposit (regardless of the rental period):

Full sets – \$250

Partial sets or individual items – \$100

Please note that your player will may still require the following to be purchased (acquired) on their own:

- hockey/goalie pants
- skates (goalies skates are recommended as they are more protective)
- jock (goalie jocks are recommended)
- goalie throat protector (lexan material)
- neck guard

See BAHA's Equipment Rental Policy



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27. BAHA Team Jersey & Apparel Policies

BAHA knows that looking like a team and being recognized as a brand is essential to building the team spirit. To keep our association recognizable, and to keep BAHA in a cohesive and unified look the Association has designed and approved Association Jerseys. **See BAHA's Jersey policy.**

27.1 Jersey Policy:

BAHA will provide each team with their approved Association jerseys for use during league play for their season. U7 teams will receive 1 set, U9-U18 teams will receive both home and away sets of jerseys. Teams may at their own expense purchase practice jerseys or third jerseys.

To keep the Association with a cohesive look on the ice within our league, a jersey must be one of the 3 Association **approved** designed jerseys, Red, White, or Black, to be worn during league game play. This jersey must be an **EXACT** replica of the association jersey provided by the Association to our teams.

Any other design of jersey may not be worn during league play and must be reserved for Practices, Exhibition or Tournament play only.

Team will lose a portion of their Team Bond if they do not follow the above policy.

27.2 BAHA TEAM NAMING

BAHA with the rebrand that happened in 2022, will allow teams to pick their own team's 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's name will not be official until the manager receives confirmation of approval from the board of directors.

BAHA 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)

27.3 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. BAHA 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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27.4 APPAREL POLICY

In order to have a unified and recognizable look the Association provides a standard logo for all Association teams to provide cost benefits for equipment purchases and for recognition of the Association teams. Supplementary team apparel is optional; however, it shall comply with the Association's logo, colors, and designs. All teams shall ensure that all the following items, if ordered in any given year, regardless of who is paying for the cost of such items, shall be in the Associations matching color scheme, it shall display only the Associations approved logo and shoulder patch images. These restrictions apply to all team and player personal wear that is worn to show membership in the team, including:

- Team Jackets (all types)
- Team hoodies (all types)
- Tack pants/sweats
- Team hockey bags
- Pant Shells (if used)
- Pre-game warm up gear (dry-land gear)

The following items shall be in the Associations colors and designs, but may be used for additional logos if a different team crest is desired or a sponsor is used:

- Toques
- Ball caps
- Practice Jerseys
- Helmet Decals

27.5 ENDORSED VENDOR POLICY

In order to simplify the ordering and design of items BAHA has developed an ENDORSED vendors list, BAHA will only endorse a maximum of 5 vendors per season, and the BAHA Executive Committee holds the right to review, revoke and alter the endorsed vendors for any season at any time.

Endorsed Vendors must

- Be a local vendor to the Beaumont area (BAHA wishes to support local)
- Agrees to only produce apparel that follows the BAHA color scheme
- Agrees to keep their BAHA branded apparel pricing fair and comparable to others
- Agrees to they will not produce any BAHA branded apparel that also has anything that would be considered offensive or inappropriate
- Agrees to donate to BAHA at least twice a season to their various tournaments and fundraisers
- Agrees to follow all BAHA's code of conduct as set out in the BAHA rules and Regulations

Endorsed vendors receive the following for following the above criteria:

- They will receive all approved BAHA logos, including but not limited to special anniversary logos.
- They also receive the right to alter designs so long as they follow the above criteria
- They will get their store links shared on BAHA social media and BAHA newsletters
- They will be listed on the BAHA website with links to their websites
- Will be listed as a sponsor for the events/tournaments they donate items to



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28. Insurance Requirements

To ensure the Board of Directors of the Beaumont Amateur Hockey Association can 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.

29. Team Sponsorships

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. BAHA will not issue tax receipts.

30. BAHA Scholarships

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

30.1 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.**



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30.2 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**.

30.3 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 each 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.

31. Gaming Regulations

31.1 FUNDRAISING PERMITS

Teams are required to submit the BAHA 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 except for tournaments under the auspices of the BAHA 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 BAHA's gaming registration without registering the draw with the Director of Fundraising.
- Funds raised from gaming licensed events utilizing BAHA'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 BAHA Association wide raffle has been completed for that season.



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31.2 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.

31.3 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 BAHA office to be used for the next tournament or fundraising initiative for BAHA.

32. BAHA 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 consider 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. ***See Board Member Policy.***

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

32.1 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.**

32.2 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.

32.3 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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32.4 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 always 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 e-transfer 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.

33. BAHA Conflict of Interest Policy

BAHA must meet high ethical standards in order to merit the trust of its Member Associations, clients, sponsors, and the public. *See BAHA's Conflict of Interest policy.*

The integrity of BAHA depends on ethical behavior throughout the organization, and fair, well-informed decision-making. The ability to make decisions is sometimes affected by other interests (personal or professional) of individuals in the organization. Such conflict-of-interest situations are a regular part of organizational and personal life and cannot simply be eliminated. The objective of this policy is to permit BAHA to manage conflict of interest situations successfully and to resolve them fairly

This policy applies to all members of the Board of Directors and all staff of BAHA. It also applies to volunteers, but formal procedures should consider their circumstances. Collectively, these three groups are called "affected persons" below.

33.1 DEFINITIONS

Conflict of Interest: A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties with BAHA.

Private or personal interest: Private or personal interest refers to an individual's self-interest (i.e., to achieve financial profit or avoid loss, or to gain another special advantage or avoid a disadvantage); the interests of the individual's immediate family or business partners; or the interests of another organization in which the individual holds a position (voluntary or paid).



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Objective exercise of duties: Objective exercise of duties refers to an individual's ability to carry out her or his responsibilities in the best interest of BAHA.

33.2 TYPES OF CONFLICT

A Board member, employee or volunteer of the Association may be in a conflict-of-interest situation that is:

1. Actual or real, where his official duties are or will be influenced by their private interests.
2. Perceived or apparent, where her official duties appear to be influenced by their private interests.
3. Foreseeable or potential, where his official duties may be influenced in the future by their private interests.

33.2.1EXAMPLES

- Self-interested funding, contracting, or hiring when an affected person uses a position in the Association to influence a decision to provide funding or contracts to another organization in which he or she has an interest, or to go outside normal hiring processes to give a job to a friend or family member.
- Improper influence: when an affected person solicits or accepts some form of benefit in return for influencing the Associations activities or promoting someone else's interests in the Association.
- Inappropriate outside activity: when an affected person's activities the Association conflict with the interests of the Association.
- Accepting undue benefits, such as significant gifts which place an affected person under obligation to the donor.

33.3 RESPONSIBILITIES

33.3.1OVERALL RESPONSIBILITY

Members of the BAHA Board, staff and volunteers are responsible for managing conflict of interest situations in order to ensure that workplace behavior and decision-making throughout the Association are not influenced by conflicting interests.

33.3.2RESPONSIBILITY FOR PREVENTION

BAHA supports an organizational culture in which people freely take responsibility for both "self-declaring" possible conflicts of interest, and respectfully raising possible conflicts faced by others in the organization. This culture makes it possible to avoid any such situations from arising in the first place.

Managers, staff, volunteers, and Board members have the responsibility to implement appropriate practical preventive measures, such as:

- Providing education about what to do when gifts and hospitality are offered;
- Providing meeting agendas in advance to enable participants to foresee possible conflicts;
- Ensuring that people are clearly told when information must be protected from improper use;

33.3.3RESPONSIBILITY FOR MANAGING

Where prevention is not the solution, conflict of interest situations must be managed. Here are the steps to be taken by those involved in such situations, working together, and supporting one another's ethical responsibilities:

- **Declare it.** Ensure transparency by self-declaration, and by making sure that a record of the declaration is made.



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- **Discuss it.** In a doubtful situation, take a moment for a quick word with the chair of your meeting, or undertake a full dialogue with the group, if the situation warrants it.
- **Deal with it.** Measures to mitigate or eliminate a conflict of interest will depend on what is appropriate to the severity of the situation.
Options include:
 - a. **Restrict the involvement of the individual.** For example, the individual may withdraw from decision-making. This would not be appropriate if the conflict of interest arises frequently, or if the individual cannot be separated from parts of the activity.
 - b. **Recruit a third party to assist.** For example, ask a disinterested party to sit on a hiring board, appeal process. There will be situations where no appropriate third party is available.
 - c. **Remove the individual from affected duties.** When “restrict” and “recruit” are not suitable options, the individual with the conflict may be removed from duties or discussions related to the conflict. The individual could transfer to other duties.
 - d. **Relinquish the private interest.** In cases of serious conflict, the individual may choose to drop the private interest, such as membership on the Board of another organization, which is causing the conflict.
 - e. **Resign from the official duties.** In serious cases where other solutions are not possible, the individual may have to resign from the position creating the conflict.
 - f. **Document what has been done.** Board minutes, correspondence to interested parties, or other documentation will provide a record of steps taken.

33.4 APPLICATION

This policy must be explained to all new Board members, staff, and volunteers. All such affected persons must agree in writing, at the outset of taking a position or volunteering with the Association, that they will abide by this policy.

At that time, Board members and staff must disclose possible conflict situations to the Executive Director (or President) in confidence. Subsequent material changes must be disclosed when they first emerge. Volunteers must inform the President and or Executive Director of possible conflict situations.

The Executive Committee will indicate to each individual whether any further action is necessary to manage the possible conflicts of interest disclosed. Actions might include the following, depending on the severity of the conflict:

- Declaring the conflict to all concerned before discussion or decision-making.
- Withdrawing from final decision-making only;
- Withdrawing from all aspects of discussion and decision-making.

The Executive Committee is also the final authority on resolving disputes, for example when an individual does not agree with the perception that he or she is facing a conflict of interest.



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The Executive Committee is the authority on dealing with real conflicts of interest which are discovered “after the fact.” A variety of serious measures, such as cancelling a contract or hiring decision, may have to be considered, case by case, in such situations.

For the purposes of this policy, the President is the appropriate authority in all matters relating to the affairs of the Board, and to any issues involving the Executive Committee’s own affairs. Any issues involving the President’s own affairs will be dealt with by the Vice President of Off-Ice Operations. The Executive Committee is the authority in all other matters.

33.5 RULINGS

The Board of Directors has taken steps to avoid any real or perceived conflicts of interest regarding coaching and being a board member within the Association.

In order to avoid any issues, the Board of Directors will enforce the following:

1. A Level Director may not have a child in the level they are directing; with the exception to this rule being if no other directors are nominated for a position and there are no other places to move the director then they must direct the level with the aid of another Level Director who is willing to act as a liaison if needed.
2. A Level Director may not Head Coach a team within the Level they are directing.
3. The Vice President of Off-Ice Operations may not manage any team while serving on the board, as they are the key contact for all managers.

33.6 NON-SANCTIONED HOCKEY LEAGUE POLICY

To maintain the integrity of the BAHA, as a member association of Hockey Alberta program, and ensure that all Board members, coaches, manager, and members with roles within the association are aligned with the values and objectives of the Association.

Participant: A participant includes but is not limited solely to a person who is a member, coaches, administrator, director, volunteer, employee, or contractor.

Non-Sanctioned Hockey Program: Any competing league that is any non-sanctioned league that operates outside of the Hockey Canada structure with formal hockey teams that play games and practice during all or a portion of the period of September 1st – March 1st.

Team Staff: Any person who holds a volunteer position on a team, including but not limited to Manager, Head Coach, Assistant coach, manager, treasurer.

Due to the inherent conflict of interest any family who is a participant in a Non-Sanctioned Hockey Program shall not be eligible to be nominated, elected, appointed or act as Director at Large or Officer of the Executive Committee, or to be named into any team staff position.

If any BAHA member or family of member upon BAHA executive review are found to have promoted/recruited for an unsanctioned hockey program, that member and their family may face disciplinary action including UP TO removal of eligibility to participate within BAHA.



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**They must, however, fulfill their mandatory association volunteer duties via other volunteer opportunities, such as check-in for evaluations, raffle table at tournament, casino, etc.*

34. Advertising & 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 and contains 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. BAHA Volunteer Commitments

As a member of the Beaumont Amateur Hockey Association, each family is required to complete volunteer commitments for the season they are registered for. **See BAHA's Volunteer Policy**

The number of volunteer commitments for each family is dependent on the number of players registered within BAHA. For each player registered, families are required to complete **TWO (2) ASSOCIATION VOLUNTEER COMMITMENTS**. There are no exemptions to this volunteer requirement. There is no rollover of commitments from year to year, unless otherwise granted by the Board of Directors in writing. There is the optional volunteer buy-out available to families upon registration where the family may purchase the option to opt out of doing the Association Volunteer commitment. If a family chooses this option, all **ASSOCIATION VOLUNTEER COMMITMENTS** must be bought out in full by January 1st of each hockey season. Members who do not buy out their Association Volunteer commitments will be subject to the Team Bond Policy, where BAHA reserves the right to deduct an amount for a family failing to complete their Volunteer Commitments from the Team Bond paid to the association. If a family does not complete their required commitments the team bond cheque will be deposited to the BAHA's account immediately and BAHA will refund only the appropriate portion of the team bond to the team. Parents will still be required to write a volunteer deposit cheque to their team that the manager, the amount will be decided upon by the Team Manager and Head Coach, the Team Manager will hold the cheques for the season to ensure each family fulfills their volunteer commitment.

In addition to the required association volunteer commitments, each member within the association is required to participate in any **TEAM VOLUNTEER COMMITMENTS**. These shifts cannot be opted out of with the buy-out option. If a family chooses to buy out the Association Volunteer Commitments the team volunteer commitments must still be fulfilled. Team Volunteer Commitments may include but are not limited to the following:

1. Working Edmonton Minor Hockey Week shifts that are allocated to a team by the association.
2. Working tournament hosting shifts that are allocated to a team by the association.



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3. Working team duties such as score clock duties, penalty box duties, and game sheet duties as requested by the team manager.

When a family does not participate in any of the above volunteer commitments and it results in a team failing to complete their assigned duties, or the Team Manager reports that a family has not fulfilled their duties, B.A.H.A will immediately deposit the Team Bond cheque and the team will lose out on getting their full bond returned to them at the end of the season.

Each team at the managers discretion is strongly recommended to collect Volunteer Deposit cheques from each family that would cover their portion of the team bond, holding each family accountable to the team to fulfill their own duties. On the chance that a team bond is deposited and a volunteer commitment infraction is charged to the team the manager may deposit the Volunteer Deposit cheque for the family responsible.

36. BAHA Mission Statement & Values

Beaumont Amateur Hockey Association website can be found at 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 BAHA,
- 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 BAHA 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.



BEAUMONT AMATEUR HOCKEY ASSOCIATION

RULES AND REGULATIONS

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37. BAHA 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 Manger from each team for their hard work over the past season.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
RULES AND REGULATIONS
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APPENDIX A:

BAHA's Refund Policy

OBJECTIVE

To ensure all members are registering effectively, honestly and with the intent to play within the Association for the next season.

SCOPE

This policy applies to all Association members who reside within the boundaries as set out by Hockey Alberta.

POLICY

All player registration fees include a \$150.00 non-refundable administration fee that is applied to season registration fees. This fee covers credit card fees and administration costs associated with the registration process.

A full refund, less the administration fee, will **ONLY** be issued if a player withdraws from any programming prior to evaluations.

If a player withdraws at any time during the evaluation process, an additional fee of \$150.00 will be kept by BAHA to offset the costs for the evaluations.

BAHA will not refund any monies after evaluations are completed and teams are formed.

Players who make AAA or an elite team that is outside of BAHA, will receive a full refund including the \$150.00 Administration fee, unless they attended evaluations then BAHA will keep the \$150.00 evaluation costs.

If a player withdraws after the season has commenced and teams have formed, they 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 applicable level up Program Fees. 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 Hockey Canada File.

For BAHA events that include but are not limited to, BAHA Summer Development Camps, Goalie Development, a 50% non-refundable administration fee will apply for any and all refunds, this includes refunds for injury and/or illness.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX B:

BAHA's Late Registration Policy

OBJECTIVE

To ensure all members register in a timely manner so the Board of Directors can effectively begin planning the next season and schedule ice appropriately without the risk of any loss of ice resulting in extra ice costs for the Association.

SCOPE

This policy applies to all Association Members who reside and register within the boundaries as set out by Hockey Alberta.

POLICY

BAHA will accept registrations until either the age level is full or until June 15th of the current season.

After June 15th, or a date otherwise stated by BAHA, any registrations will be subject to a \$150.00 late fee.

Any fees or registrations that are not completed by August 15th of the current season will result in players not being permitted to attend BAHA conditioning camps, tryouts, or any other BAHA sanctioned events.

BAHA does understand that extenuating circumstances outside of our members' control may cause late registration, these reasons include but are not limited to:

- Moving to the BAHA zoning area after late registration cut-off date
- Files being transferred back to BAHA from last season's association

In circumstances that are deemed as out of the members' control for late registration the BAHA Executive Administrator, with approval from the BAHA Executive, may waive the late registration fee.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX C:

G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD

The Beaumont Amateur Hockey Association (BAHA) provides a program that will enable all interested children to learn the skills of hockey while having fun. BAHA'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. BAHA stresses the importance of a completed educational program along with the furtherance of a hockey career. In recognition of this importance, BAHA 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 BAHA'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 15th 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 BAHA's Annual General Meeting.
4. BAHA 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 BAHA until proof of requirement is received in writing.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX D:

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 BAHA’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 15th 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 BAHA’s Annual General Meeting.
5. BAHA 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 BAHA until proof of requirement is received in writing.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX E:

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 BAHA list of approved programs.

CRITERIA

1. Played a minimum of two (2) years of hockey with BAHA
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 15th of each year.
6. The Selection committee will be comprised of one (1) BAHA 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 BAHA’s trophy case) will be presented at BAHA’s Annual General Meeting.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
RULES AND REGULATIONS
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APPENDIX F:

Parent/Guardian/Spectator Code Of Conduct

1. Parents/Guardians will treat all players, coaches, officials, volunteers, other parents/guardians, and spectators with respect.
2. Parents/Guardians will remember that their child plays hockey for their enjoyment, not the parent/guardians, and they will not force their child(ren) to play hockey.
3. Parents/Guardians will praise their child for putting forth their best effort during practices and games, not the outcome of their play.
4. Parents/Guardians will remember that it is the parent/guardian's job to love and praise their child(ren) and the coaches' job to coach. Parents/Guardians will remember that the best thing they can say to their child(ren) is "I love watching you play."
5. Parents/Guardians will support their child and their team by:
 - a. Ensuring that all team events are attended, unless attendance is reasonably impractical
 - b. Respect team rules and protocol as set out by the team coaching staff
 - c. Offering their time and skill for volunteer opportunities with the team and the Association
6. Parents/Guardians will remember that children learn by example and lead by example in the following ways:
 - a. Applaud good plays and performance by both their own child(ren), the teammates and opponents.
 - b. Encourage their child(ren) to play by the rules and resolve conflict without hostility or violence.
 - c. Reinforce for their child(ren) that doing one's best is more important than winning
 - d. Never be critical or yell at any player for making a mistake or losing a game
7. Parents/Guardians will abide by the Social Media Policy
8. Parents/Guardians will express any concern in an appropriate and respectful manner and will abide all Codes of Conduct as set out by the Association.
9. Parents/Guardians will conduct themselves in a manner that is respectful in any hockey related activities, including but not limited to off-ice gatherings, parent meetings, team building events, fundraising events.
10. Parents/Guardians will support all efforts to remove verbal and physical abuse from their child(ren)'s hockey program and from Beaumont Amateur Hockey Association.
11. Parents/Guardians will show respect and appreciation for all volunteers who give their time to hockey for their child(ren).
12. Parents/Guardians will support all efforts to ensure all players are treated fairly within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political beliefs or economic status.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
RULES AND REGULATIONS
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APPENDIX G:

Coaches Code Of Conduct

1. Coaches will have a level of competence appropriate for their position and age level.
2. Coaches will maintain the highest standards of personal conduct and support the principles of fair play.
3. Coaches will understand that they are role models for their players and will conduct themselves accordingly.
4. Coaches will treat players, coaches, officials, volunteers, parents/guardians, and spectators with respect.
5. Coaches will refrain from the use of profane, insulting, harassing or otherwise offensive language.
6. Coaches will not condone, permit, defend, or engage in actions, on or off the ice which are not in line with the BAHA's rules and regulations, codes of conduct or consistent with good sportsmanship.
7. Coaches will communicate with players, coaches, officials, volunteers, parents/guardians, and spectators honestly, fairly and with respect.
8. Coaches will treat everyone in a fair manner within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political beliefs, or economic status.
9. Coaches understand that BAHA has a zero-tolerance policy with respect to hazing or any other initiation or unequal treatment of athletes and that Coaches are ultimately responsible for the conduct of athletes under their supervision.
10. Coaches will treat opponents and officials with due respect in both victory and defeat, and will encourage their athletes to do the same and act accordingly.
11. Coaches will actively encourage athletes to uphold the rules of their sport and the spirit of the game.
12. Coaches will comply with all rules set forth by BAHA, Hockey Edmonton, Hockey Alberta and Hockey Canada and the principles of fair play and the spirit of the game.
13. Coaches will ensure that the activities being undertaken are suitable for the age, experience, ability and fitness level of the athletes on their team.
14. Coaches will be reasonable in their demands on the athletes time, energy and enthusiasm. Coaches will remember that athletes have interests and responsibilities other than hockey.
15. IN the case of minors, coaches will communicate and cooperate with the athlete's parents/guardians, involving them in the management discussions pertaining to their child(ren)'s development.
16. Coaches will not ridicule or berate athletes for making mistakes or for performing poorly. Coaches will remember that children play to learn and have fun, and must be encourage to have confidence in themselves.
17. Coaches will respect an athlete's dignity and will not use, or condone the use of, verbal or physical behaviors that constitute abuse or bullying.
18. Coaches will be generous with praise and set a good example.
19. Coaches will direct comments or criticism at the performance rather than the athlete.
20. Coaches will consider the athletes' future health and wellbeing as foremost when making decisions regarding an injured athlete's ability to play or train.
21. Coaches will remember that coaching is a privilege, not a right.
22. Coaches will obtain all necessary certifications and credentials as required by the Association.
23. Coaches are bound by the terms of the Social Media Policy.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX H:

Athlete's Code Of Conduct

1. Athletes will be a contributing member of their hockey team
2. Athletes will play because they have chosen to be a player this season; no one has made this decision for the athlete. Including but not limited to parents or coach(es).
3. Athletes will respect their teammates and coaching staff by consistently attending team events and giving their best effort at practices and games alike.
4. Athletes will respect their teammates and coaching staff by following the rules and abiding by the decision of the coach(es), game officials, and Association.
5. Athletes will do their part to enhance the experience for all teammates by attending team functions and building positive relationships with teammates.
6. Athletes will respect opponents by given them a competitive match an conducting themselves in such a way that they will look forward to playing against the team for the season.
7. Athletes will represent their team well by winning humility and losing with dignity.
8. Athletes will not tolerate disrespectful behavior or attitudes on their team, and will hold the others on the team accountable for their own behavior.
9. Athletes will treat everyone fairly withing the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political beliefs or economic status.
10. Athletes will not disrespect, harass, intimidate or in any way decrease the hockey experience for any official, player spectator, volunteer, or member of the coaching staff.
11. Athletes will play by the rules of hockey and in the spirit of the game.
12. Athletes will remember that coaches, officials and team staff are there to help them.
13. Athletes will abide by the Social Media Policy



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APPENDIX I:

Managers Code Of Conduct

1. Managers will maintain the highest standards of personal conduct and support the principles of fair play.
2. Managers will treat players, coaches, officials, volunteers, parents/guardians, and spectators with respect.
3. Managers will refrain from the use of profane, insulting, harassing or otherwise offensive language.
4. Managers will not condone, permit, defend, or engage in actions, on or off the ice which are not in line with the BAHA's rules and regulations, codes of conduct or consistent with good sportsmanship.
5. Managers will communicate with players, coaches, officials, volunteers, parents/guardians, and spectators honestly, fairly and with respect.
6. Managers will treat everyone in a fair manner within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political beliefs, or economic status.
7. Managers understand that BAHA has a zero-tolerance policy with respect to hazing or any other initiation or unequal treatment of athletes and that Coaches are ultimately responsible for the conduct of athletes under their supervision.
8. IN the case of minors, managers will communicate and cooperate with the athlete's parents/guardians, involving them in the management discussions pertaining to their child(ren)'s development.
9. Managers will obtain all necessary certifications and credentials as required by the Association.
10. Managers are bound by the terms of the BAHA Social Media policy.
11. Managers will operate the team in a fair manner to all parents and players on their team.



BEAUMONT AMATEUR HOCKEY ASSOCIATION
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APPENDIX J:

League Organizers & Directors Code of Conduct

1. They shall do their best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background, or religious beliefs.
2. They shall endeavor to ensure all equipment and facilities are safe and match the athlete's age and abilities to the best of their abilities.
3. They shall make sure the age and maturity level of participants are considered in program development, rule enforcement and scheduling.
4. They shall remember that play is done for its own sake and make sure winning is kept in proper perspective.
5. They shall distribute fair play codes to coaches, athletes, officials, and parents.
6. They shall make sure that coaches and officials can promote fair play as well as the development of the good technical skills.
7. They shall encourage coaches to become certified.
8. They shall adhere to Association policies and seek to change such policies through the proper channels of the Association as changes are required.
9. They shall always maintain the integrity of the Association and shall not initiate or participate in any activity which will place the Association in ill repute.
10. Shall honor commitments made on behalf of the Association.
11. Shall not divulge to members of the general public any items raised during a meeting of the Executive Committee.
12. Shall resign from their position immediately if they become unable to fulfill the duties or obligations of their position.
13. 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.
14. Shall not comment, render opinions, or make decisions with respect to operations not under their control, to members of the general public.
15. Shall refer issues arising in the community with respect to their sphere of operation to the appropriate Association officer.
16. Shall not undermine the confidence of Members in other Officers.
17. 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.
18. Shall treat members with dignity and respect and shall be considerate of their circumstances.
19. Shall not use their positions for personal profit, or for the profit of immediate family members.
20. Shall not use their position to influence the placement of any player
21. Shall not use their position to influence the selection of any coach or team official.



BEAUMONT AMATEUR HOCKEY ASSOCIATION

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APPENDIX K:

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 & 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 L:

BAHA 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 M:

BAHA's Team Budget and Fundraising Policy

TEAM BUDGETS

Each individual team shall establish a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season. Once prepared the budget must be approved by a 90% (silent or anonymous) vote of the parents. One parent from each player shall be entitled to vote on the budget.

The budget shall not exceed the amounts outlined below without approval by the Board of Directors for BAHA. All budgets must be submitted to the VP-Admin by November 1st of each hockey season.

Non-Elite Level Teams

U7 - \$9,000.00, U9 - \$12,000.00, U11 - \$14,000.00, U13 - \$16,000.00, U15 - \$17,000.00, U18 - \$17,000.00

Elite Level Teams

Shall determine their own budget but must still submit their budget for approval to the VP-Admin by November 1st of the hockey season.

Any amendments to the budget over the course of the season will require a new vote and must be approved by a 90% (silent or anonymous) vote of the parents. In regard to cash calls or contributions from parents, the team can only require parents to contribute 2/3rds of the budget amount, to a maximum of the amounts below, unless approved by unanimous vote to do no fundraising, then the cash call may be for 100% of the team budget. The balance must be obtained by fundraising or team sponsorship. All cash calls from parents must be paid in full before December 1st of the current season, unless approved by the Team Staff on case by case basis.

U7 - \$200.00, U9 - \$300.00, U11 - \$400.00, U13 - \$400.00, U15 - \$400.00, U18 - \$400.00.

Any concerns with a team budget or with the process by which a budget was approved should be directed to the VP Admin of BAHA. For the protection of Coaches and team officials, no expenses are to be paid without a receipt or, in the absence of a receipt, a written authorization from the Team Manager and a second team staff member. Following completion of the season refunds of credit balances held in individual team accounts shall not be distributed until all revenue has been collected and expenses paid. If there is an excess of funds after all team expenses have been paid, parents may be refunded to a maximum amount equivalent to the actual cash contributions provided by parents to the team over the course of the season. No team is allowed to refund a parent more than what was contributed "out of pocket" or for any fundraising amounts raised by parents over the course of the season. All excess team funds following refund of parent contributions shall be provided to the Association to be applied to the BAHA Financial Assistance Program. No parent or family can provide goods or services to the team and/or players where the parent, relatives of the family, or their place of business profits from the sale of goods or services without divulging such conflict to the team. In such case the parents on the team must approve the use of such conflicted parent by 90% vote (excluding the conflicted parent) and must obtain the applicable divisional directors' approval.



BEAUMONT AMATEUR HOCKEY ASSOCIATION

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FUNDRAISING

General Regulations for Team Fundraising:

1. The only contributions to a team's budget which are not considered as fundraising are contributions made by parents. Fundraising must be conducted in such a manner and at such a time as to cover actual expenses, or anticipated expenses only. In no case shall any member or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover team expenses as set forth in an approved budget. Any member of the Association who violates this Policy is liable to suspension or other sanction by the Association for a violation of the provisions hereof.
2. All fundraising must follow Hockey Alberta's or Hockey Canada's guidelines as may be established from time to time.
3. All fundraising activities shall be approved by the Association prior to the date of such fundraiser.
4. No team raffle licenses will be provided for fundraising until after the BAHA Association Wide Raffle has closed for that season.
5. It is the responsibility of the team to comply with all requirements, licenses and approvals as dictated by the Alberta Gaming Commission and Strathcona County.
6. For clarity NO TEAM shall use the Association's Alberta Gaming Commission license number for any team fundraising activities without going through the VP Admin for BAHA.

TEAM FUNDRAISING

Sources Soliciting Funds from Businesses (Sponsorships)

1. In regard to fundraising, teams shall not approach any existing BAHA Sponsors for fundraising or sponsorship at any time. "Fundraising" includes any fundraising recognized as being a team effort to obtain funding including such activities as bottle drives, silent auctions, raffles, product sales, concession attendance or team sponsorship.
2. If any team encounters a business which expresses concern over the number of times that they have been approached to provide funds to the Association or a team of the Association, they shall advise the Association. The Association will then in turn request that teams refrain from approaching this business.

GENERAL GUIDELINES

1. Community fundraising activities may include product sales like chocolates, raffles, bottle drives, flyer delivery, social funds and other activities which do not involve solicitation of businesses.
2. No team shall be involved in a fundraiser which involves the direct sale or consumption of alcohol, tobacco products, marijuana or other substances not approved by the Association unless approval has been provided by the Association in writing and in accordance with any AGLC rules and regulations.
3. Any fundraiser proposal submitted that involves selling products from a source outside our community will need to include a cost comparison from our local suppliers to justify the choice to go outside our community. This does not mean that the proposal will or will not be approved. The Association wishes to support the local business community as that community supports our program.

SPECIFIC FUNDRAISING GUIDELINES

Alcohol Based Gift Baskets

The raffle of gift baskets that contain sealed alcohol beverages is allowed provided the tickets for such basket are only sold by adults (no minors), at the time of the winning the basket the alcohol cannot be consumed immediately at the location where the basket is presented and the raffle of such basket is not advertised as a "liquor raffle", "booze basket" or similar term.



BEAUMONT AMATEUR HOCKEY ASSOCIATION

RULES AND REGULATIONS

VERSION 2024.07.08

Auction Night

The Association may authorize teams to conduct an auction night/pub night upon the following terms and conditions:

1. The event is not advertised with any alcohol specials or alcohol brands and is not advertised as a “pub night”, “bar night” or any other similar term.
2. All alcohol sales and service are conducted by the staff of the location of the event and no member of the Association is involved in the serving of alcohol.

Tournaments

The Association may authorize teams to conduct a fundraiser hockey tournament upon the following terms and conditions:

1. The tournament must not conflict in any way with any Association tournament that is planned.
2. The tournament must be a sanctioned Hockey Alberta tournament through the Association.
3. The team will carry the full risk of profit or loss from such tournament and shall be responsible for obtaining all ice and referees for such tournament.
4. The tournament does not conflict in any way with any Association ice times where it would reduce the number of practices or games provided for the rest of the Association.
5. A representative from the Association holds the right to sit on the tournament committee for such tournaments.
6. All BAHA teams of equivalent level as the host team of the tournament shall be offered a spot in the tournament.
7. The team obtains additional insurance as may be required above and beyond the coverage from Hockey Alberta as a sanctioned tournament.
8. The Association receives the amount of \$500.00 from the team for its support of such a tournament.



STRUCTURE OF THE BAHÁ BOARD OF DIRECTORS

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graph TD
    President[President] --- VPAdmin[VP Administration]
    President --- VPOps[VP Operations]
    President --- Treasurer[Treasurer]
    President --- Secretary[Secretary]
    VPOps --- Admin[Administrator, Registrar, EFHL Coordinator]
    VPOps --- Ice[Ice Allocator, Operations Coordinator, NAHL Coordinator]
    Admin --- U7Dir[U7 Director]
    Admin --- U9Dir[U9 Director]
    Admin --- U11Dir[U11 Director]
    Admin --- U13Dir[U13 Director]
    Admin --- U15Dir[U15 Director]
    Admin --- U18Dir[U18 Director]
    Admin --- FemaleDir[Female Director]
    Admin --- GoalieDir[Goalie Director]
    Ice --- Referee[Referee In Chief]
    Ice --- EquipDir[Equipment Director]
    Ice --- AADir[AA Director]
    Ice --- TourCoord[Tournament Coordinator]
    Referee --- AACom[AA Committee]
    EquipDir --- U7TCom[U7 Tournament Committee]
    EquipDir --- U13TCom[U13 Tournament Committee]
    EquipDir --- U11TCom[U11 Tournament Committee]
    AADir --- AACom
    U7TCom --- U13TCom
    U11TCom --- U13TCom
    AACom --- CoachingDir[Coaching Director]
    
```

Legend:

- Executive (Red)
- Employee (Grey)
- Voting Board Member (Orange)
- Non-Voting Board Member (Yellow)

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APPENDIX N-1:

BOARD ROLES AND DESCRIPTIONS

ELECTED POSITIONS WITH VOTING RIGHTS

Elected DIRECTORS are eligible for a two free registrations to BAHA 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.

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.



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- 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

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.



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- 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.

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



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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)

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.

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.



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- 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.

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.



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- 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 BAHA 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

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.



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- (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.

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. 1st of the current hockey season.
- (c) Communicate with BAHA members regarding missed shifts or pending volunteer 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.



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APPENDIX N-2:

BAHA's Board Member Policy

OBJECTIVE

BAHA knows that having the right people in the right job is what makes our association great. We are always looking for Board members who are committed, eager, and willing to help better minor hockey in our area.

SCOPE

This policy applies to all BAHA Board Members.

POLICY

To be a board member for BAHA, you must be a member in good standing as defined in the BAHA rules and regulations. To be a voting member on the board of directors you must be voted in by majority vote by the Members at the Annual BAHA AGM.

As a member of the board of directors the follow items are expected of you:

1. You must attend to the best of your ability the monthly BAHA board meetings. These will be communicated well in advance to the board by the Secretary of the Board.
 - a. If a board member misses 3 consecutive monthly Board meetings they may be nominated for removal from their position.
 - b. If a board member misses more than 1/3 of monthly Board meetings through one season, they may be nominated for removal from their position.
 - c. If a board member fails to submit quality reports for their monthly board meeting they may be nominated for removal from their position.
2. You must submit monthly report to the board of directors, these reports must contain as much information as you deem necessary, these can and should include items such as how teams in the level are performing, meetings you attended as a representative of BAHA. Plans and strategies for the betterment of the association.
3. Attend, to the best of your abilities, Evaluations, Conditioning Camps, Tiering meetings, operations meetings, fundraising initiatives, and any other board related events as a representative of BAHA.
4. You will abide by the League Organizers and Executive Code of Conduct.

A BAHA Board member may not be have a child in any Competitive League (See the Non-Sanctioned Hockey Policy) If a Board member is found to be in contravention with the Non-Sanctioned Hockey Policy they may be removed from their position on the board of Directors.

If a board member resigns from their position, is removed, or forfeits their position on the board for any reason the following steps will be taken:

1. The current board of directors will meet and vote to appoint a member into the role that is now vacant for the remainder of that current season.
2. The person appointed into that position can be anyone nominated by any member of the board of directors.
 - a. If it is an executive position, such as President or VP that has been vacated, it is strongly recommended to move a current board member into that position, then fill the newly vacated position.



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3. The board member who has left will not receive any honorarium for that season if the position is vacated PRIOR to January of the current season. If it is after January of the current season, they will receive HALF of their honorarium.
4. The new board member who is filling the position, if they are new to the board and take on the role PRIOR to January of the current season, will receive full honorarium. If they take on the role after January of the current season, they will receive half honorarium.
5. The new board will announce to the members the new board members and what positions they took on once the board has voted.

Definition: Participant is someone who knowingly or otherwise participates in activity. Such activity includes, without limitation, playing, managing, coaching, officiating, acting as trainer or being part of the business operations of the league.



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APPENDIX O-1:

BAHA's Evaluation Policy

Beaumont Amateur Hockey Association (the "Association") recognizes that the evaluation process is important and stressful to players, parents/guardians, Evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey abilities and skills.

The evaluation process, as with all Association activities, is guided by the Associations Mission statement of "Being 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."

EVALUATION OBJECTIVES

- To Form balanced and competitive teams within each applicable Division category & tier with the athletes can develop and participate equitably.
- To ensure that players have a reasonable opportunity to be placed on a team appropriate to their skill level as determined during the on-ice evaluations.
- To provide fair, transparent and impartial assessment of a player's total hockey skills during the evaluation process.
- While recognizing that it is impossible to eliminate all real and perceived subjectivity, or previous coach/player experiences, the selection process will attempt to reflect only the on-ice performance during the evaluation period.
- The selection criteria developed for each age category will be consistent for all players at that age level. All evaluations will be documented to ensure consistency in the evaluation process.
- All attempts and efforts will be made to ensure that the evaluation process is impartial and unbiased.

EVALUATION COMMITTEE

The BAHA board uses outside evaluators that provide as unbiased as possible evaluation results, these results are provided to the level directors who then will sit out with a Committee Consisting of up to all of the following:

- The age level director for the age level being evaluated
- All other age level directors
- AA level director
- Vice President of On Ice Operations
- Evaluation Director
- President

The evaluation committee has the authority to make decisions based on the results of the outside evaluation party during the evaluation process to ensure that the evaluation process is carried out in a fair manner. The decisions made by the evaluation committee during the evaluation process are final.



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EVALUATION GRIEVANCE COMMITTEE

The Evaluation Grievance Committee shall consist of an age level director who is not the director of the player who is submitting the grievance, the Vice President of On Ice Operations, the President and one other elected board member.

EVALUATION FORMAT

U7 – There will be no evaluations at this age level – this is done so the teams can be divided as evenly as possible to have a mix of players who are able to skate well and players who are not able to skate well. This alleviates one coach from having a full team of new to hockey/skating players. There will be no positions at this age level.

U9 & U11 – Evaluations will consist of Time Trials followed by Skills evaluation drills and scrimmages. Time trials are used to determine placement for skills and scrimmage placements only. The player may have movement between each skills evaluation and scrimmage evaluation. Players will not declare positions for the purposes of evaluations.

U13 – U18 – Evaluations will consist of Time Trials followed by Skills evaluation drills and scrimmages. Time trials are used to determine placement for skills and scrimmage placements only. The player may have movement between each skills evaluation and scrimmage evaluation. Players will be required to declare positions for the purposes of evaluations.

GOALIE EVALUATION FORMAT

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

POSITIONS

In U13 – U18 players will be required to indicate their desired position (forward, defense, goalie) In U11 the only position that may be declared is Goalie, at the time of registration. The players will be evaluated according to their position.

PROCESS SUBJECT TO CHANGE

The policies, procedures and fees for the evaluation process are subject to change without notice, if necessary. The BAHA Executive reserves the right to make these changes, as deemed necessary, in order to comply with the goals set out, and approved, regarding the evaluation of all registered players and goalies.

PROCESS

Evaluation timelines will be set from year to year based on ice availability in conjunction with league start dates for each division. Every effort is made to ensure that teams are finalized at least seven (7) days in advance of league play, allowing time for practice(s) prior to gameplay.

Below are general timelines based on prior league history:

- U7 –
- U9 –
- U11 –
- U13 –
- U15 –
- U18 –



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Elite Evaluations:

U11 HADP –

U13 AA –

U15 AA –

U16 AA –

U18 AA –

TRANSPARENCY AND IMPARTIALITY

The evaluation process is intended to be as fair as possible to all players, and a transparent and impartial as reasonably possible.

Parent volunteer may be utilized to conduct evaluations, however, under absolutely no circumstance will a parent be permitted to evaluate or take part in placing their own child. All efforts will be made to avoid a parent evaluating in the age category, tier and/or position in which their evaluation score may be influence the placement of their own child. Should the unlikely situation occur in which a parent is in a position to provide any input in evaluation or placement of their own child, there must be a full Evaluation Committee in place while the decisions are made in order to remove any perceived or real biases. If the Evaluation Committee is not involved in the decisions the results for that child will be immediately removed by the president of the association and re-evaluated by an Evaluation Committee.

Results sharing – for the purposes of transparency any parent may request the results of their own child(ren) results at any point in the evaluation process by contacting the level director for their child.

MOVEMENT

The evaluation process is structured to give players the opportunity to move between tiering groups based on their performance. While initial placement is designed to promote upward movement, players may be moved up or down from a group at any time during the evaluation process. Decisions on player movement are made after each session based on the outside evaluators results, and any movement will be applied for the next evaluation session.

INJURED, SICK, AND ABSENT PLAYERS

Injured, sick or absent players will be treated as fairly as possible. The Evaluation committee will make decisions on the placement of these players. The decisions of the Evaluation Committee will be final.

If a player misses Time trials, a Comparable Player average will be taken into consideration to assign that player a weighted cumulative score. The player's prior season Time Trial results will be reviewed to determine the comparable players. To be considered a comparable player, two conditions must be met: 1) The comparable player must share the same birth year as the injured/sick/absent player. And 2) the comparable player must have participated in this season's time trials. Using these numbers a score will be given to the sick/injured/absent player and they will be placed in the appropriate group for the remainder of the evaluations if they are able.

Players absent from a single evaluation game will remain in the group 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 could potentially be moved down from the group that they were placed in during the previous evaluation session.

Players with multiple absences (Time Trials and evaluation skills and games) may be placed in an evaluation group, or on a team, according to a variety of factors. These factors may include, but are not limited to the following: the level that they played during last season, prior coach feedback, where players they played with last season ended



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up, where other similarly ranked players were grouped. The Evaluation Committee will have the final say on a player's placement for evaluation games, or on a players' final team placement.

Players who are injured prior to evaluations and therefore are not able to participate in any of the evaluation process will be placed on a team as determined by the Evaluation Committee. Who will use a variety of factors to determine placement. These factors may include, but are not limited to the following: the level that they played during last season, prior coach feedback, where players they played with last season ended up, where other similarly ranked players were grouped. The Evaluation Committee will have the final say on a player's placement for evaluation games, or on a players' final team placement.

If a player misses any portion of an evaluation due to an injury, the **must** provide the Association with a Physician's note stating the player is safe to return to play before participating in the next available session.

There will be **no** subjective consideration given for poor performance due to illness or injury.

The Association **strongly** recommends that all players participate in all parts of the evaluation process if not injured or sick.

The Association **strongly** recommends that no players participate in any part of the evaluation process if they are injured or sick. The Level director has the discretion to remove a player from an evaluation skate if it is determined that the player is participating while sick and/or injured. The Association values the health and well being of it's players, volunteers and members.

PARENT/GUARDIAN/SPECTATOR CODE OF CONDUCT

All parents/guardians/spectators will be held accountable to the standards outlined in the Parent/Guardian/Spectator Code of Conduct as out lined in the BAHA Conduct Policy. BAHA recognizes that an evaluation decision may elicit an emotional response from a member and expects its member to act cordially, and with respect. Inappropriate conduct towards any member of the Association including but not limited to the Evaluation Committee, BAHA Executive, BAHA's hired outside evaluators, members at large, or Facilities operators may be reported and will be subject to the BAHA Conduct Policy for potential further discipline.

No person/persons may sit with the outside evaluators inside the marked of section, as they must be able to concentrate on the evaluation skate, and to avoid and real or perceived influence over the evaluation process.

EVALUATION GRIEVANCES

Please refer to the BAHA Evaluation Grievance Policy.



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APPENDIX O-2:

BAHA's 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



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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.
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.



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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.
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



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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 O-3:

BAHA's Evaluation Grievance Policy

OBJECTIVE

Beaumont Amateur Hockey Association (the "Association") recognizes that the evaluation process is important and stressful to players, parents/guardians, Evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey abilities and skills.

The evaluation process, as with all Association activities, is guided by the Associations Mission statement of "Being 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."

PURPOSE

If, after reviewing the Evaluation Guidelines, a parent/guardian feels that the Evaluation Process was not adhered to, the parent/guardian may submit an Evaluation Grievance with the Association to have their players evaluation reviewed.

PROCESS

The following is required to file a Grievance to be investigated by a Grievance Committee:

1. Grievances will only be accepted between 24 and 72 hours after either (a) the conclusion of the session in which the grievance refers; or (b) after player movement has been communicated.
2. Submit and Evaluation Grievance Request form
3. Your submission will be reviewed within 24 hours. Once your submission is reviewed, you will be notified of whether the Grievance is accepted as being a procedural violation, and not based solely on placement. If accepted, there will be a fee of \$150.00 required to proceed with a full investigation, and the Grievance Committee will investigate the evaluation process for your player as described in the grievance.
4. Once the investigation is completed, you will receive a report via email detailing the findings.
5. If there was an error in the evaluation process, appropriate player re-assignment may occur.
6. If there was an error the \$150 fee will be refunded to the parent, if there is determined to be no error then the fee will be kept by the association.
7. This will close the Grievance review process.

All decisions made by the Grievance and Evaluation Committees are final. A grievance resolution will consider the impact on all players, not just the player(s) included in the grievance. A Grievance resolution may not change player placement but may result in a process change. Should a request to move a player be included as part of the proposed resolution, all factors including team size, Hockey Alberta Rules and Regulations compliance and affiliation ramifications must and will be considered.

There will be no evaluation Grievances for Goalies, or for players who are released from the Body Checking stream. Players released after the Body Checking teams are made will have to play in the Non-Body Checking Stream. (if BAHA has enough players registered in this stream to for a team)



EVALUATION DOCUMENT

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

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

FORWARDS

DEFENSE

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APPENDIX P:

Abuse, Harassment & Bullying Policy

Fair play means safety for all.

OBJECTIVE

BAHA is committed to providing a safe environment for everyone who wishes to play the sport of hockey.

Any form of bullying, harassment, or abuse, whether physical, emotional or sexual – of **any** participant in any program is unacceptable.

Abuse, Harassment or bullying can happen between peers, younger and older players, or adults and young players.

PURPOSE

The purpose of this policy is to educate of the types of Abuse, Harassment and Bullying that exist and to have a standardized policy as to what is and is not acceptable within the association, who, when and what to report and to whom to report it to.

This policy applies to all members in the association as defined in the rules and regulations, which includes but is not limited to; parents/guardians, players, coaches, teams staff, referees, spectators, and board members.

SCOPE

Each team, parent, volunteer, staff member, board member, team staff member, spectator, and member of the association is expected to take all reasonable steps to safeguard the welfare of participants and refs – especially minors – and protect them from any form of Abuse, Harassment, or Bullying or violence.

Joint responsibilities: It is EVERYONE's responsibility to:

- Manage minor conflicts with the utmost respect
- Report to hockey administration serious bullying, harassment, hazing, physical and verbal abuse situations
- Report criminal behavior such as physical and sexual abuse, assault, criminal harassment, neglect, and chronic emotional abuse to appropriate authorities.

Hockey Alberta Responsibilities: Any Hockey Alberta personnel (part-time and full-time staff, volunteer, participant, team official, on ice official) or partner (parent, guardian) who has reasonable grounds to suspect that a participant is, or may be suffering, or may have suffered from emotional, physical abuse and neglect and/or sexual abuse, shall immediately report the suspicion and the information on which it is based to appropriate authorities – local police or child protection agency.



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If a participant safety concern is brought forward regarding a Hockey Alberta team, program, or event Hockey Alberta will manage it in accordance to Hockey Alberta's policies and procedures regarding unacceptable conduct.

If a concern about a Member's management of a situation is brought forward Hockey Alberta will review the process used by the Member to ensure it has been managed in an appropriate manner as outlined by that Member's bylaws, policies and/or any legislative procedures.

Association Responsibilities: To have policies in place for dealing with unacceptable conduct that is alleged of a member within the organization, or is alleged to have occurred within one of its teams or events. It is expected that the association will take action to prevent any type of harassment and/or abuse within the confines of the association.

Parent/Guardian Responsibilities: As a parent/guardian, your contribution is key throughout the entire process. You are responsible for your own behavior, and ensuring that it models respect and integrity towards coaches, officials, participants, and other parents. That you understand the issues and become knowledgeable, know and support the Associations policies and procedures. Take action when you see bullying, harassment or an abusive situation and speak out and promote safe environments for all.

DEFINITIONS

Abuse: Abuse is any form of physical, emotional and/or sexual mistreatment, or lack of care which causes physical injury or emotional damages to a child, whether done in person or through technology, by a person in a position of power. Abuse is a PROTECTION issue for the victim. In Alberta, a person is considered a child up to the age of 18 years. For more information please refer to service Alberta (<https://www.alberta.ca/service-alberta.aspx>)

Bullying: Bullying is repeated, unwanted aggressive behavior by one or more individuals towards another. Bullying involves an observed or perceived power imbalance, and can result in physical, social or academic harm or distress for the targeted individual. Bullying is typically behavior that is repeated. A bully is usually someone the child knows and who misuses his/her power over the child. This may be a peer, a young person, or an adult. A child is most vulnerable when they are alone with the other person, or in a group setting where there is inadequate supervision.

Harassment: Harassment is offensive behavior, emotional, physical, and/or sexual. That involves discrimination against a person because of their race, national or ethnic origin, age, color, relation, family status, sexual orientation, sex/gender, disability, marital status or pardoned conviction. It is conduct that is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Harassment is HUMAN RIGHTS violation. Harassment may be a single event or a pattern of mistreatment. Harassment occurs when someone attempts to negatively control, influence or embarrass another person or group based on a prohibited ground of discrimination. Examples include but are not limited to displays of favoritism, subtle put



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downs or ostracism. Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a “joke” by another person. It is the **impact of the behavior on the victim** that is the most critical issue, not the intention of the person who harasses.

STANDARDS OF BEHAVIOR

BAHA holds the welfare of participants paramount, by providing a standard of behavior which aims compliance with the applicable codes of conduct, BAHA aims to ensure the development of a young person's values, morals, social maturity, physical fitness and mental health. The standards of behavior provide a framework which guides the conduct of behavior of volunteers, players, coaches, officials and spectators alike, including:

- Respect for all
- Protection from harm
- Development of ethical conduct towards others
- Appropriate attitudes and acceptable behaviors
- Caring attitudes
- Freedom to enjoy and to flourish
- Respect for the game

It is a requirement that every participant abides by these principles not only while ON the ice but off the ice, in the dressing room, in the arenas, and when in any way representing BAHA. A participant is defined as players, coaches, on-ice officials, off-ice volunteers, parents/guardians or spectator.

Unacceptable behavior is any behavior that would fall under any of the definitions above for Abuse, Harassment or Bullying, along with any behavior that can be perceived as disrespectful.

REPORTING

Should any member be witness to an incident or behavior they feel is in violation of this policy it is their duty to report it to the appropriate authorities if required by Alberta Laws, or to the BAHA Board of directors if not required to be reported to law enforcement. These forms are available on the BAHA website located here ->

INVESTIGATION

Upon receiving a formal or informal report the BAHA Board of Directors will form their discipline committee to review and investigate the report and allegations in the report. This will be done through many investigative ways including but not limited to: Interviews of those involved, video surveillance review, and team meetings.

BAHA will report any incidents as required by Alberta Laws to law enforcement upon becoming aware of the incident.

BAHA Discipline committee will follow the Investigation Policy and Discipline Policy guidelines to investigate and apply appropriate discipline based on the investigation findings.



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APPENDIX Q:

BAHA's Team Conflict Policy

OBJECTIVE

BAHA knows that there are from time to time disagreements between its members on the same team, whether it be team staff, parents, or any members involved in a single team.

SCOPE

This policy applies to all members of the Association during the season who are together on the same team whether they are just members cheering for the team, parents, or team staff.

POLICY

When a conflict arises BAHA's policy is to firstly employ the 24-hour rule, as many situations may seem less important once some time has passed.

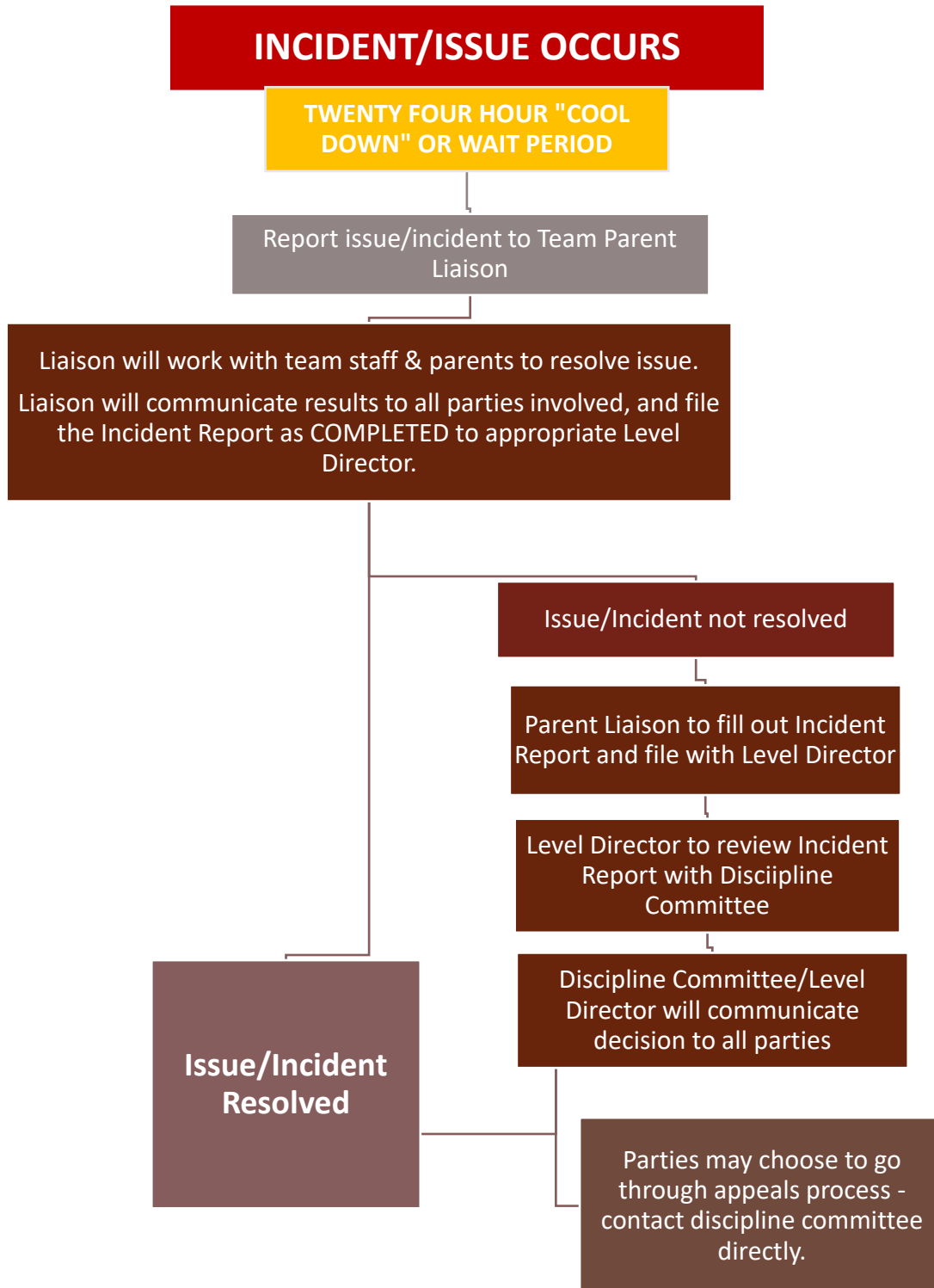
Once the 24-hour time period has elapsed, the following steps should be followed:

1. Contact Team Liaison with the concerns in a calm, appropriate and professional manner through whatever communication methods are preferred. This can include, private TeamSnap Chat message, email, phone call, text message. Please refrain from posting in the public TeamSnap Chat.
2. Liaison will bring the issue to the attention of the Head Coach and whatever team staff that is pertinent to the situation.
3. Head Coach and other team staff involved will respond to the complaint/comment and take steps to correct the issue if required.
4. Liaison will reply to the member who filed the complaint/comment and ensure the satisfaction of the member. If the member is not satisfied, they may once again reissue the complaint or request a formal meeting with the Liaison, Head Coach and Manager and other team staff required.
5. If a meeting takes place and a resolution cannot be found then the Team Manager or Parent Liaison may bring the conflict to the appropriate Level Director on the Board for a board ruling by way of the Incident Report that is to be submitted to your appropriate level director.
 - a. The appropriate level director along with the Discipline committee will review the information provided and make a ruling or request meetings with the people involved to gather more information.
 - b. Once a board ruling is made it is final and must be followed
 - c. Each party does have the option of following the BAHA rules and regulations Appeals Process.

SEE BELOW FLOWCHART



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APPENDIX R:

BAHA 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.

Also refer to **Regulation 16.0 for more details about the requirements from BAHA 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:

Social Media And Communication Policy

PURPOSE

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

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.

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

The following are examples of conduct through social media and networking mediums that are considered violations of the BAHA Social Media and Communications Policy and may be subject to disciplinary actions under the Disciplinary Policy of BAHA, the League, and/or Hockey Edmonton.

1. Any statement that is deemed to be publicly critical of BAHA Association Officials for 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
3. Negative or derogatory comments about any of the team, minor hockey association, staff programs, stakeholders, players of any members of BAHA team
4. Any form of bullying, harassment, intimidation or threats against players, officials, or Board Members.
5. Photographs, videos, comments promoting negative influences or criminal behavior included but not limited to the following:
 - Drug or Alcohol Abuse
 - Public Intoxication
 - Hazing
 - Sexual Exploitation etc....
6. Online activity that contradicts the current policies of BAHA or any of its member Associations or Leagues.
7. Inappropriate, derogatory, racist, or sexist comments of any kind
8. Online activity that is meant to alarm other individuals or misrepresent truth or fact.



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APPENDIX T:

BAHA's Privacy Policy

As a member of the Beaumont Amateur Hockey Association, each family is entitled to their own privacy in regards to personal information and any information that the association becomes privy to during the course of the families membership within the association.

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 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.

