



Policy Handbook

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BAY ARENA MINOR HOCKEY ASSOCIATION POLICY HANDBOOK

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Introduction

The Bay Arena Minor Hockey Association (BAMHA), is a not-for-profit body corporate, organized and existing under the laws of the Province of Newfoundland and Labrador, and is a registered affiliate with Hockey Newfoundland and Labrador (HNL), who, in turn, is a member of Hockey Canada (HC) and is subject to the playing rules of those organizations.

The Policy Handbook is developed for the use of the Bay Arena Minor Hockey Association and its registered coaches, players and the parents/guardians of the registered players. Its objective is to provide a guideline for participation in our Minor Hockey program and to effectively deal with the problems that occur from time to time. Policies contained in this Policy Handbook pertain to BAMHA and may not necessarily follow the policies of HNL or HC. Where a conflict of policy occurs, BAMHA will defer to HNL or HC for an arbitrary decision.

If any coach, player, or parent/guardian has any concerns with respect to our minor hockey program, please refer to this Policy Handbook for guidance and, if necessary, direct your inquiries in writing to the Board of BAMHA so that a satisfactory solution can be found that is fair to all parties concerned.

Forward to Coaches

It is the belief of the BAMHA that our coaches fulfill one of the most complex and delicate roles within our Association. Training our youth in the game of hockey as part of their total development, we believe, should and can be a rewarding experience.

It is with the concept of Total Development and Fair Play in mind that we mandate you to go forward each season to mold the citizens of tomorrow.

Through your knowledge and skill, and the honing of our players' abilities, we hope to produce the best citizens for our communities - citizens who have taken advantage of the opportunity to fulfill their human potential by your presence, your teaching, and your example.

In fulfilling this task, we offer you these guidelines to help you achieve impartiality, uniformity, and ultimate success both on and off the ice for all teams.

It is understood that any matters which are not covered in this Policy Handbook will be dealt with by the BAMHA through the appropriate director in a general meeting of the Association.

I. Volunteer Screening

1. Volunteer Screening will follow the Government of Canada's "Best Practice Guidelines for Screening Volunteers" - <https://www.publicsafety.gc.ca/cnt/rsracs/pblctns/bpg-scrng-vls/index-en.aspx>. For the safety of the Association Members, including the children, screening will include (1) an application form or election, (2) an interview, (3) a reference check (4) a clear Criminal Record Check (CRC)

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and (5) proof of completion of the Respect in Sports for Activity Leaders Program. Returning volunteers will be approved or disqualified based on volunteer history with the BAMHA as well as provision of a clear Criminal Record Check (CRC).

2. At the Annual General Meeting, where Board Members are elected and not selected by application, positions will be filled and held pending completion of the Volunteer Screening. The Board will ask that elected Board of Directors complete the Volunteer Screening for New Board Members by October 15 immediately following the election. Failure to complete the Volunteer Screening by this deadline will result in suspension from the position for a period of 2 weeks in which the Volunteer Screening must be completed. Failure to complete the Volunteer Screening by October 30 will result in the dismissal of the person from the elected position and the Board will appoint an interim replacement.
3. If you are considering a coaching or managers position, you will be required to submit a clear Criminal Record Check (CRC) completion of the Respect in Sports for Activity Leaders Program. Further coaching credentials will carry more weight in coaching selections in keeping with Hockey NL's guidelines. If you are appointing a Manager, the team Manager must provide a clean Criminal Record Check (CRC) and proof of the completion of the Respect in Sports for Activity Leaders Program within 2 weeks of the appointment; failure to provide will result in the suspension of that person until a suitable candidate can be found or the noted documents produced.
4. Copies of all Criminal Record Check (CRC) will be forwarded to HNL for approval, with the originals held by BAMHA under secure measures and will not be shared per *Privacy Act*.
5. Criminal Record Check (CRC) that are not clear can be returned to the RCMP for instructions on receiving a pardon. If a volunteer is actively pursuing a pardon, BAMHA will defer to HNL for guidance on the acceptability of the volunteer for the BAMHA. If a volunteer does not prove (by written correspondence from the RCMP or other official document requesting pardon), that he/she is actively pursuing a pardon, he/she will not be an acceptable candidate for volunteering with BAMHA.
6. Criminal Record Check (CRC) must be resubmitted every 3 years as per Hockey NL policy.

II. Registration

BAMHA registration costs are based on HNL registration and insurance fees, Bay Arena ice rental fees and other BAMHA expenses. BAMHA makes its best efforts to keep the registration fees at an affordable rate for all.

III. Boundaries

Only players whose parents'/guardians' permanent residence is within the boundaries of the BAMHA, as established in the constitution, may register to play Rep Team hockey with the BAMHA. Any child may register to play House League hockey with the BAMHA, or to participate in any special programs of the Association (such as hockey school, power skating, etc.).

Priority will be given to players that reside within these boundaries.

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IV. Divisions

Players registered with the BAMHA will participate in the program of the appropriate division, as listed below (all ages as of December 31st of the hockey season):

- Under 07 - Up to 6 years
- Under 09 - 7 to 8 years
- Under 11 - 9 to 10 years
- Under 13 - 11 to 12 years
- Under 15 - 13 to 14 years
- Under 17 - 15 to 17 years

V. Equipment

Full protective equipment is required in all divisions in accordance with HC and HNL insurance guidelines.

VI. Fees

Registration fees will be determined by the BAMHA Board of Directors prior to the beginning of each hockey season. Fees for hockey school, power skating, Rep Team tryouts, team ice time, and other BAMHA activities will also be established as necessary by the Board of Directors. All fees will be payable upon registration for each activity. Payment plans are available.

VII. Proof of Age

Any player registered for the first time with the BAMHA, even if he/she has previously played with another association, must provide a Certificate of Birth (digitally) to the BAMHA's Registrar before being permitted to participate in any of the programs of the BAMHA.

VIII. HNL Deadlines

The BAMHA will strictly adhere to all deadlines established by HNL and/or HC regarding player registration. HNL has established November 10th as a deadline for receipt of the initial list of registered players in Minor Hockey programs. Under no circumstances can a player register with the BAMHA and HNL after February 10th of the hockey season. Other deadlines may be established by the BAMHA Board of Directors as deemed necessary.

IX. Insurance

No player or team official may participate in any program sponsored by the BAMHA prior to being registered. Unless a player or team official is registered with the BAMHA, he/she is not covered for insurance purposes with the HC - National Comprehensive Insurance Program. For the protection of all members of the BAMHA, it is essential that this program requirement be met. This insurance

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program is a “third-line” program behind provincial Medicare and any private Medical/Dental Insurance. Further information regarding the program and the claims procedure may be obtained from the Registrar of the BAMHA.

X. Medical Disclosure

When registering with the BAMHA, parents/guardians and players are urged to disclose any medical conditions (e.g. allergies, asthma, seizures, heart conditions, etc.) which may affect a player while he/she is participating in the BAMHA program. Such information will be communicated only to the team officials who may deal with the player and will be treated with confidentiality and discretion.

XI. Movement of Players to Higher Divisions

The BAMHA does not support the movement of players from their own age group to divisions of higher age groups.

In **exceptional** circumstances, consideration for the movement of any player to a higher division will be made at the discretion of the BAMHA Board of Directors upon receipt of written request from the parties concerned. The written request must be received no later than one week prior to Rep Team Tryout Programs. Under 07 can be moved to Under 09. Under 09 can be moved to Under 11. Under 11 can be moved to Under 13. Movements from Under 13 to Under 15 and Under 15 to Under 18 are not permitted under HNL Guidelines, and BAMHA will not sanction such a movement. A player cannot move over two or more divisions.

The player applying for movement to the higher division of Under 11 or Under 13 shall try out for the Rep Team 1 team only and must be deemed by the Technical Director to place as among (a) Top 3 Forwards; (b) Top 2 Defensemen; or (c) be the Top Goalie.

The Technical Director must bring his recommendations for player movement and player placement among the Rep Team 1 Divisions to the Board of Directors for submission.

Should the moved member not be deemed to be among the Top Rep Team Players as noted above for that division, then the player shall return to his/her age appropriate division.

The player applying for movement from Under 07 to Under 09 shall be made at the recommendation of the Technical Director and brought to the Board of Directors for approval.

XII. House League

A. Coaches Responsibilities

1. Coaches must register with the BAMHA before attending any on ice activities.
2. Coaches are to show by example and encouragement the ideas of good sportsmanship.
3. All coaches must meet the basic requirements of HNL: provide a Criminal Record Check (CRC), and complete the Respect in Sports for Activity Leaders Program, Coach 1 course for Under 07 and Under 09 divisions and Coach 2 course for Under 11, Under 13, Under 15 or

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Under 18 divisions.

4. Coaches shall be expected to dress appropriately and wear approved personal protective equipment as required by HNL for all team activities.
5. No more than four (4) coaches or individuals will be permitted on the bench.
6. Meetings called by the House League Director should be attended by all coaches on a regular basis.
7. Under no circumstances will coaches give or permit players to consume alcohol, drugs, or tobacco.
8. Differences of opinions between coaches and parents/guardians must not be aired in the presence of players.
9. Coaches should be on the ice for practices and attend all games. Coaches who are expected to be absent should contact the coordinator, who will arrange for a replacement.
10. All coaches or designates should be in the dressing room one half hour before the start of each game and to remain in the dressing room at the end of each game until all players have left. Parents/guardians are not permitted in the dressing rooms, except for Under 07 division, and only with the coach's approval.
11. Coaches must ensure all players wear protective equipment in both games and practices.
12. Coaches must not permit players on ice until after the Zamboni has left the ice and gates are closed.
13. Coaches are required to have their teams ready to start all games on time.
14. Coaches must fill out and sign game sheets, ensuring sweaters contain the proper numbers.
15. No coach should be alone with an individual player at any time.
16. Coaches should remind players that equipment and/or jerseys supplied by the BAMHA are not to be used for his/her personal use.
17. There should be cooperation between the coaches in each division at all times to ensure uniformity and to lessen potential problems.
18. All player injuries must be reported on the Injury Report Form supplied by HNL, by each respective coach.
19. When required, players may be disciplined. Coaches are encouraged to provide this fairly, consistently, and in degrees appropriate to the offense. The coaching staff has the right to suspend any player for up to two (2) games with notice to the House League Coordinator and Director.
20. Respect must be shown towards others at all times (i.e. players, officials, other coaches, parents/guardians, etc.). The use of profanity is not acceptable and will not be tolerated.
21. Coaches are responsible for the distribution and collection of team uniforms and equipment.

B. Teams

Each House League division will be divided into teams depending on the total numbers of players registered in that division, with no more than 20 players including goalies per House League team. Only team members should attend scheduled practices and games.

C. Playing Rules

1. BAMHA does not allow body contact/checking in House League Games. This allows players to participate in the game without the intimidation of body contact.
2. All House League players must receive equal ice time.
3. Team rosters will consist of C-B-A lineups where players of similar ability will compete against each other.

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D. House League Coordinators' Duties

1. Hold coaches meetings (teams, uniforms, goalies, draft rules, etc.)
2. Keep a list of all coaches, teams, and their telephone numbers.
3. Contact referees and coaches with schedule changes.
4. Contact the Scheduler with a request for schedule changes.
5. Handle general complaints or problems related to perspective division; discuss unresolved issues with the House League Director.
6. Coordinate coaches for on ice practices.
7. Prepare half season evaluation and meetings with coaches.
8. Keep records of jerseys and equipment provided to teams.
9. Keep records of team standings via official game sheets.
10. Coordinate House League playoffs and championships with the House League Director.
11. Coordinate House League tournaments.
12. Officiate in medal presentation for respective divisions.

XIII. Rep Teams

A. Coaching Personnel

1. Coaches must meet the basic requirements of HNL and HC: (a) provide a Criminal Record Check (CRC) and (b) complete the Respect in Sports for Activity Leaders Program. The head coach must meet the HNL NCCP requirements and should have completed the Development 1 program.
2. At least one coach on the bench must have a National Coaching Certification Program (NCCP) Development 1 certificate as per HNL Guidelines.
3. Trainer must have HC Safety Program completed.
4. Applicants must submit intentions to coach on or before the deadline requested by the BAMHA.
5. Prospective coaches should submit qualifications (i.e. previous coaching duties, levels by NCCP, etc.).
6. The BAMHA Board of Directors will select the Head Coach and will approve a list of eligible coaches/trainers to be selected by the Head Coach in consultation with the Rep Team Director.
7. Coaches will be selected on the basis of the following:
 - a. Qualifications
 - b. Leadership abilities
 - c. Interpersonal skills
 - d. Attitude
 - e. Previous coaching experience
 - f. Ability to communicate effectively with players and parents/guardians.
8. Except in extenuating circumstances, the Head Coach shall not coach the same team for more than two (2) years and three (3) years for Under 18.
9. A team's staff should consist of at least one member who must be the same gender as the participants.

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B. Coaches Responsibilities

1. Coaches must register with the BAMHA before attending any on ice activities.
2. Coaches are to show, by example and encouragement, the idea of good sportsmanship.
3. Rep Team coaches' meetings must be attended on at least two (2) occasions during the hockey season.
4. Under no circumstances will a coach give or permit players to consume alcohol, drugs, or tobacco products.
5. Differences of opinions between coaches, coaches and parents/guardians must not be aired in the presence of players.
6. Coaches must be on ice for practices and attend all games, or the Head Coach must find a qualified replacement.
7. Only persons approved by the BAMHA may be invited onto the ice by the coaching staff. The coaching staff will be responsible and accountable for the actions of any invited guests.
8. Coaches must ensure all players are aware of schedule changes and notified of the same. In the case of absenteeism, coaches have the right to question the reason for the player to be absent.
9. All coaches or designates should be in the dressing room one half hour before the start of game and to remain in the dressing room at the end of the game until all players have left. Parents are not permitted in the dressing rooms.
10. Coaches must ensure that all players wear the approved protective gear in both games and practices.
11. Coaches must not permit players on the ice until after the Zamboni is off the ice and the gates are closed.
12. Coaches are required to have their team ready to start all games on time.
13. Coaches must fill out game sheets, ensuring all jerseys have proper numbers.
14. No coach should be alone with an individual player at any time.
15. Coaches should remind players that equipment supplied by the BAMHA are not to be used for personal use.
16. There should be liaison and cooperation between the coaches within each division at all times to ensure uniformity and to lessen potential problems caused by player movement.
17. Coaches shall be expected to dress appropriately and wear approved personal protective equipment as required by HNL for all team activities.
18. All player injuries must be reported on the Injury Report Form supplied by HNL, by prospective coaches.
19. The BAMHA does not support the concept of "win at all costs", particularly at the expense of our players.
20. Only team members should attend practices and games.
21. All coaches, in consultation with the Rep Team Director, must meet and discuss rules with parents/guardians and players at the commencement of the hockey season.
22. When required, players may be disciplined. Coaches are encouraged to provide this fairly, consistently, and in the degree appropriate to the offense. Coaches have the right to suspend a player for up to two (2) games, with notice given to the Rep Team Director.
23. The coaching staff will make decisions on matters pertaining to the team with BAMHA approval.
24. The final decision in all matters pertaining to the team rests with the BAMHA Board of Directors.
25. Respect must be shown toward others at all times (i.e. players, officials, other coaches,

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parents/guardians, etc.). The use of profanity is not acceptable and will not be tolerated.

26. Coaches are responsible for the distribution and collection of equipment.
27. Coaches must check dressing rooms after all games and practices.
28. Trainers are to escort players in need of medical attention to the first aid room, clinic, hospital, or other medical facility when necessary.
29. Open lines of communication are to be maintained among parents/guardians, coaches, players, and the BAMHA.

C. Team Selection

1. At least two (2) open practices will be held for all divisions. No player will be dropped or chosen until two (2) open sessions have been held.
2. Following the second session, players who are invited to return for the next practice will be notified.
3. A further four (4) sessions will be held in all divisions for Rep Team 1 and Rep Team 2 selections.
4. Rep Team 3 selections will be based on House League sessions.
5. The Rep Team coaches will evaluate and select fifteen (15) skaters plus two (2) goaltenders to make up the Rep Team 1 Team. This list will be shared with the Rep Team Director prior to the team being notified. Immediately following the selection of the Rep Team 1 team, the Developmental or Rep Team 2 team will be selected, if numbers permit, fifteen (15) skaters and two (2) goaltenders. If there are enough players to build a second Developmental or Rep Team 3 team, fifteen (15) skaters, and two (2) goaltenders (two (2) alternates may be chosen for the Rep Team 3 team at the discretion of the Coach).
6. If there are not enough players available to ice a Developmental, Rep Team 2 or Rep Team 3 team, alternate arrangements may be considered for those players (i.e. approaching neighboring associations to avail of players, etc.). A minimum of 10 players will be needed before alternate arrangements would be considered.
7. Only players who attend Rep Team tryouts will be eligible to be selected for the Rep Team 1, 2 or 3 teams. Exceptions may be considered by the BAMHA (i.e. injury, illness, etc.).
8. Parents/guardians of any Rep Team player, who prefers to play Rep Team 2 or 3 instead of Rep Team 1, shall apply in writing, outlining reasons which will be considered by the BAMHA Board of Directors.

D. HNL Roster Sheets

1. Coaches of Rep Teams which compete in provincial tournaments must complete and present to the tournament coordinator a roster sheet which lists all members of the team who will be participating in such tournaments. Any player who has not been registered with HNL may not be named on a roster sheet or participate in such a tournament.
2. In case of doubt regarding a player's eligibility to participate, it is the coaching staff's responsibility to verify the player's registration with the BAMHA's Registrar.

E. Rep Team Guidelines

1. Teams must establish a plan for the hockey season, including a budget for team expenses. This budget must be submitted to the Director of Fundraising, for BAMHA approval.
2. A team Manager may collect money, help organize fundraisers, or seek other financial support on behalf of the team. A financial statement must be submitted to the Director of

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Fundraising at the end of the season with appropriate receipts.

3. Monies collected must be submitted to the Director of Fundraising to be disbursed by the Treasurer, as per the BAMHA Fundraising Policy.
4. Team expenses may include Tournament Registration Fees, a stipend towards coaches' expenses, team travel, and other items approved by the BAMHA.
5. The BAMHA will provide a pre-approved stipend amount to help offset coaching staff expenses during All Newfoundland and Labrador Tournaments.
6. The BAMHA follows HNL guidelines with respect to ice time for Rep Teams.
7. Coaches will select Captains and Assistant Captains. These positions could be altered and final selections will be made in due time. Coaches should look for characteristics such as sportsmanship, leadership, and responsibility.
8. Rep Team 1 team should consist of 15 players and 2 goalies. Any exceptions to these numbers can be made with the approval of the BAMHA Board of Directors.
9. Rep Team 2 team should consist of 15 players and 2 goalies, (plus 2 alternates chosen at the coach's discretion if no Rep Team 3 team is available). Any exceptions to these numbers can be made with the approval of the BAMHA Board of Directors.
10. Rep Team 3 team should consist of 15 players and 2 goalies (plus 2 alternates chosen at the coach's discretion). Any exceptions to these numbers can be made with the approval of the BAMHA Board of Directors.
11. If the Rep Team coaches feel a certain player on the team should be replaced the coaches must inform the Rep Team Director. This replacement player must be selected from the Rep Team 2 team in consultation with the Rep Team 2 coaches. Should an Alternate be unable or unwilling to play, the replacement player can be selected among other Rep Team 2 players until a suitable selection has been made. Failing to find a suitable player among the Rep Team 2 players, the coach must choose an alternate from Rep Team 3 Team. Failure to find a suitable player from Rep Team 3, the coach will select from House League in consultation with the House League Director. Only players who participated in the Rep Team tryouts will be considered if numbers permit.
12. If the Rep Team 2 coaches feel a certain player on the team should be replaced the coaches must inform the Rep Team Director. This replacement player must be selected from the Rep Team 3 team in consultation with the Rep Team 3 coaches. Should an Alternate be unable or unwilling to play, the replacement player can be selected among other Rep Team 3 players until a suitable selection has been made. Failing to find a suitable player among the Rep Team 3 players, the coach will select from House League in consultation with the House League Director. Only players who participated in the Rep Team tryouts will be considered if numbers permit.
13. If the Rep Team 3 coaches feel a certain player on the team should be replaced the coaches must inform the Rep Team Director. This replacement player must be selected from the Rep Team 3 Alternates first. Should an Alternate be unable or unwilling to play, replacement players will be selected from House League in consultation with the House League Director. Only players who participated in the Rep Team tryouts will be considered if numbers permit.
14. If a player is sick, injured, suspended, or cannot play for any reason, the Rep Team 1 coaches must draw from the Rep Team 2 team. The Rep Team 2 coaches must draw from the Rep Team 3 team. The Rep Team 3 coaches must draw from Alternates or House League. All draws from House League must not interfere with House League Play.
15. If a player is invited to play for an Rep Team 1, 2 or 3 team, he/she will be given 24 hours to accept. If he/she refuses to play for the selected Rep Team team without a legitimate reason, then that player will be considered ineligible to play on the next lower Rep Team team and will

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return to House League play for the remainder of the season. Individual cases will be reviewed by the Rep Team Director and the BAMHA Board of Directors. Players who are picked from House League to play on a Rep Team are expected to pay for ice time used at a rate determined by the BAMHA.

16. If a player is picked up from Rep Team 2 to play with Rep Team 1 for an extended period they will not be permitted to play for both Rep Team 1 and 2 teams. Likewise, if a player is picked up from Rep Team 3 to play with Rep Team 2 for an extended period they will not be permitted to play for both Rep Team 2 and 3 teams.
17. When a player has been disciplined and/or suspended for one (1) or more games, the Rep Team Director must be notified.
18. Coaches must remind players of the BAMHA Fair Play Code.

F. Team Travel

1. The coaching staff is responsible for all aspects of the team and has the final say with respect to team travel arrangements subject to BAMHA approval.
2. At least one member of the coaching staff should travel with the team at all times, if traveling as a group.
3. Billeting is not permitted for any BAMHA team.
4. Players and parents/guardians must be given coaches telephone numbers.
5. Coaches should establish a curfew for players.
6. When hotel/motel accommodations are considered for players by the BAMHA, players and family members ONLY are to occupy rooms, except when direct supervision is needed.
7. Coaches must provide reasonable supervision for players.
8. Players are required to contribute toward the cost of travel and are expected to travel by bus when bussing is arranged by the team.

G. BAMHA Hockey System

1. Jerseys

- a. **House League Jerseys** - Each House League team is supplied with a full set of matching jerseys, fully crested and numbered. These jerseys will be kept by players and not returned to BAMHA.
- b. **Rep Team Jerseys** - All Rep Team players will be required to purchase two jerseys, one home and one away. These jerseys can be used for multiple seasons. The number on this jersey will not conflict with any Rep Team player of the same age, one year older or one year younger. With Under 18 being a three year age band, if a 1st year player has a conflicting number with a 3rd year player, the 1st year player will be provided a club owned jersey to use for that season. This club owned jersey must be returned at the end of the season.

2. Schedules

- a. The official schedule will be the version published on the BAMHA website. In the event of a schedule change it will be updated on the BAMHA website.
- b. The scheduler will make the best effort to accommodate other BAMHA activities and events. The schedule will not accommodate other hockey, sporting or community events.
- c. If a rep team cannot use their designated ice during the season, they are to contact other BAMHA rep teams to make a trade. Once both teams agree, an email with both

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team Managers and Head Coaches is to be sent to the Scheduler detailing the ice change.

- d. No game changes are to be made by anyone other than the Scheduler. If a rep team requires a game change, it must contact the Scheduler.
- e. If a rep team needs to cancel its assigned ice time they must email the Scheduler at least 72 hours before the scheduled ice time. Any cancellation with less than 72 hours notice will still be deducted from the rep team allowed hours.
- f. Tournaments and Jamborees weekends will be set by the Scheduler on or before the 1st day of October each season.
- g. Tournament and Jamboree schedules must follow an approved schedule template provided by the Scheduler.
- h. Tournaments and Jamborees schedules will be completed by the host team and submitted to the Scheduler for approval at least 14 days before the start of the event.
- i. House League ice time will be distributed for each of the allocated days of play for the respective divisions as best as possible.
- j. Costs associated with exhibition games over and above regular scheduled ice time are the responsibility of the rep team requesting the ice time.
- k. Rep Team head coaches will provide unavailable dates and/or times to the Scheduler at least 14 days beforehand. An unavailable date and/or time is defined as an ice time where less than 2 of the team's coaches are available.
- l. All House League ice times will be 1 hour (50 minutes on ice + 10 minutes for ice cleaning)
- m. Under 9 Select and Under 11 Rep Teams ice time will be between 1 hour (50 minutes on ice + 10 minutes for ice cleaning) and 1.50 hours (80 minutes on ice + 10 minutes for ice cleaning) at the discretion of the Scheduler.
- n. Under 13, Under 15 and Under 18 Rep Teams ice time will be between 1 hour (50 minutes on ice + 10 minutes for ice cleaning) and 1.75 hours (95 minutes on ice + 10 minutes for ice cleaning) at the discretion of the Scheduler.
- o. When ice time becomes available after the schedule is published on the BAMHA website the Scheduler may contact individual Rep Team managers and/or head coaches to offer the ice time. The ice time will be offered based on the rep team needing to align with the balance of ice hours as best as possible.
- p. The Scheduler as the final say in ice time scheduling decisions not outlined in this policy.

3. Officials

- a. All officials in the BAMHA are certified by HNL and scheduling of officials is the responsibility of the Referee in Chief.

4. Game Rules

- a. All games should be played only with leagues/teams associated with HNL and within the same division.
- b. All games must have a game sheet.
- c. Any major rule infractions should be reported to the House League Director or the Rep Team Director where applicable by the coaching staff.

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- d. Games played outside of the Bay Arena must not interfere with the BAMHA House League schedule.

5. Fundraising

- a. The BAMHA wishes to coordinate the number of fundraising activities that are seeking community support at any given time, and to ensure that all teams are treated fairly.
- b. Before fundraising begins each team must submit a proposed budget to the Director of Fundraising for the upcoming season for the BAMHA's Board approval.
- c. All requests to proceed with fundraising activities must be submitted, in writing, to the Director of Fundraising at least two (2) weeks prior to the commencement of fundraising activities.
- d. All monies from fundraising events and hosted tournaments, including a complete account of funds, must be submitted to the Director of Fundraising within seven (7) days following the closure of the fundraising event.
- e. Expenses related to the fundraising events will be disbursed by the Treasurer when receipt for expenses is received.
- f. Fundraising will be considered to cover the following expenses:
 - i. Tournament registration fees;
 - ii. Coaching staff expenses (accommodations, meals, and fuel);
 - iii. The coaching staff reimbursed up to, and including, seven hundred dollars (\$700.00) for the above expenses, upon receipts being received by the Treasurer;
 - iv. A team meal during the season;
 - v. Any other items will have to be brought to the BAMHA Board of Directors for consideration and approval. Special circumstances shall be considered on a case by case basis.
 - vi. All lotteries must be carried out in accordance with the Provincial Lottery Regulations.

H. Grievance Procedure

Any person who feels he/she has a grievance must first contact the coaching staff of the team. If the problem is not resolved: for House League teams, contact the Coordinator and House League Director; for Rep Teams, contact the Rep Team Director. If the issue cannot be resolved it may be presented, in writing, to the BAMHA Board of Directors.

Any written grievance will be reviewed by the BAMHA Board of Directors. If necessary, a disciplinary committee consisting of the Vice President and two (2) other appointed Board of Director members will be struck to review the grievance with the parties involved. Following their review, they will present a recommendation to the BAMHA Board of Directors.

The duly elected Board of Directors of the BAMHA will make the final decision regarding grievances.

XIV. Dressing Rooms & Other Designated BAMHA Areas

Areas designated by the Bay Arena for the use of BAMHA players, parents and coaches are to be used in the following manner:

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1. Dressing Rooms

- a. Under 07 and Under 09 Players may have one parent assist with changing gear for games; however, dressing rooms are to be immediately vacated by the parent once the player has been dressed/undressed for hockey, unless consent from the Head Coach is first obtained.
- b. Under 11, Under 13, Under 15 and Under 18 players are expected to dress/undress for hockey on their own. No persons, other than designated players and coaches, are permitted in the dressing rooms without the consent of the Head Coach.
- c. Dressing rooms are for dressing only. There will be no horseplay or rough-housing, no hockey sticks in use (hockey sticks are to be left by the doors), no dumping of trash or liquid on the floor, no inappropriate language or harassment of any kind. Players not respecting the dressing room guidelines or the other players in the dressing room will be penalized.

2. Players Benches

- a. Players Benches are for the use only of the players, coaches, and trainers only. Parents are not permitted on the Players Bench at any time. HNL Policy dictates that all adults on the Players Bench must first have completed the Respect in Sports for Activity Leaders Program.

3. BAMHA Offices

- a. BAMHA Offices and Equipment Room are for the use of the BAMHA Board of Directors and the Technical Director to carry out Minor Hockey business only. Unauthorized access is not permitted. Contact a BAMHA member should you wish to gain access to these rooms.

4. Minor Hockey Equipment Room

- a. This room is essentially for storage of equipment, jerseys, pucks, pylons, beginner stands, etc. Only those who are conducting official Minor Hockey business are expected to be in this room at any time.

XV. Code of Fair Play

The Code of Fair Play is a set of principles for all participants that enforce the concept that the game of hockey should be an enjoyable experience for all participants.

“WHAT IS FAIR PLAY?” Fair Play is a program introduced into Minor Hockey to enhance and promote SAFETY and RESPECT with all participants involved. These participants include players, coaches, parents/guardians, officials and League organizers.

The five basic principles of Fair Play are:

1. Respect the rules;
2. Respect the opponents;
3. Respect the Officials and their decisions;
4. Have everyone participate;
5. Maintain your self control at all times.

Fair Play does not change any rules of the game. Fair Play encourages all players to be as competitive as possible but within the rules. All participants in Minor Hockey should be aware that

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playing Minor Hockey is a privilege, not a right. Fair Play does not mean equal ice time throughout the game. For example, there are times during the game when there is the need for a power play or penalty killing.

Some of the key principles for participants are:

1. Players

- a. I will play by the rules of hockey and in the spirit of the game.
- b. I will play hockey because I want to.
- c. I will obey the rules and control my temper and not spoil activities for everyone.
- d. I will respect my opponents.
- e. I will do my best as a team player.
- f. I will remember that winning isn't everything?
- g. I will acknowledge all good plays and performances - those of my team and my opponents.
- h. I will accept the decisions of coaches and officials and show them respect.
- i. I will honor Fair Play as a concept of my personal hockey development so that I will develop to my own potential.

2. Coaches

- a. I will be reasonable when scheduling games and practices remembering the players have other interests and obligations.
- b. I will teach my players to play fairly and respect the rules, officials, opponents, and teammates.
- c. I will not criticize or yell at my players for making mistakes or performing poorly. I will encourage my players to have confidence in themselves.
- d. I will be generous with praise and set a good example.
- e. I will ensure that all players receive appropriate ice time and that no player shall sit on the bench throughout an entire hockey game.
- f. I will Honor Fair Play as a concept of personal hockey development so that players will develop to their own potential.

3. Parents/Guardians

- a. I will not force my child to participate in hockey.
- b. I will remember that my child plays hockey for his/her enjoyment, not mine.
- c. I will encourage my child to play by the rules.
- d. I will teach my child that winning isn't everything?
- e. I will praise my child for competing fairly and hard, and set a good example.
- f. I will not criticize or yell at my child for making mistakes or performing poorly. I will encourage my child to have confidence in him/herself.
- g. I will acknowledge all good plays and performances - both those of my child's team and of his/her opponent's team.
- h. I will accept the decisions of coaches and officials and show them respect. I will not question their judgment or honesty in public.
- i. I will show respect and appreciation for the volunteers who freely give of their time to hockey for my child.
- j. I will honor Fair Play as a concept of personal hockey development so that my child will develop to his/her own potential.

4. Officials

- a. I will not permit the intimidation of any player either by word or by action.
- b. I will not tolerate unacceptable conduct towards officials, other players, spectators, or

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myself.

- c. I will be objective and consistent in calling all infractions, regardless of my personal feelings toward a team or individual player.
- d. I will honor Fair Play as a concept of personal development so that players will develop to their own personal potential.

5. League Organizers

- a. I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement, and scheduling.
- b. I will endeavor to ensure that coaches obtain proper training and continue to upgrade their coaching skills.
- c. I will honor Fair Play as a concept of personal development so that players will develop their own personal development.

XVI. Exhibition Games

Exhibition Games will be dealt with on a per-game basis with the approval of the BAMHA Board of Directors.