

BMHA

HANDBOOK



Bashaw Minor Hockey 2024/2025

This handbook will assist you in navigating your way through the season whether this is your first time with our association or your 10th time - you will find valuable information here. By paying registration fees you are now a member of Bashaw Minor Hockey.

Welcome!

All dates are subject to change that will be communicated through email from Bashaw Minor Hockey.

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General Hockey Information

- ✘ The information in this handbook is from the BMHA Policies and Bylaws. These are the laws and guidelines that have been set forth by the board through the years to govern this association.
- ✘ These Policies and Bylaws can be found on our website <http://www.bashawminorhockey.com/> under the Information tab.
- ✘ The BMHA is a volunteer run association. Board members, coaches and managers are volunteering their time and do not receive payment from the association.
- ✘ The association welcomes any feedback from its members. Please refer to p.15 for contact information of who to approach regarding any concerns.
- ✘ Board meetings are held throughout the year and any member is welcome to bring forth any issues. Please contact the president if you would like to attend. All members are encouraged to attend the AGM.
- ✘ Feedback has led to providing this handbook as a useful tool for quick information. This year we are trialling digital only version. Any feedback that you have regarding the handbook please contact:

Tammy Kroetsch – BMHA Secretary



tmgwalleye@hotmail.com

Volunteering

- ✘ Each team needs a manager, assistant coaches and a tournament coordinator – if you are able to help out please contact the head coach or manager.

As a member, we need your help to make the season run smoothly. Each family is required to volunteer **all** of the following:

- ✘ 15 hours in the concession (this does not include during your home tournament(s)). You may hire out your hours but please speak to Pam Fankhanel (concession director) for approval. Each position taken within the association (board member, coach or manager) entitles you to a 5 hour reduction of hours. Your \$300 fundraising cheque will not be refunded if your hours are not completed by end of season. To sign up for concession shifts please visit Pam
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- ✘ During each home game the manager will assign a parent to each of the following:
 1. Sell 50/50 tickets
 2. Run the score clock/music
 3. Record on the game sheet (excludes U7/U9)
- ✘ Please ask your manager if you have questions about selling 50/50 tickets
- ✘ Team managers can assist you in learning about running the clock and recording on the game sheet. (Refer to Appendix A for example)
- ✘ If unable to fulfill the role, it is the parents' responsibility to organize a trade with another parent
- ✘ Contribute to the home tournament – please refer to p.5 for details
- ✘ Assist with fundraising, please see p. 9 for information

Tournament Information

Each team will host a home tournament coordinated by the parents. As a small association, each family is to volunteer.

1. A tournament coordinator needs to be chosen – may form a committee of 2-3 volunteers
2. Roles need to assigned by the tournament coordinator(s). They include: Prize table, work schedule, oranges & water bottles, Heart & Hustle Prizes, Final Game prize, Posters of Team Rosters, Posters for Raffle Table Prizes, Raffle Table Tickets, Game Schedule & Ref Schedule, Float, Hot Dogs & Buns/Juice Box/Snack, Raffle Table Licenses, 50/50 Winners & Players Choice Winners Poster, Sponsor List & Thank You cards, Coach Packages, Programs, Players Choice 50/50, Puck O Drop
3. Shifts to be organized for each game by the coordinator(s)
 - 2 in the concession (along with a paid worker)
 - 2 at Raffle Table
 - 1 selling 50/50 tickets
 - 2 in the time box
4. Each family is required to contribute a \$100 donation to the raffle table. This may include a cash donation from your family/business or a prize(s) valued at \$100 or this donation may be from a local business that wishes to donate a \$100 prize/cash.

Money from the tournament is dispersed as follows:

- ✕ Registration fees from attending teams will pay the ice fees and referees.
- ✕ Proceeds from 50/50 sales* are kept within the team's account to be used for away tournament fees above the allotted fee provided by BMHA or an additional

tournament, (this applies to season game 50/50's as well) or coaches hotel expenses or purchasing of items that will stay with the team from year to year.

*If a tournament runs a Mega 50/50 or Progressive 50/50, those monies then return to the BMHA General account

- ✘ Proceeds from the raffle table are placed into the BMHA general account which are used for seasonal ice fees, referee fees, equipment maintenance and year end gifts for players, coaches and managers.
- ✘ Silent Auction items: monies are split between BMHA and the team building account
- ✘ Carnival type game proceeds, ie Puck-O or Toonie Drop, will be kept within that team's account to be used for year end gifts (BMHA contributes \$40/player for their year end gift) and year end party.
- ✘ BMHA pays for a \$10/player prize for all participants

We thank you for volunteering your time.

As a group of parents working together for each team, we are able to provide a fun experience for the visiting teams and our players.



BMHA Apparel

A link will be sent out through TeamSnap in October for you to order your Bashaw Stars gear. Please refer to the sizing chart online. Attempts will be made to bring in apparel for a “try on” night.

Items will have the option to be personalized.
All items will have the BMHA Logo included in the pricing.



Game socks will be available to purchase at \$20/pair for those needing replacements.
Please speak to Natalie Cutts: 519-217-2481



Each team is to have 1 or 2 volunteers to keep the jerseys, wash them and bring to each game.

BMHA Team Pictures



On October 22nd Pro Sports Photography will be at the arena to take individual and team pictures. Schedule subject to change.

Team	Time
U5/U7	4:30pm
U9	5:00pm
U11	5:30pm
U13	6:00pm
U18	6:30pm

* If you are interested in having pictures taken of the siblings please contact Danielle Hagstrom 780-781-4264 **before** October 19th to arrange a time slot.

Pro Sports Photography is requesting that each team have volunteers to assist with the players on the ice otherwise on-ice pictures will not be allowed. Please contact Danielle if you are able to help out.

Practices will be cancelled for the evening.

Please have your child present, dressed and ready to go 15 minutes prior to scheduled picture time.

BMHA will provide each player with a memory mate (individual and team picture mounted together) to each player.

All additional prints are available to order located outside the dressing rooms from the photographer on the day of pictures only. Payment required at time of ordering. (Cheque or e-transfers accepted)

Online order option available but to save on shipping please send your order online and pay by e-transfer. Your manager will deliver all orders to their teams.



Fundraising

BMHA functions financially from a variety of sources

1. Registration fees – the money paid at the beginning of the season will largely cover ice fees for the season – this varies yearly depending on the number of games/tournaments/teams
2. Casino - every 3 years BMHA is selected to volunteer at a Casino. BMHA provides minimum of 30 volunteers to work 4-6 shifts. As per AGLC, money is donated back to the association which has specific guidelines on how it can be used. Typically this will cover one year's ice fees. Our last casino was June 2024
3. Oilers 50/50 – every 2-3 years BMHA *may be* selected to sell 50/50 tickets at an Oilers home game. BMHA provides 50-60 volunteers and will receive a donation from the Oilers Foundation dependent on that night's 50/50 jackpot.
4. Fundraising – BMHA may run a variety of fundraisers throughout the season. There may be raffle tickets to sell, tickets to an event, food products or other items as decided upon by the board.
5. Donations, grants etc.

All monies collected from these sources are put back into the association. Ice fees, referee fees and equipment upgrades are seasonal items that are essential to running the association.

Most recently, BMHA has contributed to: upgrading the concession; installing security cameras; bumper pads for ice surface alteration and smaller nets for the Initiation team.

We understand that everyone leads busy lives but with your volunteer time we can keep the yearly registration fees reduced. It is required that each family participate in fundraising efforts. Some may be deemed mandatory while others are optional. Participation in the optional fundraisers will not count towards the mandatory events.

We appreciate you bringing your child to our association and want to make this a great experience for both the player and the family.

Any questions, please speak to the fundraising director.

Parents Code of Conduct

At the first practice the coaches will review a code of conduct with the players. The coaches themselves have also reviewed and signed a code of conduct.

For the parents of our players, we would like you to review the following.

- I will do my best to be a good-sport at all times. I will not condone, permit, defend or engage in actions on or off the ice, which are not consistent with good sportsmanship.
- I will ensure my child attends as many practices and games as reasonably possible. I will ensure my child arrives to games and practices in a timely manner, according to what is expected by the coaches and will notify the coach in advance, if my child will be absent.
- I will conduct myself in a respectable manner at all times and represent Bashaw Minor Hockey Association with dignity and class.
- I will respect the facilities, either home or away, in which my child is privileged to play.
- I will reinforce the “Team” concept and respect the feelings and abilities of my child and their teammates.
- I will accept defeat graciously and remember winning isn’t everything.
- I will refrain from demonstrations of frustration or anger after a game loss.
- I will show respect for the decisions, judgment and authority of the officials and timekeepers.
- I will refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- I will avoid confusing my child by coaching from the stands.
- I will refrain from expressing my opinion of the coaches or players in front of my own child.
- I will ensure my child’s equipment is complete, safe and in good condition.
- I will support my child with positive encouragement.

We want to remind you that both in our arena and while at other arenas, you, your family and your player(s) are a representation of Bashaw Minor Hockey. We ask that you uphold the conditions of your agreement at all times.

Refer to Policy 5. f.



R – REMEMBER THESE ARE KIDS

E – ENJOY THE GAME

S – SPORTSMANSHIP IS A GREAT EXPERIENCE

P – PLEASE BE SUPPORTIVE OF BOTH TEAMS

**E – EVERY REF IS HUMAN AND MANY ARE
KIDS THEMSELVES**

C – COACHES ARE VOLUNTEERS

T – THIS IS NOT THE NHL

Respect in Sport

The respect in sport program is a one-hour online module for parents/guardians, reinforcing their role in their child's activities, encouraging positive sport behaviors, and providing insight into the various roles other individuals play, such as coaches and officials.

This program is mandatory by Hockey Alberta. It needs to be completed by one parent per family.

Your child will not be allowed on the ice until this has been completed! Please try to get this done ASAP.

The link to complete this is:

<https://hockeyalbertaparent.respectgroupinc.com>

This will need to be updated every 4 years

Coaches also need to complete the coaching version of Respect in Sport before being allowed on the ice as well.



Communication

BMHA will communicate vastly through e-mail correspondence. If you are not receiving e-mails from BMHA or wish to add another e-mail address please contact the Communications Director (Contact info on following page)



We also post to BMHA Facebook Page – you can find this page at www.facebook.com/BashawMinorHockeyAssociation

To communicate with a specific director or board member please refer to the contact information on page 28.

Your team will communicate through the app, Team Snap. (A free app available on Apple and Android) Please add it to your devices. Also, you may view Team Snap on the internet at www.teamsnap.com. You can add your player's a picture, jersey # and family members to your players profile. *Be mindful that what you post to a group message are viewed by all the family members.*



*Please use the availability option within Team Snap to indicate whether or not your child is attending a game/practice – this allows for prompt decisions by the manager if there are enough players for a game or if it will need to be rescheduled. Also **new** this year, please complete the Health Check before every practice and game.*

24 Hour Rule – We ask that you adhere to the 24 hour cooling off period before discussing any grievance or concern.

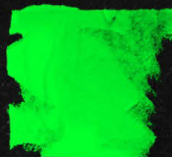
Annual General Meeting

Our Annual General Meeting will be held in April on a date to be determined in the Centennial Room of the arena at 7:00pm.

We encourage you to come out and participate in decisions that are being made within the association. You, as a member are able to vote, share your ideas/opinions and provide feedback to the board about yours and your child's experiences throughout the season.



Executives



Visit our website
for contact and
executive
information

[www.bashawminor
hockey.com/
executive](http://www.bashawminorhockey.com/executive)

Appendix A – NAI Game Sheet Example

OFFICIAL GAME REPORT

GAME NO. 51010 DIVISION. Midget TIER 2 PLAYED AT REXALL PLACE

DATE 12th OF SEPTEMBER, 2018 SCHEDULED EXHIBITION GAME RE-SCHEDULED GAME

VISITING TEAM VEGAS HOME TEAM EDMONTON

The Official Score must have this report signed by the Referee upon completion of the game, sign names remain and forwarded, without delay, to the director of your category. All game sheets must be sent in by the referee on the day of the game. The "NAI" must be reported on the back of the sheet.

Insert after Player's name "C" for Captain, "A" for Alternate.

AP for Affiliated Players, and *OP* for Over Age Players.

Suspension periods must show what they are serving, example Susp 1 of 2, inside four lines. Suspension payments or amounts not allowed on the sheet.

INTERLOCK

OFFICIAL GAME REPORT

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VISITORS

NO.	P.	NAME
G	1	JOHN DIE
G	2	MIKE BOSSY
F	3	BOB BASS
F	4	BILL LATE
F	5	RYAN SMITH
F	6	DARVE LAFLEVE
F	7	DYLAN SHOOTZ
F	8	TY SHOPS
F	9	SALVATORE CAT
F	10	DUSTY BUFF
F	11	JAYDEN HEAD
F	12	AIDAN HOBBIT
F	13	COO AGENT
F	14	BOB GOALIE
D	15	TOMY BALOGNA
D	16	JOE DIMAGGIO
D	17	LOGAN LANDING
D	18	BEN DOWN
D	19	OLIVER TWIST
D	20	LOA DARE
D	21	FRED YELLOW
D	22	AL DONE
D	23	DARE RUTH
D	24	OH HAWBY
D	25	OH HAWBY

HOME

NO.	P.	NAME
G	1	KEEGAN SHOOTOUT
F	2	PETRE PIN
F	3	BANDON SAID
F	4	NATHAN SAID
F	5	CHASE PUCK
F	6	MOLAN HOWE
F	7	TAVARIE BEACH
F	8	DELANO CROZIER
F	9	SPENCE BOB
F	10	FERON BOIS
F	11	SALTAN PEPPER
F	12	COOPER BUKY
F	13	CHEEY PIERCE
F	14	DEE FENCE
D	15	BULL WALL
D	16	FISH BOUL
D	17	PHIL GENRORE
D	18	BECK HOUSE
D	19	KEVIN YEAB
D	20	SQUARE PANTS
D	21	MIKEY MOUSE
D	22	DONALD DUCK
D	23	KIT KAT

SCORING

NO.	P.	TIME	GOAL	ASSIST	PP	SH
1	1	11:34	1	1	✓	✓
2	2	14:08	1	1	✓	✓
3	3	6:52	1	1	11	14

GOAL TENDERS RECORD

Shows on Sheet - Shows that would enter the net if there were no goals.

NO.	1 per	2 per	3 per	OT	TOTAL
30	12	0	0	0	20
1	1	1	1	1	11

REFeree

Referee: TWENTY BIRD

Signature: *[Signature]*

Official Timekeeper: W. D. FENCE

Signature: *[Signature]*

Linesmen: ROCKY

Signature: *[Signature]*

Time Game Started: 7:20 PM Ended: 9:45 PM

GOAL TENDERS RECORD

Shows on Sheet - Shows that would enter the net if there were no goals.

NO.	1 per	2 per	3 per	OT	TOTAL
30	12	0	0	0	20
1	1	1	1	1	11

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY

Per	No.	Sec.	Offense	Min.	Off	Start	On
1	2	2	RO	2	10:20	8:20	
3	4	4	SL	2	15:40	15:40	13:40

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY

Per	No.	Sec.	Offense	Min.	Off	Start	On
1	2	2	RO	2	10:20	8:20	
3	4	4	SL	2	15:40	15:40	13:40

SHOOTOUT

Per No. Sec. Offense Min. Off Start On

1 0 0 SL 2 2:30 2:30 0:30

2 3 3 TR 2 14:50 14:50 14:08

2 3 3 CC 2 4:51 4:51 2:51

SHOOTOUT

Per No. Sec. Offense Min. Off Start On

1 0 0 SL 2 2:30 2:30 0:30

2 3 3 TR 2 14:50 14:50 14:08

2 3 3 CC 2 4:51 4:51 2:51

JERSEY #

TIME OUT: 1 PERIOD: 1 TIME: 2:30

JERSEY #

TIME OUT: 1 PERIOD: 1 TIME: 2:30

RECORD

WIN: 2 LOSS: 0 TIE: 0

GOALS FOR: 20 GOALS AGAINST: 11

SAVES: 11 SHOTS: 11

RECORD

WIN: 2 LOSS: 0 TIE: 0

GOALS FOR: 20 GOALS AGAINST: 11

SAVES: 11 SHOTS: 11



Appendix B

Bashaw Stars Intro to Hockey

Hockey Canada made it mandatory that all games are played on cross ice/half ice starting in the 2016-17 season for the U7 (Initiation) age category (ages 5 and 6) participants and in the 2019-20 season for U9 (Novice) age category (ages 7 and 8) participants. These policy changes were designed to address ongoing challenges to player development, including: over-competing and under-training; fundamental movement skills and sport skills not being taught properly; preparation geared to short-term outcomes; a competition system that interferes with athlete development; early specialization is demanded. Minor Hockey Associations not operating according to these standards will be considered in violation of the Hockey Canada policy.

The goals and objectives of Intro to Hockey programming are to:

1. Teach the basic skills of hockey so players can enjoy the game.
2. Assist in the development and enhancement of physical literacy and basic motor patterns.
3. Deliver a program that is age appropriate for the size, skill and age of the players.
4. Encourage the aspects of fitness, fair play and co-operation while having fun playing the game.

Please refer to Hockey Alberta's Introduction to Hockey Model:
https://www.hockeyalberta.ca/uploads/source/Intro_To_Hockey/Intro_to_Hockey_FINAL_2019-20.pdf

BMHA Philosophy: Introduce hockey to our youngest players in a fun and safe environment through passionate leadership and innovative skill development.

BMHA Objective: To coordinate with Hockey Alberta to introduce hockey to the players in our association