

## BYLAWS

**Battlefords Minor Hockey Association (hereinafter referred to as BMHA) is subject to the Hockey Saskatchewan (hereinafter referred to as HS).**

### DEFINITIONS:

- A. Where not otherwise defined terms in these bylaws are defined in the BMHA Constitution and HS General Regulations, Section 1.
- B. **Parent** means: mother, father, step mother, step father, or any other individual who has legal custody or guardianship of the player.
- C. **Board** shall mean the Board of Directors for BMHA and all decisions or discretions referred to herein shall be exercised by the Board.
- D. Teams are categorized as follows:
  - 1. **Developmental Teams Include:**
    - a) U7 A (Minor and Female)
    - b) U9 A (Minor and Female)
    - c) U11 A (Minor and Female)
    - d) U13 A (Minor and Female)
    - e) U15 A (Minor and Female)
    - f) U18 A (Minor and Female)
  - 2. **Representative Teams Include:**
    - a) U13 A Provincial (Minor and Female)
    - b) U15 A Provincial (Minor and Female)
    - c) U18 A Provincial (Minor and Female)
    - d) U13 AA (Minor and Female)
    - e) U15 AA (Minor and Female)
    - f) U18 AA (Minor and Female)
  - 3. **AAA Teams include:**
    - a) U18 AAA Stars
    - b) U18 AAA Sharks
  - 4. **Other Teams and Programs include:**
    - a) Skills and Power Skating
    - b) First Shift Program / (Colby's Kidz)
    - c) Goaltending Programs
    - d) Referee Program

e) Such other programs as the Board may authorize

- E. Developmental team names and provincial A shall include either Battlefords Barons or Battlefords Sharks. Representative team names shall include either NorthWest Stars or NorthWest Sharks.

#### **BYLAW ONE – REGISTRATION AND MEMBERSHIP FEES**

A. Fees:

1. The registration and membership fees shall be established by the Board prior to the beginning of each season.
2. The fee for each division will reflect the cost of ice time and officials.
3. Registration fees may include a family maximum to be set by the Board prior to each season.
4. BMHA may set Late fees and Penalties on an Annual basis.
5. Registration and Membership fees must be paid by November 15 of the current season. Players with outstanding fees after this date shall be suspended from all BMHA events until fees and penalties are paid in full.
6. No player shall be Registered or Released unless that player is in good standing with BMHA, and all prior fees and penalties have been paid in full, and all BMHA property has been returned in satisfactory condition.

B. Eligibility:

1. Participation in the BMHA programs is subject to HS residential qualifications.

#### **BYLAW TWO – REFUNDS AND RELEASES**

A. Refunds:

- 1) In order to receive a refund, players must provide a written request which establishes one of the following conditions:

- a) Unable to play because of medical reasons. Documentation of medical condition will be required.
  - b) Player is moving/has moved out of the BMHA area.
  - c) Other personal circumstances Approved by BMHA on a case by case basis.
- 2) The formula for calculating refunds is: Registration fee minus HS Registration Fee minus BMHA Administration Fee, prorated based upon the number of months remaining in the season. For the purposes of this calculation, the season is defined as September through March inclusive.
  - 3) Payment will not be provided until all BMHA property is returned in satisfactory condition.
  - 4) No refunds will be considered where the player withdraws after December 31 regardless of the reason.

B. RELEASE PROCEDURE for U13, U15 and U18

- 1. The objective of this release policy is to keep as many players as possible while offering players an opportunity to reach higher levels
- 2. BMHA and HS guidelines will be used to assess requests for release.
- 3. A release may be denied if received after October 1.
- 4. The President, Vice President and Director of Division involved will review and vote on the release requests.
- 5. Either the President or Vice President may sign releases.
- 6. Player releases may be granted for a player qualifying for a non-BMHA AA team only if the player has tried out and has not been selected for the BMHA AA team
- 7. Player releases may only be granted provided there remain enough players to constitute a BMHA team or teams, excluding the player requesting the release
- 8. Player releases may be granted for a player who wishes to play non-contact hockey where BMHA cannot provide a non-contact team to play on; above guidelines will be followed otherwise
- 9. Written confirmation of acceptance to non-BMHA team (excluding AA) must be provided for release to be considered
- 10. Subject to Board discretion player releases to a non-AA team will only be granted where there is no team available for that player in the BMHA area.
- 11. A release needs to be requested each and every year played away; approval guidelines apply. Decisions made in prior years will not be binding on the board's assessment of current requests.

**C. RELEASE GUIDELINES FOR FEMALE PLAYERS – ALL AGE GROUPS**

1. Player releases or such reasonable arrangements as required will be granted for female players to play on an all-female team, where BMHA cannot provide an all-female team to play on. In all other circumstances, the above guidelines will be followed.

**BYLAW THREE- STRUCTURE OF THE BMHA**

**A. CATEGORIES:**

1. BMHA shall have Developmental teams and Representative teams in accordance with HS Minor Hockey Regulations

**B. DIRECTORS:**

1. The Director of each division will be the liaison between the Board and that division. The director shall ensure that the division operates within the Constitution and Bylaws of BMHA.
2. The Director may request to be assisted by a commissioner.
3. The Director's choice for commissioner is subject to approval of the Board.
4. The duties, powers and term of the commissioner shall be defined by the Board.
5. Directors have the authority to manage the rosters, affiliations and compliance with HS regulations within their division and such other decisions as authorized by these bylaws.

**C. OFFICE MANAGER**

1. The Board may engage the services of an office manager on such terms and conditions as they deem appropriate.
2. All correspondence to BMHA shall be submitted to the Office Manager.
3. The Office Manager shall submit all rosters to HS for registration.
4. The Office Manager shall obtain all HS Tournament Sanctions, Exhibition Sanctions and Travel Permits.

**D. HOCKEY DEVELOPMENT CO-ORDINATOR**

1. The Board may engage the services of a hockey development coordinator on such terms and conditions as they deem appropriate.

**E. ICE COORDINATOR/ EQUIPMENT MANAGER:**

1. The Board may engage the services of an ice coordinator on such terms and conditions as they deem appropriate.



2. All ice bookings, for all Divisions, shall be coordinated by the Ice Coordinator.
3. The Ice Coordinator shall consult with the appropriate Division Directors when assigning ice.
4. U7, U9, and U11 teams will have a minimum of one (1) hour of shared practice ice and a minimum one (1) hour of game time per week for those weeks in which ice is available. This may include ice voluntarily returned.
5. For the U13, U15, and U18 divisions, the Ice Coordinator will assign ice so that each team has a minimum of one (1) hour of practice per week and time allotted for scheduled league games. This may include ice voluntarily returned.

F. Equipment Management Duties:

1. To purchase, maintain, repair, distribute and control all equipment owned by BMHA.
2. In this section equipment Shall mean the jerseys, goalie equipment, pucks, sticks and such other associated hockey paraphernalia.
3. The Equipment Manager Shall maintain an accurate inventory of all equipment and report this information to the Board as required.
4. The Equipment Manager Shall provide an annual report not later than 1 month prior to the AGM. Where in the opinion of the equipment manager there is excess equipment, they may request from BMHA permission to sell such equipment.
5. The Equipment Manager Shall attend Board meetings in a non-voting capacity, upon request of the Board.
6. The Equipment Manager Shall submit an itemized budget request for Board approval prior to May 1<sup>st</sup> of each year. Expenditures in excess of the approved amounts must be approved by the Board in advance.
7. All equipment distribution to teams/players Shall be through the Equipment Manager or Office Manager only.
8. When not in use all equipment Shall be stored in a place approved by the Board.
9. At the beginning of the season, the Equipment Manager may give each team 24 pucks. Request for more will be dealt with on a case-by-case basis, and a fee may be levied at the discretion of the Equipment Manager.
10. The Equipment Manager may distribute jerseys for conditioning and evaluation sessions prior to the start of organized play. Policies pertaining to regular jersey use Shall apply.
11. All BMHA borrowed equipment/Jerseys MUST be returned in good condition and washed prior to return. Jerseys and equipment must be returned within 2 weeks of seasons completion.
12. Any Jerseys Not returned at the end of the season will result in players ineligibility to register in the following season.

G. GAME OFFICIALS

1. Abuse of game officials will not be tolerated.

2. The Director of Officials will act as the liaison between game officials and the Board.
3. Assignment of Game Officials:
  - a) The Board may hire a Coordinator(s) who will be responsible for assigning referees and linesmen for all BMHA games.
  - b) The Director of each division shall provide the Coordinator with a schedule of games in advance so as to allow for the proper scheduling of officials.
  - c) Coaches who have serious concerns about an official assigned to their games will forward those concerns to their Division Director and Officials Director in writing.
  - d) Directors shall discuss such concerns with the Officials Director, who shall deal with the situation as they deem appropriate.
4. Payment:
  - a) The Board shall set the fee structure for officials before the start of the hockey season for Regular League and Tournament Games.
  - b) The Board shall direct the method and record keeping requirements of paying officials before the start of the hockey season.
  - c) BMHA will pay for game officials, including mileage, for all league and one playoff games for Developmental Teams, and Representative Teams. Payment for One Exhibition game per team per season.
  - d) Whenever possible Game Officials are to be notified of cancellations not less than 24 hours prior to the scheduled game time. Game Officials who arrive to find the game cancelled, shall be paid, except in cases of game cancellation due to inclement weather.
  - e) Game Officials who work in tournaments will be paid by the Tournament Committee.

#### H. TEAMS:

1. Age Divisions shall be as outlined by HS.
2. Every player will register and play in the Division that is appropriate to their age.

#### I. COACHES AND ASSISTANT COACHES

1. For the purposes of this section, the word "Coach" means "Coach" and "Assistant Coach".
2. Selection:

- a) Coaches, other than for representative teams, shall be nominated by the Division Director for approval by the Board.
- b) All Coaches must hold the Coaching Requirements as required by HS, except where minimum qualifications are exceeded.
- c) Coaches may only be the Head coach for one Developmental team. Unless BMHA board decides otherwise. Co-coaches are also classified as Head coaches.

3. Coaches' Clinics:

- a) Prior to attendance at clinics outside of the Battlefords, coaches seeking reimbursement of clinic fees and expenses shall apply in writing to the Board for authorization. The Board may approve such requests upon any terms and conditions it deems appropriate in its sole discretion.

4. Duties and Responsibilities:

- a) Coaches are subject to the rules and regulations of hockey as established by Hockey Canada, HS, and BMHA. Violations may be dealt with by the Discipline Committee
- b) Coaches must conduct themselves in an exemplary manner. Any inappropriate conduct while coaching may be dealt with by the Discipline Committee.
- c) Coaches Shall communicate their expectations with players and parents at the commencement of the hockey season in writing. Coaches Shall establish a protocol for dealing with team issues. Where the issue is unresolved by the protocol, the coach Shall bring the matter to the attention of the Division Director.
- d) In the event that a team is not going to use a scheduled ice time, or both teams when using split ice, the coach(es) Shall notify the Ice Coordinator not later than 7 days prior to said ice time.
- e) Coaches must wear a helmet and gloves during all practices.
- f) Coaches shall be governed by their Division Director.
- g) Coaches shall be responsible for reporting player attendance to the Division Director as required.
- h) Coaches have the authority to restrict play time in cases of poor or non-attendance at team activities. In such cases the coach shall discuss this with the parent of the player involved.

II. MANAGERS:

1. Subject to approval by the Division Director and ratification by the Board, a Coach may recommend a person to serve as Team Manager. Managers may only manage one Developmental team. Unless BMHA board decides otherwise. Co-Managers are also classified as Team Manager.
2. Team managers may assist the coach and assistant coach with:
  - a) scheduling and phoning related to the arrangements of games and tournaments;
  - b) arranging meetings with parents as required;
  - c) notifying the Director and/or Officials Coordinator where appropriate of all schedule changes;
  - d) carrying out such other duties as required by BMHA, and/or by the Coach.
  - e) Maintaining the team page on the BMHA website, including practice and game schedule.
3. Managers are subject to the direction of the Coach.

#### **BYLAW FOUR - AFFILIATION**

- A. Players may be affiliated according to HS regulations;
- B. Selection of affiliates Shall be as follows:
  1. Directors shall assign affiliate players on or before December 15. The director Shall consult with director of the affiliate's division prior to selection. Each director Shall be responsible for consulting coaches on the affiliation process.
  2. Each Director shall assign at least two affiliates to each team, one of which must be a goalie. An affiliated goalie may not play as an affiliated skater.
  3. In every instance, the player's coach shall seek the consent of the player and the player's parents to affiliate the player. If the player and their parents ask that the player's name be removed from the list of affiliates then the player is not available for affiliation.
  4. All proper documentation for affiliated players must be submitted to the Office Manager, by the Division Director, on or before December 15.
- C. Use of Affiliates shall be as follows:

1. No affiliated player may participate with the affiliating team until they are confirmed to be registered as an affiliate with HS;
2. A Coach may invite an affiliated player to play with his or her team when illness, absence or some unforeseen event causes a team to be short of their registered team players. Affiliates are not to displace a team's regular players.
3. Coaches shall ensure that each affiliate is used in rotation except where the next in rotation player is unavailable, exceptions to be approved by the Division Director. Goalies are an exception to this rule with approval from Coach and Director
4. Any coach wishing to invite an affiliated player to play with their team must first secure approval from the player's coach. Such approval will not be unreasonably withheld. Should the coach refuse, the requesting coach may contact the player's director for a ruling. The Director Shall inform the Board of all such instances.
5. With the prior approval of his or her regular coach, an affiliated player may practice with their affiliated team. Such approval will not be unreasonably withheld. Should the coach refuse, the requesting coach may contact the player's director for a ruling. The Director Shall inform the Board of all such instances.
6. This section Shall apply with necessary modification to the rostering of a female player from a minor hockey team to a female team as defined by HS.
7. The Board may suspend the use of any or all affiliates where there is a failure to comply with these rules.

#### **BY-LAW FIVE – TEAM APPAREL**

- A. The Board will approve Logos and colors for team clothing. Prior to the start of each hockey season. All team clothing must display the approved logos and colors approved by BMHA.
- B. When a team orders jackets or other clothing, individual players may choose not to order such team clothing and Shall not suffer any censure or discrimination as a consequence of that decision.
- C. Any team ordering non-approved clothing or using BMHA logos or colors on unapproved clothing Shall be subject to the following:

1. On first offence a team fine of up to \$1000 and removal of non-authorized BMHA logos;
2. On second offence suspension of team officials and or players on such terms and conditions as determined by the Discipline Committee;

D. This section does not apply to the AAA Stars and AAA Sharks programs.

## **BYLAW SIX-UNIFORMS AND EQUIPMENT**

### **A. Jerseys:**

1. Each team will be supplied with a minimum of one set of jerseys and a bag for each set.
2. Jerseys are the sole property of BMHA except where otherwise provided by a sponsor or sponsoring program.
3. Jerseys Shall be in authorized BMHA colors and logos as follows:
  - a) Maroon, Gold, Black and White with Barons Logo; or
  - b) Teal, White and Black with Sharks Logo; or
  - c) Black, White and Grey with Stars Logo
  - d) As otherwise authorized by BMHA;
4. Coaches are responsible for all jerseys and equipment until they are returned to the Equipment Manager at the end of the season. In the event coaches provide players with their jerseys the player and/or their parent Shall return the jersey to the coach at the end of the season. Where a jersey is not returned BMHA may assess the cost of the jersey against the player and/or their parent and may decline further registration until such time that it is paid.
5. Representative teams Shall pay to BMHA a fee. Such fee Shall be set by the Board at the commencement of each season.

### **B. Goal Equipment:**

1. Leg pads, upper body protectors, goal sticks, trappers and blockers will be made available to all goaltenders in all age divisions up to and including U13, subject to the following:
  - a) BMHA equipment is to be used for ice hockey only;

- b) For U7, U9, U11 and U13 goalie equipment may be issued to the coach /Parent who will be responsible for its use, care and return.
  - c) All goaltending equipment must be returned by the end of April each season.
  - d) BMHA goaltenders may rent equipment for summer hockey, hockey camps or hockey schools. In such cases, they will be required to pay a refundable \$150 damage deposit.
  - e) In the event goal equipment is lost or damaged beyond reasonable repair the equipment manager may assess a replacement fee against the goaltender, such fee to be paid prior to registration the following season. Appeal of the assessment may be made in writing to the Board.
2. Repairs to goalie equipment are to be made by the Equipment Manager, or with the Equipment Manager's direction.

## **BYLAW SEVEN – COMPLAINTS**

### **A. PROCESS**

- 1. All concerns of parents and players regarding their team Shall be directed in first instance to the Coach and/or Manager in accordance with the terms established by the coach at the beginning of the season.
- 2. If a concern remains unresolved after following paragraph 1 above and allowing reasonable opportunity to be addressed, the parent or player may contact the Director in writing. Such contact must include the details of the concern (including date, place, persons involved and other persons present) and the communications to date and explain why further review is required.
- 3. A Director in receipt of an unresolved issue (as outlined in 2 above) may either resolve the issue as they deem appropriate or they may direct the matter to the President or Vice President for further review.
- 4. The President or Vice President may either a) give direction as they deem appropriate ending the matter or b) may convene a discipline committee.
- 5. A Board member may at any time impose interim discipline, including suspension, to a member of BMHA to remain in effect until a Discipline committee convenes and renders a decision.
- 6. A Board member may at any time remove a person in violation of BMHA policies from a BMHA event. Such removal Shall be reported to the Board.
- 7. If circumstances warrant, the president or Vice-President, may convene a discipline committee at any time

### **B. DISCIPLINE COMMITTEE**

1. The discipline committee Shall consist of the Division Director, President and/or Vice President together with at least one and not more than three additional members selected from the Board and/or a member in good standing.
2. The Vice President Shall be the Chairperson of the Discipline Committee. In case of the absence or temporary exclusion of the Vice President, the President will appoint a chairperson for that discipline committee.
3. No person Shall be part of the discipline committee who is a witness or party to the matter at issue or whose family member is a witness or party to the matter at issue.
4. Where the discipline committee is convened as above, the following process will be followed:
  - a) Each member of the committee Shall receive a copy of all related materials, promptly, including the former disciplinary decisions concerning the subject of the complaint;
  - b) A summary of the materials Shall be provided to the subject of the complaint, as soon as possible after the discipline committee is convened;
  - c) Where the subject of the complaint is a player, the Discipline Committee Shall notify the player's coach of the pending investigation and any interim suspension;
  - d) The subject of the complaint Shall provide a written response to the complaint the time frame given by the committee,
  - e) After reviewing the response, the discipline committee may either make a decision regarding the complaint or set a time and place for further investigation until the committee deems, they have sufficient information to make a decision;
  - f) The discipline committee may request any person with information about the complaint to appear before them. Any person choosing not to appear Shall not have the ability to request review of the discipline committee's decision;
  - g) Upon conclusion of the investigation the discipline committee Shall then render a decision. Such decision will be completed within one week of the final committee meeting and be provided to the complaining party and the subject of the complaint.
5. The Discipline Committee may decide to do any of the following:
  - a) Direct that the matter lacks sufficient information to consider further, or is unfounded;
  - b) Take no further action;
  - c. Determine the matter to be a minor violation;
  - d. Determine the matter to be a major violation;
6. A Minor violation may result in the Discipline Committee directing any or all of the following:
  - a) Suspension for a set period of time, up to one month , from BMHA activities.
  - b) A fine not exceeding \$500;
  - c) Such other remedial action deemed appropriate, including but not limited to:
    - i. Removal of offensive social media posts;
    - ii. Apology letters;



- iii. Removal of non-authorized use of logo;
  - iv. Attendance at such training courses as appropriate, for example Respect in Sport;
7. A Major violation may result in the Discipline Committee directing and or all of the following:
    - a) Suspension from BMHA activities for a period not less than 1 month;
    - b) Suspension for the remainder of the hockey season;
    - c) Removal from BMHA rosters;
    - d) Ineligibility to register with or participate in BMHA activities in the future;
    - e) Removal of BMHA membership;
  8. **All decisions of the Discipline Committee are final.**
  9. The Chairperson of a Discipline Committee Shall report a summary of the proceedings, including penalty to the Board at its next regular meeting.
  10. The Chairperson Shall cause a written report to be completed and filed in the subject's personal file with BMHA.
  11. Discipline records, including complaint, response and decision Shall be kept for a reasonable period by BMHA.

#### **BYLAW EIGHT – DEVELOPMENTAL TEAMS**

- A. Organization:
  1. The Division Director Shall arrange for a series of ice times for the purpose of evaluating all registered players.
  2. Once the players have been evaluated, the Director and/or Commissioner will preside over the selection of teams. This process Shall be by way of "snake draft" based upon the evaluations by the approved coaches or such other process as established by the Board.
    - o For example a "snake draft" is: if three coaches are selecting Coach A will pick first, B second, C third and then C will pick fourth, B fifth and A sixth continuing in this manner until teams are selected.
  3. If the selection procedure results in an imbalance in relative team skill, the Division Director and/or Commissioner, in consultation with all Coaches concerned, will attempt to balance the teams, provided that:
    - a) all teams are to be finalized before league play commences;
    - b) if there is player movement, the coach is responsible to ensure the Team Certification is amended;

B. Schedules:

1. The Director and/or Commissioner(s) for U7 through U9 will schedule games and practices, and give each Coach and Manager a copy of the schedule.
2. Coaches and Manager for U11 through U18 are responsible for attending and setting their League and Exhibition Schedules.
3. All Games, practices and other team activities are to be posted on the Team's section of the BMHA website by the Coach and/or Manager. This is to be kept current.

C. Exhibition Games and Out-Of-Town Tournaments:

1. All Exhibition games must be sanctioned by Hockey Saskatchewan. Team Manager must contact Office Manager to file for sanction. Exhibition game sheets must be returned to the BMHA office no later than 72 hours or team will receive a \$100 fine.
2. A Team's League schedule Shall take precedence over all other games. The Manager or Coach of a team must advise the Division Director of all changes to the regular League schedule.
3. The number of tournaments entered by each Developmental Team will be decided by Coaches and Managers in consultation with their Director and their parents. BMHA may set limits for the number and type of tournaments a Developmental Team may enter per season.
4. Coaches are to notify all of their players of tournaments. If affiliated players are required, they are to be invited and used according to Bylaw Four.
5. The Discipline Committee may deal with any situations where these policies are not followed.
6. All teams wishing to participate in out of Province games or tournaments must advise the BMHA office manager and request the appropriate travel permit be obtained from HS.

D. General Regulations:

1. During all practices and games, all protective equipment is mandatory, regardless of the length of practice, for all players in the practicing/playing division registered with BMHA.
2. All equipment and sticks in use Shall conform to Hockey Canada standards.

## **BYLAW NINE - REPRESENTATIVE TEAMS**

- A. Coaches and Managers at the Representative level will be subject to the supervision of the Representative Director and will be expected to cooperate with his or her rulings.
- B. Selection of Coaches:
  - 1. BMHA will advertise for Coaches for all representative teams prior to the season.
  - 2. Where necessary, Candidates for the positions of Coach for a representative team Shall be interviewed by a Selection Committee consisting of: the President, or the Vice-President, the Representative Director In the case of the absence or temporary exclusion of any committee members, a member in good standing or a member of the public may be appointed by the Board to fill the position on the Selection Committee.
  - 3. Where possible, all candidates for the position of Coach should be interviewed. Where it is necessary to establish a "short list", the Committee will choose the candidates for interviews.
  - 4. Only in exceptional circumstances would BMHA approve Co-Coaches be selected as a "team".
  - 5. Where the Representative Director wishes to apply to coach a Representative team they shall not participate as a member of the selection committee for that team.
  - 6. The proceedings and discussions of the Selection Committee shall remain confidential.
  - 7. The Board may authorize compensation on a case-by-case basis and on such terms and conditions as they deem appropriate.
- C. Selection of Assistant Coaches:
  - 1. No parent, other than the head coach, Shall be involved in the try-out process and no parent shall be chosen as an Assistant Coach until after the team has been chosen.
  - 2. The Coach shall provide the Representative Director with the name of all proposed Assistant Coaches after team selection has been completed. (In order to avoid any unreasonable influence on the selection of the team).
  - 3. If a Coach wishes to choose a non-parent to act as Assistant Coach, the Director may approve that choice, subject to ratification of the Board, before try-outs begin.
  - 4. The Representative Director Shall ensure that the person named as Assistant Coach has all the requirements expected of an Assistant Coach.

5. The Representative Director Shall nominate the Assistant Coach for approval by to the Board.

D. Selection of Managers:

1. No parent shall be involved in the try-out process and no parent shall be chosen as a Manager until after the team has been chosen.
2. The Coach shall provide the Representative Director with the name of the proposed Manager after team selection has been completed. (In order to avoid any unreasonable influence on the selection of the team).
3. The Representative Director Shall nominate the Manager for approval to the Board.
4. In addition, to Bylaw THREE - SECTION F, Representative Team Managers Shall:
  - a) Within one month of a team being finalized, prepare and present a budget in the format established by the Board, if any, for the approval of the Vice President and Treasurer; and,
  - b) At the end of the season, and at such other times as may be required by the Board, submit a detailed statement of income and expenditures, complete with all pertinent receipts and deposit records to the Vice President and Treasurer.

E. Players - Eligibility:

1. Representative teams will be comprised of center and non-center individuals who are eligible as defined by HS regulations.

F. Players – AA Selection Procedure

1. A try-out camp Shall be held for each AA division in accordance with HS specifications.
2. Before any player takes part in try-outs, they must have paid the prescribed try-out fee.
3. The Coach will work in conjunction with the Hockey Development Coordinator, if any, to assist in the selection of the team. In addition, third party evaluators shall be utilized at the direction of the Board. All persons involved in the selection process shall be part of the team selection committee. Such persons may not be in a conflict of interest relating to a candidate of the team.
4. Each player who attends try-out camp will be granted a **minimum of three** ice sessions before any cuts are announced, unless otherwise announced prior to try-out camp commencement and as authorized by the Director.
5. The team selection committee will provide feedback regarding areas of player improvement with all players released from the try-out camp. The team selection committee may choose not to do this for the initial round of releases.

6. At the commencement of camp, the Coach Shall hold a parent and player meeting where they are to be informed about the coach's philosophy and expectations, the league schedule, travel requirements, and the financial commitment.
7. Once team selections have been made the parents and player will then have 24 hours in which to advise of their acceptance of membership to the team.
8. Releases will be requested in accordance with HS Requirements
9. Once the team is finalized, each Coach will supply a list of the players chosen too the Representative Director, the Division Director and the Office Manager for registration with HS.

G. Players – Provincial/Carded Team Selection Procedure:

1. At time of Registration players must indicate if they are interested in playing on the provincial team.
2. Provincial team players will be chosen based on:
  - a) the beginning of the season evaluations (if applicable)
  - b) Observation of games and/or practices by selected coach and any evaluators approved by BMHA
  - c) An intersquad game if determined to be necessary by the coach
3. The Coach will work in conjunction with the Hockey Development Coordinator, if any, to assist in the selection of the team. In addition, third party evaluators shall be utilized at the direction of the Board. All persons involved in the selection process shall be part of the team selection committee. Such persons may not be in a conflict of interest relating to a candidate of the team.
4. The Coach Shall hold a parent and player meeting where they are to be informed about the coach's philosophy and expectations, the league schedule, travel requirements and the financial commitment.
5. Once team selections have been made the parents and player will then have 24 hours in which to advise of their acceptance of membership to the team.
6. Once the team is finalized, each Coach will supply a list of the players chosen too the Representative Director, the Division Director and the Office Manager for registration with HS.
7. Carded Teams may follow this selection process with any modifications deemed necessary with consultation of the BMHA Board. Carded Teams are subject to HS Rules and Regulations.

H. Fees: AA/Provincial/Carded:

1. Once the team is finalized all players who have been selected must pay the prescribed fees to BMHA and the team, if applicable.

#### **BYLAW TEN – AAA TEAMS**

- A. U18 AAA - Although the U18 AAA teams are operated under the non-profit organizations known as the U18 AAA Stars and AAA Sharks, HS dictates that the U18 AAA teams must be registered with HS through BMHA.
  1. The constitution and by-laws of the BMHA Shall govern the Battlefords U18 AAA Stars and Sharks where applicable.
  2. All HS and Hockey Canada rules and regulations must be adhered to at all times to ensure that the entire BMHA remains in good standing with these governing bodies at all times.
  3. BMHA will name up to 2 representatives to serve on each U18 AAA (Stars and Sharks) Board of Directors on an annual basis.
  4. The AAA TEAMS' Boards of Directors will be included as members of BMHA. They will be listed on BMHA's HS registration document, designated as AAA Board members and categorized as other executive.
  5. A working agreement will be established. The agreement will cover Administration, Financial and Operational matters that are relevant to the successful operations of the AAA Teams within the BMHA.

#### **BYLAW ELEVEN: OTHER TEAMS AND PROGRAMS**

1. The Board may create such Recreational Hockey Teams as it deems appropriate.
2. The Board may authorize and support such specialized programs, such as the First Shift Program and Goaltending Programs, as it deems appropriate from time to time.
3. Participation in any such programs Shall be subject to guidelines set by the Board.

#### **BYLAW TWELVE - FINANCES**

- A. BMHA will pay for HS registration for all teams.
- B. Female Funds:
  1. Funds were received by BMHA from the former Battlefords and District Female Hockey Association (the "female funds". The funds were provided and accepted on the terms and conditions contained in this bylaw. These funds shall be held separately and may only be used

for the Development of female hockey. They shall not be comingled nor used for general BMHA costs or programming.

2. The female funds shall not be used for any expenses normally covered By BMHA as part of their programs and programming, including but not limited to ice time, team fees, referee fees, bussing (playoffs) jerseys, etc. These funds are for specialized projects, programs, and activities which will promote, grow and develop female hockey and female hockey players.
3. The funds shall be under the management of a steering committee which will consist of the Female Director, President and / or Vice President and one other member of the board or other person appointed by the Board. Requests for use of funds will be presented to the steering committee for approval.
4. The steering committee shall set rules for the qualifications of appropriate qualifying activities.
5. The steering committee shall be entitled to recommend investment of the funds and set a maximum annual withdrawal for the female funds with a goal to ensure that the funds are not exhausted.

C. Team Finances:

1. Representative teams and any other team playing in an out-of-town league may set up a committee which Shall have the power to raise additional funds. Fundraising activities must be approved by the Vice-President prior to the start of the fundraising campaign
2. The Board may, upon written request, grant a team permission to raise money to cover travel and tournament costs.
3. The Division Director may grant permission for Development Teams to assess a parent levy to help defray incidental costs. The details and amounts will be decided at a meeting of Coaches, Manager and team parents.
4. Managers of a team involved in raising money must present an itemized budget, in the prescribed form, to the Vice President and Treasurer by November 30. Guidelines for income and expenditures may be established and monitored by the Board throughout the year, and is subject to audit by the Board at any time.
5. As soon as possible after the hockey season is over, all Managers of teams which have raised money Shall present the Vice-President and Treasurer with a complete financial statement on the prescribed form.
6. Any funds in the accounts of any teams after June 15 of each year Shall be transferred to BMHA General Account.

## **BYLAW THIRTEEN- BMHA TOURNAMENTS**

### **A. Organization:**

1. The Board will set the dates for the next season's tournaments each spring, after consulting with the Directors involved. Under the direction of Division directors, Coaches and Managers will appoint parents to serve on Tournament Committee. Committee should be assembled at first parent meeting.
2. All tournaments must be sanctioned by HS
3. All costs for tournaments (e.g., ice, officials, advertisement) must be paid by the sponsoring teams, except where otherwise authorized by the Board.

### **B. Profits:**

1. Each tournament committee will provide the Board with an accounting of all tournament expenses and revenue in the prescribed form (if any) within Four weeks of the tournament. Invoices and receipts must also be provided.
2. BMHA tournament profits may, upon written request, be split amongst the sponsoring teams in a manner approved by the Board. Such approval may be done by email.

### **C. Rules :**

1. Tournament committees Shall establish and clearly identify all game rules provided they do not conflict with Hockey Canada and HS rules and regulations.

## **BYLAW FOURTEEN - CONDUCT AT BMHA EVENTS**

- A. BMHA does not tolerate any abuse of game officials, players or coaches.
- B. Coaches, Players, Officials, Parents and all other individuals must, at all times, conduct themselves in an appropriate manner at all events.
- C. Any Board Member may remove an individual from a BMHA event as a result of any abusive behavior, excessive profanity, drunkenness, or other unseemly conduct and Shall report same to the Board.
- D. BMHA Shall enforce the HS social media policy contained in HS regulation Breach of this policy will result in referral to HS and the BMHA discipline committee.

## **BYLAW FIFTEEN – VOLUNTEER SCREENING / CRIMINAL RECORDS CHECK POLICY**



A. Definitions:

"Volunteer" shall include

- i) all members of the Board of the Association;
- ii) all registered team officials, including but not limited to coaches, assistant coaches, trainers, and managers;
- iii) any others who, through their duties on behalf of the Association, may work directly with children and adolescents;

- B. All Volunteers with the Association shall annually complete and provide a volunteer screening disclosure form, in such format as approved by the Board of Directors.
- C. All Volunteers with the Association are responsible for providing a current Criminal Occurrence Security Check (COSC) that has provided the Police consent to do a search within the vulnerable sector (dealing with minors), no later than November 30.
- D. The Association shall make available to all Volunteers, an authorization letter from the Association confirming that the COSC is required by the Association, for volunteer positions and that any associated fees will not be reimbursed (in order to ensure the applicant is charged the non-profit / amateur sports sector rate).
- E. Any and all fees associated with obtaining a COSC shall be the responsibility of the Volunteer.
- F. Volunteers are only required to complete one (1) COSC regardless of the number of volunteer positions held and not one for each volunteer position.
- G. Each COSC shall be placed on a file in the BMHA office and shall be valid for three (3) years, after which a new COSC must be submitted.
- H. Any Volunteer away from the Association for more than one (1) year is required to complete and submit a new COSC.
- I. If a Volunteer provides falsified or misleading information, they will immediately be removed from their position(s) and may be subject to further discipline in accordance with the Association Constitution and Bylaws.
- J. If any Volunteer,
- I. is charged with,
  - II. subsequently receives a conviction for, and/or
  - III. is found guilty of an offense,
- they will report this circumstances immediately to the Vice-President of the Association. Failure to do so may result in suspension and may be subject to further discipline in accordance with the Association Constitution and Bylaws.

- K. Any Volunteer who does not submit their COSC letter and/or their volunteer screening disclosure form to BMHA by October 15, will be removed from their position(s), until rectified.
- L. Use of COSC and volunteer screening disclosure information:
  - I. The Vice-President shall review all COSC documents and volunteer screening disclosure forms submitted to BMHA as required by this Bylaw.
  - II. In the event that an individual's COSC contains positive indicator regarding vulnerable sector screening, such individual shall not be permitted to be a team official or parent volunteer and shall not be permitted to enter any changing areas.
  - III. In the event an individual's COSC and/or and volunteer screening disclosure form contains a prior criminal history, this shall be reviewed by the Vice President and, in instances of concerning entries, shall be referred to the Board for a decision regarding the individual's participation.

Volunteer Screening Disclosure Form: Available Upon Request

#### **BY-LAW SIXTEEN - DISTRIBUTION OF BY-LAWS AND ORIENTATION**

- A. Copies of by-laws will be kept current and posted on the BMHA website.
- B. As early as possible in each hockey season, the Board Shall arrange to meet with the Coaches, Assistant Coaches and Managers as a group. This meeting Shall be chaired by either the President or Vice President. The agenda for this meeting will include, but not necessarily be restricted to:
  - 1. Welcome and introductions of board;
  - 2. Discussion of the CHA rule book and the HS handbook;
  - 3. Discussion of BMHA Constitution and Bylaws;
  - 4. Discussion of particular rules and requirements;
  - 5. BMHA goals for the season and player and coach development;
  - 6. Question and answer period;