

# Proposed Amendments to the Policies and Guidelines of Battle River Minor Hockey Association (BRMHA)

For discussion and voting at the Oct. 7, 2025 Fall General Meeting

Click [here](#) to view/download BRMHA's current Policies and Guidelines.

The following sections are proposed for amendment:

## 2.0 Registration

All players belonging to BRMHA **must be** registered **prior** to going on the ice. On-line registration will be utilized as the primary registration format for players. Regular registration is held online at [www.battlerivermha.ca](http://www.battlerivermha.ca)  
~~<http://www.battleriverknightsminorhockey.com>~~

Any local player wanting to try-out for a AA or AAA team must first complete a Notice to Tryout Form, as required by Hockey Alberta regulations.

~~Any local player wanting to try-out for another association must have a Permission to Try-Out Form (this is depending on Hockey Alberta Rules) and the form can be obtained from the Hockey Alberta website. If the player is successful in making the team, a request will come electronically through the HCR for a release which will be reviewed by the BRMHA President.~~

## 3.0 Team Personnel (Updated April 11, 2024)

Upon selection to any of the below described Team Personnel positions, each member must provide a Vulnerable Sector Check to the Registrar or upload your information on to your own Hockey Alberta Portal by November 1<sup>st</sup> of each hockey season. The Vulnerable Sector Check will be valid for up to three years. ~~The Vulnerable Sector Check must be filed with Battle River Minor Hockey Association before any participation with the team of the current hockey season.~~ Failure to file the document will result in the Team Personnel who is not compliant to be removed from any team activities until compliance has been met. Any faults will be dealt with by the Executive regarding status for the upcoming season's positions. ~~A decision was made that~~ 3 members of the same household cannot hold the positions of Director, Head Coach and ~~Manager~~

Manager

### 3.1 Coaches

a) Application and selection process:

Applications are accepted on an annual basis by the BRMHA from individuals that are interested in coaching a BRMHA registered hockey team. Application forms may be obtained from the BRMHA ~~and emailed to~~ [website](mailto:brkminorhockey@gmail.com). ~~brkminorhockey@gmail.com~~. Prospective coaches may be asked to attend an interview session with a Coach Selection Committee. **Deadline for applications is September 1<sup>st</sup> of each hockey season to allow for an earlier tiering process.**

b) Coach Selection:

See attached Schedule "A"

c) Coaches Code of Conduct:

See attached Schedule "C"

d) Head Coach Responsibilities:

Complete all Head Coach education qualifications as required by Hockey Canada and Hockey Alberta, by the deadlines set by those organizations. Failure to achieve these qualifications will result in the coach being removed from the team's Hockey Canada Roster.

- ~~Complete all courses that are required by Hockey Canada and Hockey Alberta by November 1 or they won't be able to participate in team functions;~~
- Follow BRMHA policies,:
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;

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- Develop and administer all team rules;
  - Report to BRMHA as required;
  - Ensure that all players are properly and fully equipped when practicing and/or playing games;
  - **Show respect to all players, parents, competitors and on-ice/off-ice officials, and to encourage all those associated with your team to act in a similar fashion;**
  - Be a positive role model for all those you encounter;
  - Comply with the Coaches Code of Conduct.

e) Assistant Coach Responsibilities:

Complete all Assistant Coach education qualifications as required by Hockey Canada and Hockey Alberta, by the deadlines set by those organizations. Failure to achieve these qualifications will result in the coach being removed from the team's Hockey Canada Roster.

the same coach education requirements as Head Coach.

- Encouraged to complete ~~all courses required for coaching by Hockey Canada and Hockey Alberta by November 1 or they won't be able to participate in team functions;~~
- Follow BRMHA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Assist the coach to develop and administer all team rules;
- Report to BRMHA as required;
- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- **Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;**
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

### 3.2 Team Managers

Application and selection process is done by the VPs and Division Director (barring conflict of interest) based on previous experiences. Applications are accepted on an annual basis by BRMHA from individuals that are interested in managing a BRMHA registered hockey team. Application forms may be obtained from the BRMHA website and ~~sent in~~ <sup>must be submitted</sup> by the deadline of September 1 ~~to be~~ <sup>emailed to [brkminorhockey@gmail.com](mailto:brkminorhockey@gmail.com)</sup>

a) Responsibilities:

- Organize the off-ice operations of the hockey team;
- Organize team fundraising initiatives;
- Deal with Ice Allocator to Schedule ice times

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- Ensure the team roster is correct once received from the BRMHA registrar;
  - Maintain a team file containing team roster, team jersey record, player information, player medical sheets, financial reports and league contact information;
  - Report to BRMHA as required;
  - Show respect to all players, parents, competitors, and on-ice/off-ice officials and to encourage all those associated with your team to act in a similar fashion;
  - Be a positive role model for all those you encounter;
  - Recommended to complete the Hockey Alberta online safety course;
  - Organize parent meetings and facilitate communication with players and parents. This responsibility cannot be over-emphasized. Hockey involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the hockey experience for all concerned
  - Get travel permits and sanction numbers for all non league games ~~from~~ <sup>as required by</sup> Hockey Alberta.
  - Manager needs to ensure all families are doing their fair share to maintain the team functionality. e.g. Schedule game workers
  - ~~Complete all courses that are required by Hockey Canada and Hockey Alberta by November 1 or they won't be able to participate in team functions; which includes the vulnerable sector check~~

Complete all courses as required by Hockey Canada and Hockey Alberta, by the deadlines set by those organizations. Failure to achieve these qualifications will result in the Manager being removed the team's Hockey Canada Roster.

### 3.4 On Ice Officials

a) Qualifications:

- Be 13<sup>12</sup> years of age or older by December 31<sup>st</sup> of the current season.
- Have successfully completed a Level 1 or higher Hockey Alberta Referee Clinic.
- Be capable of handling a specific level of hockey.
- Officiate games according to the rules.

## Schedule "A" Coach Selection

### Assistant Coach Selection:

Assistant coaches will be appointed by the VPs and Division Director in accordance with applications received and player placement. In the case that a sufficient number of applications are not received, the head coach may forward a recommendation for the position to the BRMHA Executive.

~~The bench will consist of 1 HC, 2 AC and 1 Manager that BRMHA will provide insurance, anything above that has to be forwarded to the BRMHA Executive for approval and cost will be incurred by the team.~~

BRMHA will pay the Hockey Alberta registration and insurance fees for four bench staff on each team's Hockey Canada Roster. The bench staff will consist of 1 Head Coach, 2 Assistant Coaches, and a Manager or a third Assistant Coach.

If a team wishes to have more than 4 bench staff on their Hockey Canada Roster, approval from the BRMHA Executive must be obtained, and the registration and insurance fees for each additional bench staff member will be incurred by the team.

## Schedule “F” Player Evaluation Procedure

### Affiliation:

Affiliation was created to assist the system by allowing teams relief when illness or injury occurs, not to increase the chance of winning with a “stacked” team.

~~This policy must follow Hockey Alberta affiliation rules and regulations as found on the Hockey Alberta website.~~ BRMHA will follow and adhere to Hockey Alberta's affiliation regulations and policies.

Any head coach requesting <sup>an affiliate</sup> a player from another team must first make a request to the affected head coach, then the player's parents, and finally the player. ~~Follow league protocol on affiliation.~~ Teams must also adhere to their League's affiliation policy and protocols.

The affiliation structure of BRMHA is submitted to Hockey Alberta by the BRMHA Registrar.

~~Females in main stream may affiliate to female teams or elite teams but can only affiliate to one team.~~

~~Males can affiliate to the following age group or elite teams, but can only affiliate to one team.~~

~~Further questions regarding affiliation should be directed to BRMHA.~~

- [Should these two sentences be moved to the previous section (Evaluations?)
- All Hybrid Evaluation Process are examples, discretion goes to the Executive of the BRMHA.
  - If there is no head coach with a locked player, team choice could go to evaluators or BRMHA Executive.

## Schedule “G” Complaint Management Policy

~~All complaints need to be sent to [BRKdiscipline@gmail.com](mailto:BRKdiscipline@gmail.com)~~

Duplicate info.

First paragraph of 'Complaint Management Process' on pg38 describes the process for submitting a formal complaint.

[end of proposed amendments]