

**BATTLE RIVER MINOR HOCKEY
ASSOCIATION**

POLICIES AND GUIDELINES

REVISION APRIL 2023

**BATTLE RIVER MINOR HOCKEY ASSOCIATION
POLICIES AND GUIDELINES**

APRIL 24, 2023

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Battle River Minor Hockey Association Policies and Guidelines

1.0 Program Outline

The Battle River Minor Hockey Association, hereinafter called “BRMHA”, is committed to providing its participants with a hockey program that improves physical and mental skills while providing a safe environment in which to learn and improve. Anyone interested in being involved as a player or team official with BRMHA must be registered with Hockey Canada.

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 <http://www.battleriverknightsminorhockey.com>

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.

2.1 Early Registration

Early registration will open on June 1 of every season and close July 31, if you register early you will pay regular dues, any players registered after July 31 will pay an additional \$50 on top of registration dues.

2.3 Registration Qualifications

All interested players are welcome in the BRMHA program provided that:

- They are properly registered in the Hockey Canada Registry;
- All applicable fees are paid.

2.4 Registration Fees (Updated September 2021)

Registration fees are calculated on a yearly basis by BRMHA as the amount of cost incurred by BRMHA to offer the program at the particular age level of the registrant. This registration fee is paid by all registrants at each level, and

represents the Hockey Canada and Hockey Alberta fees per registrant along with the basic number of ice sessions at each age level and the cost of the ice sessions.

Fees must be paid by the end of the day on November 1st of the registration year. Any Players fees that are not paid by the end of the day on November 1st will not be permitted to participate with team activities until fees have been paid or a payment arrangement has been made with the Treasurer in privacy. A 10% charge will be added on to any fees that are due after November 1st. Any families registering and paying for 3 or more kids from the same family will be entitled to a 15% discount off of the total fees.

2.5 Registration Refunds

Requests for registration refunds are to be in writing. Refund requests are only eligible for the current hockey season. Refunds are granted as per the following schedule:

- a) Refunds from the registration date and prior to the time that the player has participated in any on ice activity shall be 100% of the registration fee paid.
- b) Refunds after a player has begun participating or been registered in the Hockey Canada Registry will have a minimum of \$100.00 deducted for the BRMHA Administration Fee, Hockey Alberta Fees and the Hockey Canada Fees. In addition, a prorated refund amount will be calculated on the remainder based on participation. Participation will be based on the period of time from October to March for a total of 6 months. Participation will be calculated based on how many months or partial months (rounded to the next full month) were participated.
- c) President and Treasurer, in joint, are charged with the responsibility of using reasonable discretion with respect to portioned months, and have the authority to determine the final refund amount.
- d) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund.
- e) For players withdrawing as a result of personal injury, schedule b) would be applied.
- f) For players withdrawing as a result of a residential move outside of BRMHA boundaries, a written application along with proof of new residence will be required. Schedule b) would be applied. Prorating would be determined by the date that the written application is received.
- g) Any other registration refund requests will be reviewed on a case by case basis.

3.0 Team Personnel (Updated April 2023)

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 1st** 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.

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 brkminorhockey@gmail.com. Prospective coaches may be asked to attend an interview session with a Coach Selection Committee. **Deadline for applications is September 1st 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 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;
- 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:

- 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 by the deadline of September 1 to be emailed to brkminorhockey@gmail.com

a) Responsibilities:

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

3.3 Team Trainers/Safety Personnel

1. Responsibilities:

In an effort to reduce the number and severity of hockey injuries, Hockey Canada has instituted a Risk Management Initiative. An integral component of this Initiative is the involvement of a qualified trainer with every registered hockey team. The role of the trainer is to monitor the risk level, be prepared to access emergency assistance, and to ensure that in the event of an injury, the player is maintained in a safe state until emergency help arrives.

2. Training and Certification:

Each registered team requires a trainer who has completed an online safety course. It is also strongly recommended that the trainer has advanced training in First Aid, CPR, and AED devices. Trainers are recommended to assist in the care of minor injuries, monitoring facilities to maintain a safe environment, and to be prepared to summon medical aid. It is not expected that team trainers deal with serious injuries.

3. Injury Reporting:

In the event of injury to a player or any registered team personnel, please complete and submit a Hockey Canada Injury Report. Forms and directions can be found at the Hockey Canada website. *Note: all claims must go through the individual's own medical benefit plan before Hockey Canada will make any compensation.*

4. First Aid Kit:

Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. BRMHA provides each registered team with a first aid kit to use throughout the hockey season. It is the responsibility of each registered team to maintain the first aid kit and hand it in at the end of the season. A checklist will accommodate the kit.

5. Medical Information Sheets.

All registered minor hockey teams must carry up-to-date Medical Information Sheets. The information contained on the forms may be necessary in the event that emergency care is required. The information contained on these sheets is private and confidential and should be protected.

3.4 On Ice Officials

a) Qualifications:

- Be 13 years of age or older by December 31st 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.

b) Evaluation:

- BRMHA will maintain an On Ice Official reimbursement program that will help promote and improve the on ice officials that officiate for the association.
- Each On Ice Official must complete five regular season, playoff or provincial games to qualify for the BRMHA reimbursement program.

4.0 Players

All BRMHA players must abide by the Players Code of Conduct.

a) Players Code of Conduct:

See attached Schedule "D"

b) Co-Ed Dressing Rooms:

In the U7 & U11 age groups, both genders may change in the same room at the same time in the presence of two adults. Players of different genders in U13 age group and older are not to change in the same room at the same time and it is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities. There will be a female dressing room at both arenas for use at any time.

5.0 Parents

All parents of BRMHA players must abide by the Parents Code of Conduct.

- a) Parents Code of Conduct:
- b) See attached Schedule “E”

5.1 All HCR staff

All HCR Staff, including coaches, managers, directors, trainers, etc. **MUST** sign a form saying that they have read and understood the BRMHA policies and bylaws, this needs to be handed in by November 1.

6.0 Player Evaluation & Team Placement

Player evaluation can be one of the most difficult tasks for a Minor Hockey Association to handle. However, it can also be the foundation on which an association is built. In most cases these evaluations are used to place individual players onto teams. BRMHA hopes to encourage teamwork and fair and equal play by placing players of close skill sets onto teams.

The following are the Objectives of BRMHA during our evaluation and selection procedure:

- This procedure is put in place annually by the BRMHA executive to create a fair, open, and impartial assessment of a player’s total hockey skills during both the skating and scrimmage sessions;
- To ensure all players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during on-ice evaluations of the current year;
- To provide coaches with the opportunity and flexibility to build a team based in part on the evaluation procedure and on their own coaching philosophy and knowledge of players’ skills and attitude;

- Provide consistency and uniformity in the evaluation process so that both player and parent expectations are consistent from year to year. Evaluation packages will be set for each age group;
- Form teams to maintain balanced and competitive play where athletes can develop and participate equitably in a fun environment throughout the season;
- We recognize that it is very difficult to satisfy the expectations of all stakeholders in the evaluation process. Extraordinary unusual circumstances will be dealt with by the BRMHA executive.

6.1 Player Evaluation Procedure

See attached Schedule “F”

7.0 Fund-Raising and Financial Accountability

Fund-raising is an important financial aspect of the BRMHA program. BRMHA requires that all of its members participate in the association fund-raisers as directed by the Executive.

Each year as part of player registration each family shall commit to fundraising events. This commitment would include selling all tickets that support fundraising drives and other initiatives that are approved by the BRMHA Executive. This commitment shall be initiated by families by **issuing an undated \$400.00** fundraising bond cheque at the time of registration to guarantee this commitment. The BRMHA Treasurer shall hold these cheques uncashed for the season. Families may elect at time of registration to pay the fundraising bond versus participating in fundraising initiatives. The BRMHA Fundraising Coordinator is responsible for tracking all families that have made their fundraising commitments and reporting to the Executive. Those families who have not completed their fundraising commitment will have their fundraising commitment cheques cashed at the end of the season no later than April 30. The BRMHA Treasurer shall ensure that all families’ cheques are destroyed at the end of each season when they have completed their commitment.

BRMHA understands the need for team fund-raising and supports the efforts of our teams to provide their players with quality hockey experiences. Each age group will be provided with a team bank account for team use throughout the hockey season. Each team is required to leave the bank balance at the same amount at which they received it.

BRMHA makes the following requests of all teams that engage in fund-raising:

- Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team;
- Copies of these financial records must be made available to all parents monthly;
- BRMHA may request copies of these financial records.

a) Insurance Coverage:

All fund-raising activities ie. Bottle drives, etc. must be sanctioned through Hockey Alberta in order to have insurance coverage. Should an accident occur as part of an unregistered activity, the team officials are liable.

b) Canvassing of Local Businesses:

BRMHA requests that canvassing of our Business Community be kept to a minimum. Be sure to express your gratitude towards their donations.

It is expected that the revenues generated through team fund-raising are for the purpose of financing hockey experiences for the players.

c) Extra Fundraising Money in Bank Accounts (Created April 2023)

BRMHA requests that any money above and beyond that is not spent on team expenses such as tournaments, officials, travel expenses, anything not directly related to hockey expenses (e.g. team gifts) MUST be brought by proposal to the Executive by email brkminorhockey@gmail.com

7.1 Benevity Cheques (Created April 2023)

BRMHA appreciates any Benevity cheques that are applied for on behalf of the Association. For Audit purposes BRMHA has to keep record of how all Benevity monies are spent, because of this we request that all teams that are eligible for Benevity money will have to send in a written request for use of the funds. Once the request is received the Executive will decide if funds will be transferred to the requesting teams account. Examples of Benevity money usage that would be approved are: Tournament Fees, Ice Usage Fees, and Ref Costs, Equipment Purchases, Jersey Replacements, etc. All requests will be considered but not necessarily approved. All Benevity funds that stay in the BRK general bank account will be used for Equipment Purchases and/or Coach and Player Development.

Requests for Benevity Money should include:

- Written letter requesting what the money will be used for
- Any receipts that have been paid already
- Please send requests to brkminorhockey@gmail.com

8.0 Tournaments

BRMHA is supportive of involvement of our teams and players in the experience of tournament hockey.

BRMHA will provide the opportunity for all of our registered teams to host a tournament each year.

Any BRMHA registered team which desires to participate in an away tournament may do so providing that the following conditions are satisfied:

- All policies and guidelines for BRMHA are followed;
- The tournament has been officially sanctioned by Hockey Alberta;
- All necessary travel permits have been completed and filed;
- The involvement and support of players and parents has been received.

8.1 Provincial Tournaments

Any team selected to host Provincials will share the Ice time as close to 50/50 as possible between both arenas. Provincials will be a shared responsibility by the entire association with any monies generated going back into the BRMHA general account and or casino account. A Provincial Committee will be organized each year to apply for Provincials based upon team requests and the President's approval.

9.0 Travel (Updated September 2021)

Players who have a valid License are permitted to drive to practices and home games. Parents are requested to ensure that they drive or find a ride for players to all away games.

10.0 Zero Tolerance for Drugs and Alcohol, Tobacco and Vapping

No drugs or alcohol, tobacco and vapping are allowed at any BRMHA sanctioned event. This includes, but is not limited to, arenas, dressing rooms, player boxes, penalty boxes and buses.

11.0 Conduct Management

Over the past several years it has become increasingly apparent that participating in the game, whether as a player, coach, official, or spectator, has become less enjoyable. People are leaving the game for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials and players is increasingly more unacceptable, both on and off the ice.

BRMHA views our hockey program as providing support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. BRMHA views this program as a vehicle to assist these people to further these values and make the game even better and more enjoyable.

One could view the BRMHA hockey program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. BRMHA encourages the majority to confidently come forward with energy and support the hockey program to make our game even better for all those involved.

BRMHA defers to the Turning Point Policy and Procedures for Conduct Management.

11.1 Turning Point Policy and Procedures

See attached Schedule "G"

12.0 Ice Scheduling

The Ice Allocator will do all ice scheduling and will try to divide all practices and games 50/50 between the two arenas. It will be up to the Ice Allocator to use neighbouring ice arenas as needed. The Ice Allocator will be responsible to manage all budgeted ice hours.

12.1 Ice Cancellation Policy (Created April 2023)

There is a 24 hour ice cancellation policy. If ice is not cancelled in due time, the team will be charged accordingly. This is for ALL games and practices. To cancel tournaments it needs to be cancelled seven days before, to not incur the \$500 charge.

13.0 Apparel

BRMHA recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play, cost benefits for equipment purchase and a unifying influence for players, team officials and followers.

13.1 Team Jerseys

All team game jerseys are provided by BRMHA and remain the property of BRMHA, under the direction of the Equipment Director. The jerseys are to be used for all league, playoff and exhibition games, and not to be used for practices. All teams will have a volunteer Jersey Manager to look after all jerseys, all jerseys will be returned after each game to be washed and maintained accordingly.

Player name bars are not to be sewn over top of the sponsor's names or jersey numbers. Each team is responsible to clean jerseys throughout the year.

Inventory will be conducted and condition of each jersey will be recorded at the beginning and end of each hockey season. Any unnecessary damage to the jersey will be the responsibility of the team the jersey is assigned to and the team will be billed the replacement cost of the jersey.

13.2 Supplementary Clothing

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

14.0 Conflict of Interest Policy

It is in the best interest of Battle River Minor Hockey Association to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, and volunteers of the Battle River Minor Hockey Association identify situations that present potential conflicts of interest and to provide Battle River Minor Hockey Association with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Battle River Minor Hockey Associations operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
 - a. A director, officer, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Battle River Minor Hockey Association for goods or services.
 - b. A director, officer, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Battle River Minor Hockey Association and an entity in which the director, officer, or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
 - c. A director, officer, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Battle River Minor Hockey Association.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the association. All such circumstances should be disclosed to the board, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the association are not compromised by the personal interests of stakeholders in the association.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Battle River Minor Hockey Association.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, or member of the Board of Directors of Battle River Minor Hockey Association or a major donor to Battle River Minor Hockey Association or anyone else who is in a position of control over Battle River Minor Hockey Association who has a personal interest that is in conflict with the interests of Battle River Minor Hockey Association.

- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Material Financial Interest" in an entity with a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Battle River Minor Hockey Association is not a Contract or Transaction.

3. **Procedures.**

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that a Director or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member

of the Board of Directors of Battle River Minor Hockey Association has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

- f. Interested Persons who are not members of the Board of Directors of Battle River Minor Hockey Association, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Battle River Minor Hockey Association's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Battle River Minor Hockey Association. Furthermore, directors, officers, and volunteers shall not disclose or use information relating to the business of Battle River Minor Hockey Association for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
5. **Review of policy.**
 - a. Each director, officer, and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 - b. Annually each director, officer, and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which she/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another non-profit organization, or ownership of a business that might provide goods or services to Battle River Minor Hockey Association. Any such information regarding the business interests of a director, officer, or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
 - c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

15.0 Social Media Policy

1. Purpose

The purpose of this policy is to establish guidelines for the effective, appropriate and responsible use of Social Media and Social Networking sites and to ensure all teams and association personnel are aware that conduct deemed inappropriate may be subject to disciplinary action by BRMHA.

The policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, YouTube, Instagram, Snapchat, and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as texting or BBM.

The policy will be applicable to all members of BRMHA including Executive, Directors, Team Personnel, players and player's family members. BRMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. BRMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time everyone must be aware of the dangers social media and social networking can present.

2. Guidelines

- a) The BRMHA website (www.battleriverknightsminorhockey.com) will be the association's main website.
- b) Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgement at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in BRMHA, it is recommended that you receive permission for approval from BRMHA.

3. Violations

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator
- Weather harm, physical or otherwise, resulted from the violation
- The circumstances of the violation
- The effect the violation had upon its recipient, the recipient's family, the team, the association, or the community
- Any previous social media violation history

The following are examples of conduct through social media and networking mediums that are considered violations of the BRMHA Social Media Policy and may be subject to disciplinary action by the association.

- f. Any statement deemed to be publicly critical of the association officials or to the welfare of a team member, the association or an individual.
- g. Negative or derogatory comments about any of the team members, association, programs, players, on-ice and off-ice officials.
- h. Any form of bullying, harassment, intimidation or threats against players or officials.
- i. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use
 - Alcohol abuse
 - Public intoxication
 - Hazing
 - Sexual exploitation, etc.

4. Discipline

Battle River Minor Hockey Association will investigate reported violations of this policy in a manner set out by their Policies & Guidelines for other type of violations. If the investigation determines that a violation has occurred, the association will impose an appropriate penalty. Any appeal of the penalty will be dealt with as set out in the associations Policies & Guidelines for other types of violations.

16.0 Concussion and Other Injuries

1. Concussions

BRMHA adheres to the Hockey Canada concussion protocol that can be found here: <https://www.hockeycanada.ca/en-ca/hockey-programs/safety/concussions/concussion-toolbox>

If a concussion is suspected, treat it as if one has occurred. The Hockey Canada Injury Report is to be completed whether the injured party plans to file a claim or not. This report must be filled out within 90 days of the injury occurring, *Send to: Hockey Alberta, 100 College Blvd, P.O. Box 5005, Red Deer, AB T4N 5H5*. The form can be found here: https://www.hockeyalberta.ca/uploads/source/Forms/2016-17%20NEW%20LOGO/General/Injury_Report_Form.pdf

2. Other Injuries (not including concussion)

As a precaution, and to protect all parties, if a player sees a medical professional due to an injury a medical professionals note will be required to return to practice and game play. It is up to the parent and the team staff to ensure that this policy is adhered to.

17.0 Equipment Borrowing

A member family or outside organization may make a request to the executive to borrow equipment belonging to the Association. If the request is approved, a minimum \$250 deposit must be made and the equipment will be signed out by completing a form with the equipment manager which will include noting any damage and taking pictures.

Schedule "A" Coach Selection

Head Coach Selection:

As most coaching applicants restrict their head coach application to their child's team, head coach placement within a division cannot be established until placement of the child occurs. If no other nominations for head coach are received for a particular team, the head coach nomination will be reviewed by the VPs and respective Division Director for affirmation, provided that there are no deficiencies in the coaching application form and the skill of the nominated head coach is deemed appropriate for the level of hockey.

Where there are multiple nominations for head coach vying for the same team, the Division Director and VPs will discuss the situation with each nominee and come to an amicable agreement. If no such agreement can be established, the Head Coach Selection Criteria will be utilized to determine the head coaching position in contention. Once a Head Coach has been selected, all other applicants will be informed of their status by the BRMHA President in a timely fashion.

Head Coach Selection Criteria:

To ensure fairness and equality in the selection process, the following 6 key areas are examined for individuals competing for head coach positions. The key areas are examined and weighted to correlate with the guiding principles of BRMHA. Scoring Nominees on each key area is a collaborative effort by the VPs and the Division Director based on the Coaching Criteria form and Interview.

Examples of some questions are: Why do you want to coach this team? Have you ever had any conflicts with players or parents?

1. Coaching Credentials - weighting of 15
Rationale: Nominees applying for coaching positions should be recognized for ANY HOCKEY coaching certificates currently held and valid, in addition to any other coaching certificates (soccer, in-line hockey, lacrosse, etc.)
2. Coaching Progression - weighting of 10
Rationale: Recognition of skills a Nominee would gain while progressing through coaching divisions and positions attained.
3. Playing Experience - weighting of 10
Rationale: Nominees should be recognized for playing experience as Nominees participating in hockey and then going on to coach hockey have a unique insight into the game.
4. Coaching Philosophy - weighting of 20
Rationale: The Nominee's philosophy must emphasize skill development through fun for all levels of teams and must include team building through on-ice and off-

ice sessions and parent involvement; further, discipline must be a factor as chaos on the bench cannot be tolerated and must be addressed.

5. Coaching/Mentoring/Sports Psychology Training - weighting of 5
Rationale: A Nominee's commitment to coaching doesn't stop the moment the coach level certification is attained. The desire to understand how to communicate and understand the driving forces around motivation and the psychology of individuals participating in sports must be recognized through attendance of related conferences and seminars.
6. Coach Interview - weighting of 30
Rationale: Interviews will be conducted with the VPs and Division Director on the coach's philosophy, experience and overall development plans for the team.

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.

Schedule “B”

Executive & Operations Committee Code of Conduct

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

1. Endeavour to represent the broader interests of members and/or stakeholders
2. Seek to balance their contribution as both an advisor and learner.
3. Be honest with others and true to themselves
4. Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
5. Be willing to be a dissenting voice, endeavor to build on other director’s ideas, offer alternative points of view as options to be considered and invite others to do so too.
6. On important issues, be balanced in one’s effort to understand other board members and to make oneself understood.
7. Once a board decision is made, support the decision even if one’s own view is a minority one.
8. Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with “one voice”.
9. Respect the confidentiality of information on sensitive issues, especially in personnel matters.
10. Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
11. Disclose one’s involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
12. Refrain from giving direction, as an individual board member, to the executive director or any member of staff.
13. Refrain from investigating or discussing the executive director’s performance with staff members or stakeholders without board authorization
- 14. Abuse of the social media policy (photographs, videos or negative social media comments)**
15. In case of a complaint see Schedule “G” Complaint Management Policy

Schedule “C” Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of BRMHA and failure to do so could result in the loss of coaching privileges.
2. Make sure that our players understand and abide by the Players Code.
3. Be reasonable in your demands on the young player’s time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without rules, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
6. Develop team respect for the ability of the opponents, as well as for the judgement of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. **Player must obtain a letter from a medical professional authorizing play.**
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children.
10. Reinforce the “Team” concept.
11. Treat the players, officials, and parents as you would like to be treated.
12. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
13. Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
14. Coaches are responsible for supervision of team dressing rooms.
15. Drugs and alcohol, and nicotine (vaping) are not permitted at BRMHA sanctioned events.
16. **Abuse of the social media policy (photographs, videos or negative social media comments)**
17. In case of a complaint see Schedule “G” Complaint Management Policy

BRMHA Executive reserves the right to reinstate or revoke any BRMHA Suspensions depending on appropriate actions.

**Schedule “D”
Players Code of Conduct**

1. Players must supply all of their own equipment which must be C.S.A certified and in satisfactory condition. Registered teams in the U9 and U11 age groups will be provided with all goalie equipment and stick.
2. Must obey all team rules.
3. Must conduct themselves in a respectable manner at all times.
4. Must remain off the ice surface until flooding is complete and the ice surface has been fully prepared.
5. **The following WILL NOT be tolerated by BRMHA:**
 - **Abuse of referees;**
 - **Abuse of team officials;**
 - **Abuse of off-ice officials;**
 - **Abuse of team mates;**
 - **Abuse of facilities;**
 - **Abuse of uniforms and equipment;**
 - **Use of drugs, alcohol, tobacco or vaps at any function associated with BRMHA;**
 - **Swearing;**
 - **Disruptive behaviour**
 - **Derogatory comments about team members, players and on and off officials**
 - **Bullying, harassment, intimidation or threats against players or officials.**
 - **Abuse of the social media policy (photographs, videos or negative social media comments)**
 - **In case of a complaint see Schedule “G” Complaint Management Policy**

BRMHA Executive reserves the right to reinstate or revoke any BRMHA Suspensions depending on appropriate actions.

**Schedule “E”
Parents Code of Conduct**

1. Cooperate with coaches, managers, trainers, etc.
2. Help coaches and managers as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the team manager and then to the Executive of BRMHA through the formal complaint process.
3. Do your fair share with volunteering to help the team succeed on and off the ice.
4. Ensure that your child has proper and adequate equipment. Hockey is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the “Team” concept.
7. Take an active part in your child’s hockey experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travels with care, parents are expected to drive or find the player a ride to all away games.
10. Participate in the activities of your team and your minor hockey program. Volunteers are always needed and appreciated.
11. Help your children have fun in hockey.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child will be proud of.
14. Represent BRMHA with class and dignity.
15. Drugs and alcohol are not permitted at BRMHA sanctioned events.
- 16. Abuse of the social media policy (photographs, videos or negative social media comments)**
17. In case of a complaint see Schedule “G” Complaint Management Policy

BRMHA Executive reserves the right to reinstate or revoke any BRMHA Suspensions depending on appropriate actions.

Schedule “F” Player Evaluation Procedure

Evaluation by Position:

BRMHA evaluates by position for U13, U15 and U18. Players will be evaluated for the position indicated on their registration form. Players are not allowed to change position once evaluations have begun.

U7, U9 and U11 players will not be evaluated by position, with the exception of U11 goaltenders.

Grouping Players:

Players will be grouped randomly and vary in skill level for the evaluation skates. Players may be adjusted to balance out positions in each group for U13, U15 and U18 evaluations. BRMHA has the right to select the group numbers based on registered players and ice availability.

Player Movement:

Players will be moved according to their evaluation rankings following both skill & skating sessions, and redistributed to make groups of relatively uniform ability. As the players progress through the skill & skating sessions and scrimmages their ranking will be combined and will see players placed accordingly. This will allow for player movement based on performance.

Evaluators:

Evaluations for the U7 and U9 team will be done by evaluators selected by the Coaches VPs and split evenly.

Evaluations may be volunteers or independent paid evaluators. It is the goal of BRMHA that evaluators have as little connections or interest to the players on the ice.

The evaluation process will start approximately the week after the September long weekend and finalized within 2 weeks of the start date.

Coaches may have the option to have a coach's skate if so needed. If decided to have a coach skate they will not know the locked players until immediately before the skate. The coach will have the teams chosen before leaving the arena. The teams will be posted on the BRK website. If there is a conflict of interest the VP will be involved. If there is no head coach in place the evaluators will pick the rest of the team.

Evaluators must sit separate from parents and make their assessments independent of influence by other evaluators or parents.

Drills, Scrimmages, and Evaluation Criteria:

Players will be evaluated during separate ice sessions as follows:

- U7: 2 tune-up skates and 2 ice/scrimmage sessions
- U9: 2 skill & skating sessions and 2 scrimmage sessions
- U11: 2 skill & skating sessions and 2 scrimmage sessions
- U13: 1 skill & skating sessions and 2 scrimmage sessions
- U15: 1 skill & skating sessions and 2 scrimmage sessions
- U18: 1 skill & skating sessions and 2 scrimmage sessions

Players trying out in an age category will arrive at the evaluation ice time 30 minutes prior to their ice time to check in and be assigned a team and jersey. They will receive instructions, and information regarding the evaluation session at this time.

An evaluation criterion for players and goalies is attached as Appendix I and II. Evaluation practice plans will be set for each age group as per the Evaluation Package.

Team Selection:

BRMHA will place teams in the following league age categories
(subject to change, based on registrations received):

House League:

- U7.
- U9.

Central Alberta Hockey League:

- U11.
- U13.
- U15.
- U18.

East Central Alberta Female Hockey League

- U11.
- U13.
- U15.
- U18.

The number of players placed on each team will be determined by registration, but in consideration of the ideal team numbers below:

U7 - 12

U9 - 12

U11 - 15

U13 - 17

U15 - 17

U18 - 17

Hybrid Evaluation Process

Each team in U7 and U9 will see the players divided equally throughout the registered teams according to their ranking. These teams are determined during the evaluation process.

The top U11 team will see the top 8 evaluated skaters being protected on the roster. This is based on positions not being taken into account for U11. U13, U15 and U18 teams will be picked with the top 5 forwards, 3 defence, and 1 goalie being locked on the roster, as determined by players' evaluation.

Players will round out each Coach's Skate based on evaluation once the locked skaters have dropped down. This process and larger Coach's Skates provide coaches with additional choices for player selection and allow skaters who may have missed the previous "cut" to skate and earn a position on a higher team, with the guarantee of being locked on the team below. The top evaluated goalie is a lock. The next 2 goalies will compete for the remaining 1 goalie spot and the next forwards and defence will compete for the remaining forward and defence positions. This process will continue on and down through the teams until selections are complete.

BRMHA Directors and Executive reserve the right to adjust the size of Coach's Skates based on the rostered skaters required for each team and or division (Ex: 14/22, 15/23, 16/24, 17/25).

For players entering the program after evaluations have been completed, please refer to page 9 for full guidelines. These players do not qualify for any locked position.

For the purpose of team selection in the U13, U15 and U18 divisions, players should be listed by position (forward, defence or goaltender).

Forwards:

Forwards Team 1:

If choosing 9 forwards, the coach gets a list of the top 14 forwards. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 respectively. The coach then selects forwards for the team. The top 5 forwards based on evaluation are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 1 are now a lock on the team below.

Forwards Team 2:

If choosing 9 forwards, the coach gets a list of the top remaining 14. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 2 are now a lock on the team below.

Forwards Team 3

If choosing 9 forwards, the coach gets a list of the top remaining 14. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 3 are now a lock on the team below.

Forwards Team 4

If choosing 9 forwards, the coach gets a list of the top remaining 14 forwards. If choosing 10 or 11 forwards, then the list would contain the top 15 or 16 remaining forwards respectively. The coach then selects forwards for the team. The top 5 forwards on the list are a lock, and the remainder are chosen from the list. The 5 forwards remaining on the list not selected for Team 4 are now a lock on the team below.

This process continues until all teams in the division are selected.

Defence:

Defence Team 1:

The coach gets a list of the top 8 or 9 defence. The coach then selects defence for the team. The top 3 defence based on evaluation are a lock, and the remainder are chosen from the list. The 3 remaining on the list not selected for Team 1 are now a lock on the team below.

Defence Team 2:

The coach gets a list of the top remaining 8 or 9 defence. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 2 are now a lock on the team below.

Defence Team 3:

The coach gets a list of the top remaining 8 or 9 defence. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 3 are now a lock on the team below.

Defence Team 4:

The coach gets a list of the top remaining 8 or 9 defence. The coach then selects defence for the team. The top 3 defence on the list are a lock, and the remainder are chosen from the list. The 3 defence remaining on the list not selected for Team 4 are now a lock on the team below.

This process continues until all teams in the division are selected.

Goalies:**Goalies Team 1:**

The coach gets a list of the top 3 goalies. The coach then selects goalies for the team. The top goalie based on evaluation is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 1 is now a lock on the team below.

Goalies Team 2:

The coach gets a list of the top remaining 3 goalies. The coach then selects goalies for the team. The top goalie based on evaluation is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 2 is now a lock on the team below.

Goalies Team 3:

The coach gets a list of the top remaining 3 goalies. The coach then selects goalies for the team. The top goalie based on evaluation is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 3 is now a lock on the team below.

Goalies Team 4:

The coach gets a list of the top remaining 3 goalies. The coach then selects goalies for the team. The top goalie based on evaluation is a lock, and the final goalie is chosen from the list. The goalie remaining on the list not selected for Team 4 is now a lock on the team below.

** If a team is mandated to take only 1 goalie, then in this instance the coach will get a list of the next 2 goalies and must pick 1. There will be no lock in this instance. In certain situations goalies may be placed on teams in various orders due to limited numbers. For example: Team 1 - 2 goalies, Team 2 - 1 goalie, Team 3 - 2 goalies, Team 4 - 1 goalie

Team Selection Notification:

Players will be notified of the team for which team they have been selected and advised of their next ice time on the BRMHA website.

Notification of all players in a division will be done on a date to be determined by BRMHA, VPs, the Division Director and the coaches. For U13, U15, and U18

Players Entering Program after Evaluations:

The BRMHA Executive has determined the following procedure will be implemented for players entering BRMHA's hockey program after evaluations:

- Players entering the program after evaluations that are new to the community will be placed on a team in the middle of the age category to evaluate their skill level during several ice times and will then be moved to an appropriate team, assuming spots are available.
- A player who has been deemed unevaluated due to school, sickness, vacation, injury or otherwise, but can attend a selection skate may be added as an extra, not taking another player's spot. In this case the player never becomes an automatic lock and may skate until selected by a team.
- If a player enters or returns after team selections have been finalized, the player's placement will be at the sole discretion of the BRMHA Executive.
- Any player entering the program after evaluations does not qualify for any locked position.

Any questions or concerns regarding the Evaluation Procedure should be directed to the Executive of BRMHA.

Player Evaluation Criteria:

The key points that evaluators consider when watching players are as follows:

1. One of the most important factors an evaluator looks at is skating. Simply for the reason that you have to be able to skate to play the game and compete. Looking at skating involves a few different aspects, including acceleration, speed, mobility, agility, balance, stride, crossovers, acceleration of turns, quick feet, pivots, controlled skating and change of pace;
2. Other key points that factor into an evaluator's decision making are listed below. These key points are not listed in any specific order:
 - Passing: passing, receiving, passing choices, on backhand, unselfishness with puck, presenting a good target, receiving and retaining with control, touch passing;
 - Puck Control: heads up, smooth and quiet, good hands, protection, in small spaces, in traffic;
 - Shooting: power, accuracy, quick release, can shoot in motion, goal scorer, rebound control, variety of shots;
 - Positional Play: ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined;
 - Checking Concept: angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks.

Goalie Evaluation Criteria:

The key points that evaluator's look at when watching goalies are as follows:

1. Probably the most important factor an evaluator looks at is skating. Not in the sense of a player, but more for movements around, in and out of the net. Looking at skating involves a few different aspects, including angles, lateral movement (can the goalie get across the net fast enough and in position?) and good balance (strong on skates);
2. Other key points that factor into an evaluator's decision making are listed below. These key points are not listed in any specific order:
 - Positioning: reading the play and reacting accordingly, deciding when to stay on their feet or go down to stop a shot, not shying away from shots;
 - Rebounds: ability to stop the first shot, ability to control rebounds or react to them quickly enough;
 - Playing the Puck: showing they know when to play the puck and when to leave it for a player, knowing where to put the puck when they need to play it, knowing when to stop the play and get a whistle;
 - Work Ethic: possessing a constant work ethic throughout the entire camp – not just in games and not just when getting shots, doing extra “goalie stuff” in the corners when not getting shots.

Player Movement:

Any permanent player movement to a division other than that which their age dictates must be approved by BRMHA as per the Player Acceleration Policy or Overage Application Process.

This policy must follow Hockey Alberta player movement rules and regulations as found on the Hockey Alberta website.

Questions regarding the interpretation of this policy should be addressed to the BRMHA Executive.

Player Acceleration:

Players must be registered in their appropriate age category within BRMHA.

A letter of acceleration request must be submitted to the BRMHA Vice President for consideration by September 1st of playing year.

Acceleration will be considered based on evidence of exceptional abilities and references from the previous hockey year's head coach.

Once your application has been reviewed by BRMHA Executive, you will be notified of the decision by no later than September 15th. If you wish to appeal the decision a hearing will be set prior to the start of evaluations.

- a) Acceleration Criteria:

To accelerate, a player must be ranked in the top of their age category based on the following:

A U7 skater must evaluate in the top 5 on the top team in the next higher age category (U9), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (U9), otherwise the player will be returned to their appropriate age category.

A U9 skater must evaluate in the top 5 on the top team in the next higher age category (U11), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (U11), otherwise the player will be returned to their appropriate age category.

An U11 skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (U13) otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (U13), otherwise the player will be returned to their appropriate age category.

A U13 skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (U15), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (U15), otherwise the player will be returned to their appropriate age category.

A U15 skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category (U18), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (U18), otherwise the player will be returned to their appropriate age category.

For the Female Division an U13/U15 and U18 skater must evaluate as a top 3 forward or top 2 defence on the top team in the next higher age category, otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category, otherwise the player will be returned to their appropriate age category.

If a player begins evaluations in their appropriate age category and the BRMHA Executive and Division Director determine it is appropriate to move the player into the next higher age category for evaluation based on input from the evaluators, the above application procedure will be waived.

If an approved Acceleration Player is not ranked in the top 10 in their category after the first 2 evaluations they will be returned to their appropriate age division.

Additional registration costs due to the advancement are to be paid in full at the time of placement on a higher level team.

The BRMHA Executive may waive this procedure if required to accommodate special circumstances.

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.

Any **head coach** requesting 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.

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.

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

League Code of Conduct

As mandated by Hockey Canada and Hockey Alberta Risk Management Programs; all entities involved under the Hockey Alberta umbrella are required to have an official Code of Conduct Policy.

The BRMHA Code of Conduct Policy

The BRMHA must support the mandated requirements for a Code of Conduct policy and will support an environment that promotes acceptable conduct that highlights the importance of:

- Respect for participants in Hockey
- Respect for the game of Hockey
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Protection from harm
- Caring attitudes
- Freedom to enjoy,
- Opportunities to develop and flourish

It is mandatory that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, spectator or League Volunteer.

At any time an individual is considered to be displaying any forms of unacceptable behaviour, verbally or physically harassing and/or abusing any participant the Facility Staff or Home Team Manager are responsible for addressing and managing the situation to prevent escalation of the event. The intent is to calm all participants and avoid further issue with the situation. As per the BRMHA Policies and Regulations, those responsible for the facility may request the removal person(s) who do not exhibit acceptable behaviour regardless if they have received a warning or not.

The BRMHA Executive Committee will review all reported or submitted complaints of behaviour that is offensive in nature, to be a violation of this policy, not just as defined and listed below. Other actions that would be considered unacceptable under this policy that are any attempts intended to embarrass, slander, bully, harass, or which have the effect of creating a negative, hostile or uncomfortable environment at any BRMHA sanctioned event. Some of these are:

- Attempts of retaliation, threats or intimidation before, during or after any BRMHA sanctioned event
- Complaints to public venues or on the social media venues regarding issues being experienced in interactions with the League or Hockey Alberta
- Press releases or public statements to the media regarding issues being experienced in interactions with the League or Hockey Alberta

- Campaigning or protesting in any form before, during or after any BRMHA Sanctioned Game
- Any attempts to create an environment before, during or after any BRMHA Sanctioned Game that would incite any negative or hostile response, create uncomfortable atmospheres or distractions for any BRMHA Participant

At any time, any participant may document these types of incidents and request that their Association Leadership or their BRMHA Director submit the complaint as per the formal BRMHA Complaint Process.

The complaint will then follow the identified process for resolution as per that BRMHA Policy. At any time a criminal complaint and/or investigation is in progress, the BRMHA will not make any final judgements or decisions. Under these circumstances the BRMHA President may choose to indefinitely suspend all or some of those involved until the criminal matters have been resolved or other actions taken that the BRMHA Executive may find to be appropriate.

Please review the Hockey Canada and Hockey Alberta bylaws, policies, regulations and mandatory training programs for the specific definitions of these unacceptable behaviours.

Complaint Management Process

All complaints must be submitted using the BRMHA Complaint Form to the responsible BRMHA Volunteers as identified in the Bylaws, Policies or Game Regulations by the Member's BRMHA Director. It is also expected that the complaint also has the approval or support of their BRMHA President.

Upon receipt of a formal complaint identifying any of the behaviours targeted by this policy, the BRMHA Volunteer will confirm it has been properly completed and signed, they will immediately forward it to the BRMHA President, Past President and Vice President's.

While there are many routes of action potentially to be used to resolve the identified issue, the process will generally follow:

- A detailed review of the complaint and a request for a rebuttal to the situation from the alleged parties will be made and they will have 3 days to submit a response. The complaint will be entered into the Complaint and Incident Record Tracking spreadsheet for records purposes at that time as well.
- Once a review of the responses by the responsible BRMHA Vice President and BRMHA President is completed they will establish if any violation of this policy or the

BRMHA Bylaws, Policies or Game Regulations has happened.

- While the complaint is under review the BRMHA President may, due to the nature of the incident:

- Initiate an interim suspension of the individuals involved as per the BRMHA Bylaws Policies and Regulations.

- Initiate interim suspension of activities between the parties involved and their participants including but not limited to the individuals involved, their Teams or their member Associations to a level that satisfies the BRMHA President that no further conflict will take place until the complaint is resolved. During this suspension all other BRMHA Bylaws, Policies and Regulations will still apply regardless of the BRMHA Presidents ruling.

Sanctions and Disciplinary Actions

- If violations of this Policy or the BRMHA Bylaws, Policies or Game Regulations have been proven or identified, the responsible BRMHA Vice President and President may:

- Complete further investigation including requests for additional information as they feel are required. This may include creation of a Committee of three or more Directors or Executive Committee Members. They will be appointed by the BRMHA President to review, further investigate and then recommend actions taken based on their findings.

- Assess the specified penalty in whole or part to the parties named in the complaint

- Assess the specified penalty in whole or part to the party that forwarded the complaint if it is identified they also caused a violation of the BRMHA Bylaws, Policies or Game Regulations.

- Recommend and apply another resolution or penalty with the support of the majority of the BRMHA Executive Committee.

When making a final decision directing the appropriate disciplinary sanction, the BRMHA President and supporting Committee(s) shall consider factors such as:

- The nature of the harassment.
- If the harassment involved any physical contact.
- If the harassment was an isolated incident or part of an ongoing pattern.
- The nature of the relationship between the complainant and harasser.
- If the event was escalated to a criminal investigation by any entity.
- The age of the complainant.
- Whether the harasser had been involved in previous harassment incidents.
- Whether the harasser admitted responsibility and expressed a willingness to change.
- Whether the harasser retaliated against the complainant

The BRMHA President, with the support the Executive Committee and any sub-committee recommendations if appointed, will direct any disciplinary actions. Considerations may be given to the following options, individually or in combination, depending on the nature and severity of the incident:

- A Verbal apology
- A Written apology
- A Letter of reprimand that specifies a probationary period and required conditions
- A fine or levy
- Removal of certain individual or all privileges of membership
- Temporary suspension of membership
- Expulsion from membership
- Publication of the details of the sanction
- Any other sanction or disciplinary suspensions which the investigating Committees may deem appropriate

Failure to comply with any sanction as directed may result in the BRMHA Membership reviewing the incident and they may choose to make a motion to:

- Assign additional sanctions that will remain in place until such time as the sanction is fulfilled. Any appeals of these sanctions or rulings may be completed following the BRMHA Appeals Policy.

Once the final resolution of the complaint has been reviewed by the BRMHA Executive Committee; the complaint will be closed.

At that time the Records of the event will be forwarded to the BRMHA President to store in the Members folder and the records spreadsheet will be updated with the outcome of the complaint.

These records and any further documentation will be maintained indefinitely by the BRMHA President. After 3 years and if no further incidents happen relative to this complaint it can be removed from the BRMHA records with the authorization of the BRMHA Executive at that time.

All complaints need to be sent to BRKdiscipline@gmail.com