



# ***BEISEKER MINOR HOCKEY ASSOCIATION***

***Regulations***

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## Procedures

### Rules of Conduct - Please refer to the BMH Game and Conduct Management Plan

#### Beiseker Minor Hockey Association Philosophy

##### A. Game and Conduct Management Plan

1. The Beiseker Minor Hockey Association views the Game and Conduct Management Plan as support and confirmation to our many coaches, players, officials, parents, and volunteers who are in the majority, and who have always participated in the game, following the fundamental principles of respect, positive development, and fun. We see this program as a vehicle to assist them to further these values and make the game even better and more enjoyable.

##### B. Objectives of the Game and Conduct Management Plan

1. To provide a program that plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness. To promote acceptable conduct which provides:
  - Respect for other participants
  - Respect for the game of hockey
  - Protection from harm.
  - Development of ethical conduct towards others.
  - Notions of justice, fairness, equity.
  - Caring attitudes
  - Freedom to enjoy
2. It is a must that every participant abides by these principles. A participant is defined as (but not limited to) officials, parents, players, fans, team officials, volunteers, executive committee members. This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

##### C. Definition of "Unacceptable Behaviour"

1. An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (coach, player, official, or spectator). This would also include any actions considered offensive or inappropriate to a game participant. When there is a situation of "unacceptable behaviour", the responsibilities of BMHA coaches, players, officials, spectators and administrators are outlined below. The focus is on achieving the Game and Conduct Management Plan objectives. Confrontation should be avoided. Practice the "24 Hour Rule" and then report the incident, as it is an important step in attaining the programs objectives.

#### D. Providing an Incident Report

1. Rumours, innuendo and supposition will not be accepted by BMHA. Complainants not willing to present their observations/concerns in writing with their name provided will NOT receive standing. ALL those who do provide this, will receive a formal response. For the protection of all those involved, at minimum, two BMHA representatives should be present to hear/address a complaint.

### **Association Fundraising**

Fundraising Deposit amount is set at the season's end AGM; families are required to write a post-dated cheque for the fundraising amount. In order NOT to have fundraising cheques cashed by the end of the season the family is required to work to earn 5 fundraising points.

Points system

There are various times a family can earn their 5 points:

- 5pts Head Coach
- 5pts Team Manager
- 5pts Team Tournament Manager (one per team)
- 5pts BMH Board Member
- 5pts Parent Liaison
- 5pts Registrar (+paid position)
- 5pts Ref – Coordinator (+paid position)
- 5pts CAHL Director
- 5pts BMH CAHL Rep
- 5pts Data Entry Person
- 5pts BMH Equipment Manager
- 5pts Casino
- 2.5pts Assistant Coach (safety/trainer person)
- 2.5pts Teams Jersey Manager
- 2.5pts Rink set up (putting in ice, putting in lines, cleaning rink)
- 2.5pts Rink take down (removing ice, clean rink)
- 2.5pts per family Scorekeeping/Timekeeping (minimum 5 shifts Actually worked per team)
- List can be added to by BMH Board during season

### **Honorariums**

The following are paid positions within BMHA and will be compensated at the end of the season each year.

- Registrar - \$250.00
- Ice Scheduler - \$250.00
- Treasurer - \$600.00

- Referee Assignor - \$2.00 per game assigned

## **Releases**

- A. BMH will grant “Permission to try-out” for members who wish to try out at an “AA” or “AAA” level. If the BMH member makes a team at this level, a release will be granted. Releases requested for levels below “AA” would only be granted with special permission from the BMH executive.
- B. All Hockey Alberta rules and regarding player movement and releases will be followed.

## **Team Selection**

- A. If BMH has more than 22 members register at one age level, the teams will be tiered. A selection committee will be appointed consisting of two independent evaluators, BMH coach mentor and appointed head coach for the highest ranked team. The committee will conduct a suitable evaluation and report their choices to the BMH executive.
- B. If the members of the same family are involved in such try-out and are tiered at different levels, and wish to play together they will do so at the lower tier. Any member wishing to be on the team at the lower tier will notify the selection committee before the try-outs begin.
- C. Try-outs will be held as soon as the ice is in to get the teams and coaches assembled, and ready for league play.
- D. When numbers are below 22 skaters for U7-U13 division and 26 skaters for U15-U18 division, BMH will only have one team and will be capped at 17 skaters 2 goalies. Excess players will be moved to a different division or released.

## **Imported Players**

- Players from other associations that are seeking to play for BMHA will only be accepted after regular registration has ended and if there is a need for additional players. Players will be required to have a release from their home association to be considered for registration.
- All imported players approved for the season will be sent back to their home association at the end of the season.

## **Special Events**

- A. Trophies will be purchased and presented for teams that win a CAHL age division.
- B. Banners will be purchased and presented to any team that wins a provincial title.
- C. Teams advancing to a provincial Final Tournament will be awarded five hundred dollars by BMH to help compensate for travel and accommodations.

- D. Skills and hitting clinics will be supplied by BMH during the first week of ice time throughout the season. Members will be charged for such clinics if deemed necessary.
- E. All teams in BMH shall attempt to hold a tournament during the hockey season. Ice times for tournaments will be allocated at the Start Up meeting (first member meeting of season).

## **General Rules**

- A. Players are not permitted to drive to games without an adult present in case of medical emergencies.
- B. BMHA does not permit interference with the coaching staff during games or practices by parents. Coaches may be approached outside the activity sessions, should there be a need for discussion and only upon 24 hours after the completion of any game or practice.
- C. At no time is anyone permitted to enter the Referee Dressing Room, unless specifically invited by the Referee.
- D. Parents are responsible for the actions of their children, except while under the direction of the coaching staff. During away tournaments it is the responsibility of the parents to govern their own children and players. Team coaches and managers are ultimately responsible for the conduct of their players while in the dressing room and while on the ice.

## **Policies**

### **Social Media and Networking Policy**

- A. Introduction
  - 1. For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Snapchat, Facebook, Twitter, Instagram, and any other social media network that allows users to communicate online. The policy will be applicable to all members of the BMHA Community, including Directors, Teams, BMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.
  - 2. The BMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The BMHA also respects the right of all Teams and Association personnel to express their views publically. At the same time we must be aware of the dangers social media and networking can present.
  - 3. The purpose of this policy is to educate the BMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Hockey Association, League, and/or Hockey Alberta.

## B. Social Media Guidelines

1. The BMHA holds the entire BMHA Community who participate in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.
2. 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.
3. It should be recognized that social media comments are on the record and 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.
4. Refrain from divulging confidential information of a personal team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
5. Use your best judgement at all times - pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
6. If requested to participate in an online network, as a direct result of your affiliation with or participation in the BMHA, the BMHA recommends that you request approval from the Team or the Association.

## C. Social Media Violations

1. The following are examples of conduct through social media and networking mediums that are considered violations of the BMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or Hockey Alberta.
2. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
3. Divulging confidential information that may include, but is not limited to the following:
  - Player injuries
  - Game strategies
  - Any other matter of a sensitive nature to a member Team, the Association or an individual.
4. Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or BMHA staff, programs, stakeholders, players or any member of BMHA Team.
5. Any form of bullying, harassment or threats against players or officials.
6. Photographs, videos or comments promoting negative influences or criminal behaviour, including but not limited to:
  - drug use
  - alcohol abuse
  - public intoxication

- hazing
  - sexual exploitation, etc.
7. Online activity that contradicts the current policies of the BMHA or any of its member Associations.
  8. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the BMHA policies and regulations on these matters.
  9. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.
- D. Discipline
  - E. Beiseker Minor Hockey Association will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, BMHA will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in Beiseker Minor Hockey Association by-laws appeal process.
  - F. Summary
  - G. When using social media and networking mediums, the BMHA community should assume at all times they are representing the BMHA and/or its member Associations or Teams. All members of the BMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media.

## **Discipline Policy**

- A. All participants of BMH are required to conduct themselves according to the BMH Rules of Conduct and also according their individual Team Rules. Failure to abide by these rules will result in discipline.
- B. Coaches have the authority to discipline players on their team for not adhering to team rules. However, the disciplinary action must be conducted in a respectable manner and will not portray abuse or severe reprimanding.
- C. If a player continues to show disruption or continues to disobey the team rules, a hearing will be conducted between the BMH Coaching Committee, the player, the parents and the BMH Disciplinarian Directors. All decisions reached at this hearing will be considered final and could result in a minor disciplinary action, suspension or a recommended that the matter be brought forth to the BMH Board of Directors for their ruling.
- D. Any suspensions handed down by CAHL or Hockey Alberta will be reviewed by the BMH executive and further suspensions maybe added on.
- E. Alcohol or drug abuse is strictly prohibited. The use of alcohol or drugs, while engaged in a BMH games, tournaments and or activities associated with BMH, will result in indefinite player suspension.



- F. Continued disruption by that same player will result in releasing that player from any further involvement with the team or with BMH. Further, this release would be submitted without any refund of fees.
- G. The BMH Coaching Lead and Discipline Directors have the authority to discipline coaches, assistant coaches, managers or any other team officials. Dependent on the severity of the disciplinary action that may be required, the BMH Coaching Committee may call upon the assistance of the BMH Disciplinary Directors. The deemed Councils must conduct a complete investigation into any disciplinary matter regarding coaches, assistant coaches, managers or team officials. The findings and decisions of these investigations must be reported the BMH Board of Directors for final approval. The results could include the termination of a coach, assistant coach, manager or team official.
- H. Parents are obligated to follow all BMH Rules of Conduct and Team Rules. Failure to abide will result in a disciplinary decision as deemed appropriate by the BMH Disciplinary Committee.

## **Privacy Policy**

- A. Background
  - 1. Hockey Canada is the sole governing body for amateur hockey in Canada. In co-operation with thirteen Branches, local Hockey Associations, the Canadian Hockey League and Canadian Inter-University Sport, Hockey Canada operates Hockey Programming across Canada. Hockey Programming means making all arrangements for amateur hockey leagues, teams and games including choosing and training coaches and referees, deciding which players may participate at which level, establishing appropriate rules and regulations for amateur hockey. As part of their Hockey Programming activities, Hockey Canada and its aforementioned partners also take responsibility for determining if transfer regulations may apply, scouting, gauging the success of certain programs in order that might improve upon them, facilitating emergency contact, providing educational opportunities, career opportunities, research and to maintaining regular electronic updates/contact with participants.
- B. Purpose of this Policy
  - 1. Hockey Canada has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way that Hockey Canada, its Branches and the local Hockey Associations collect, use, retain, safeguard, disclose and dispose of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.
  - 2. This Policy describes the way that the Beiseker Minor Hockey Association will, subject to applicable legal requirements, adhere to all relevant federal and

provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. The Beiseker Minor Hockey Association will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to the Beiseker Minor Hockey Association web site.

### C. Accountability

1. The Beiseker Minor Hockey Association President will be responsible for all duties of a Privacy Officer but may delegate these responsibilities at their discretion. The President will either appoint a staff/volunteer person as the "Privacy Officer" or assign to another Association Member whose responsibilities will include those of the implementation and monitoring of the Beiseker Minor Hockey Association Privacy Policy. The Privacy Officer will be responsible for Beiseker Minor Hockey Association compliance with privacy principles. This person will also be responsible for responding to access requests in accordance with this Policy. The Privacy Officer will report to the President, or designate and the ultimate responsibility for Privacy issues will rest with the Beiseker Minor Hockey Association Board of Directors. The Privacy Officer may at his/her discretion enlist assistance from other staff/Board members and/or volunteers within the organization. This will not in any manner mitigate his/her responsibility for Privacy issues.

- The Privacy Officer's identity will be fully disclosed and publicly accessible to the Beiseker Minor Hockey Association members and the public in general. The Beiseker Minor Hockey Association Privacy Officer will be clearly identified in the Association Operations Handbook privacy policy section.
- The Beiseker Minor Hockey Association Privacy Officer will ensure that Beiseker Minor Hockey Association manages all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of the Beiseker Minor Hockey Association shall be contractually obligated to adhere to the standards of the Beiseker Minor Hockey Association.
- The Beiseker Minor Hockey Association will implement internal policies which will facilitate adherence to this Privacy Policy including but not limited to the following:
- Security measures at all levels designed to protect personal information in our possession.
- Implementing procedures designed to respond to complaints and/or inquiries.
- Staff/volunteer training in all facets of information management, including awareness of the Beiseker Minor Hockey Association Privacy

Policy and policies and procedures developed in accordance with the Policy.

2. Identifying Purposes, Type of Information Collected and Website

- The Beiseker Minor Hockey Association shall only collect the information reasonably necessary to conduct Hockey Programming. Access to our Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to Beiseker Minor Hockey Association compliance and/or adherence to the legislation in question shall be readily available and transparent. To obtain further information contact the Beiseker Minor Hockey Association Privacy Officer. The Beiseker Minor Hockey Association Privacy Officer as identified in the Operations Handbook and the Website.
- The Beiseker Minor Hockey Association collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming. Specifically:
  - A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations.
  - Historical information concerning past teams played for is collected in order to determine if any Beiseker Minor Hockey Association transfer regulations may apply.
  - Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
  - Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the Beiseker Minor Hockey Association residency regulations.
  - Educational information may be collected in order to ensure all Beiseker Minor Hockey Association residency regulations have been adhered to.
  - E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
  - Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
  - Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
  - Affiliates - Hockey Canada and its Branches and/or local Minor Hockey Associations have numerous organizations which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Canadian Inter-University Sport and provincial and local Branches, local Minor Hockey Associations, and leagues. Hockey Canada, its Branches and/or the Beiseker Minor Hockey

Associations may disclose the personal information described in paragraph 2.2 to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

3. The Beiseker Minor Hockey Association will endeavour through any Associations / leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at [www.hockeyalberta.ca](http://www.hockeyalberta.ca), or the local Beiseker Minor Hockey Association web site. We will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by the Beiseker Minor Hockey Association shall be maintained in accordance with the applicable Privacy Policy.
4. The Beiseker Minor Hockey Association will request individually permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by law.
5. The Beiseker Minor Hockey Association may also use information about an individual who accesses secure areas of [www.hockeyalberta.ca](http://www.hockeyalberta.ca), or other member Beiseker Minor Hockey Association web sites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed in paragraph 2.2]. All such personal information will be treated within the same parameters as other personal information collected by the Beiseker Minor Hockey Association through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. The Beiseker Minor Hockey Association may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

#### E. Consent

1. The Beiseker Minor Hockey Association will use the personal information for the uses specified above in section 2 and in Sections 3.2 and 3.3 below. By consenting to provide your information to the Beiseker Minor Hockey Association, you are deemed to consent to our use of the information for the purposes of Hockey Programming listed in Section 2 of this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.
2. In addition to using personal information for Hockey Programming purposes, the Beiseker Minor Hockey Association may from time to time wish to use member name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to Beiseker Minor Hockey Association's affiliated, leagues and other third parties who the Beiseker Minor Hockey Association believes provide services or goods that may be of interest to you. The Beiseker Minor Hockey Association and any such third parties may contact you to with promotions [or to provide further hockey specific

communications and Beiseker Minor Hockey Association information updates]. The Beiseker Minor Hockey Association will provide an opportunity for the member to consent to these opportunities during the registration process. If you consent but later wish to opt out of this use of information later, you may do so by contacting us as described at Section 3.4 below.

3. The Beiseker Minor Hockey Association recognizes that hockey by its nature is a contact sport and injuries are to a certain extent inherent in the game. We believe medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore we may request them. While our members and prospective members are under no obligation whatsoever to supply this information, and may refuse to do so without penalty, The Beiseker Minor Hockey Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
4. If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the Privacy Officer for the Beiseker Minor Hockey Association. We will do our best to accommodate your request in a timely fashion without diminishing the services we provide to you. We will explain to you the impact of your withdrawal on any services we provide to you.
5. The Beiseker Minor Hockey Association may collect personal information without consent where reasonable to do so and where permitted by law.

#### F. Limiting Collection

1. All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.
2. The Beiseker Minor Hockey Association shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.
3. The Beiseker Minor Hockey Association will not use any form of deception in gaining personal information from its members.

#### B. Limiting Use, Disclosure and Retention

1. Subject to applicable legislation, the Beiseker Minor Hockey Association shall limit use of personal information it collects to purposes that we have disclosed in Sections 2 (Identifying Purposes) and 3.2, Consent.
2. The Beiseker Minor Hockey Association shall maintain documents for certain periods of time dependent upon necessity. More specifically:
  - We will normally maintain registration data for a three-year period after an individual has left our programs in the event that an individual chooses to return to our programs after leaving.
  - Parental/family information will be normally maintained for a similar three-year period after a member has left our programs.
  - Affiliates - The Beiseker Minor Hockey Association has numerous organizations which offer hockey programs under the auspices of the Beiseker Minor Hockey Association. As explained above, the Beiseker

Minor Hockey Association may from time to time share information with these Branches, Associations and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

- The Beiseker Minor Hockey Association may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms, we will contractually commit them to treat your personal information consistent with the Privacy Policy of Beiseker Minor Hockey Association.
  - The Beiseker Minor Hockey Association may at some point be involved in the sale, merger, transfer or reorganization of its activities. We may disclose personal information to the other party in such a transaction. The Beiseker Minor Hockey Association will ensure that we contractually obligate the other party to treat this information in a manner consistent with our Privacy Policy.
  - The Beiseker Minor Hockey Association may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the Beiseker Minor Hockey Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
  - The Beiseker Minor Hockey Association may at its discretion release personal information for the purposes of collecting debts which may be owed to the Beiseker Minor Hockey Association.
3. Certain documents may be subject to legislated retention periods either federally or provincially and these will be respected at all times by the Beiseker Minor Hockey Association.

#### C. Accuracy

1. The Beiseker Minor Hockey Association shall strive to ensure to the extent it can that the information entrusted to us is maintained in an accurate manner. We shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.
2. The Beiseker Minor Hockey Association shall only update information in the event of a renewal or registration and/or an update.

#### D. Safeguards

1. Security safeguards have been implemented to ensure your personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.
2. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.

3. Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

#### E. Openness

1. The Beiseker Minor Hockey Association publicly discloses the methods by which we handle your personal information. This information is readily available through our Privacy Policy, on our web site or upon request by contacting the Beiseker Minor Hockey Association Privacy Officer at information identified on the Association website.
2. The information available includes:
  - The name address and phone number of the Beiseker Minor Hockey Association Privacy Officer.
  - The forms (if required) which you may use to access your information or change your information.
  - A description of the type of personal information held by the Beiseker Minor Hockey Association and our general uses thereof. This includes:
    - registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses
    - information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of the Beiseker Minor Hockey Association business contacts.
    - Information that may be made available to related organizations, Branches, Associations, leagues and/or third-party service providers, in accordance with the provisions of this Privacy Policy.

#### G. Individual Access

1. Subject to applicable legislation, upon request by the individual concerned the Beiseker Minor Hockey Association shall disclose whether or not it actually holds personal information on an individual. We shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
2. The Beiseker Minor Hockey Association may request sufficient information to confirm your identity before releasing your personal information to you.
3. Subject to applicable legislation, the Beiseker Minor Hockey Association shall endeavour to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of off-setting its expenses incurred in supplying the requested information. This information shall be provided in an understandable format, at the time you make a request.
4. Any inaccurate information that is brought to our attention shall be corrected by the Beiseker Minor Hockey Association as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

#### B. Challenging Compliance

1. The Beiseker Minor Hockey Association has in place procedures for the resolution of grievances in the administration of its Privacy Policy.
2. Upon receipt of a complaint the Beiseker Minor Hockey Association shall make available the complaint procedures which will be simple and easy to access.
3. The Beiseker Minor Hockey Association shall investigate all complaints. If the complaint is deemed justified the Beiseker Minor Hockey Association shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
4. All complaints shall be addressed to the Beiseker Minor Hockey Association Privacy Officer or the President as identified in the Policy and Procedure Handbook.



## Job Descriptions

### Equipment and Equipment Manager

- A. All equipment shall be the responsibility of the BMH Equipment Manager. All jerseys and equipment shall be obtained from the BMH Equipment Manager at the beginning of the season and returned in the proper condition. The Equipment Manager shall keep a detailed inventory to make sure that all equipment is returned at the end of the Hockey (BMH) season.
- B. Jersey Deposits will be cashed if both Jerseys are not handed into Team Equipment Manager at the end of the season. If Jersey is damaged more than reasonable wear and tear player will be charged for repairs or replacement.
- C. BMH colours shall be red and white. The logo shall be the one noted above. Any changing of colour or logo shall be done only with the permission of the BMH executive.
- D. Every team in our association will be supplied with two sets of jerseys. One set (white and red) will be the home, and one set (red and white) will be the away. Players will wear team jerseys provide by BMH during the hockey season.
- E. TEAM EQUIPMENT Managers will be responsible for the care of the jerseys during the hockey season. They will be collected after team tournaments, Christmas Break and at end of season for proper washing (see washing and drying instructions).
- F. Jerseys are for game use only. They will not be allowed for use at practices.
- G. BMH will supply a basic set of goalie equipment to all teams in the association. This does not include the helmet or face masks. One goalie stick per team will be supplied with a fifty – dollar maximum value.
- H. One puck bag containing 25 pucks will be given to each team.
- I. Members will be required to purchase and wear BMH hockey socks at all games. These will be made available through BMH.
- J. Jersey name bars will be a family's option. BMHA does not fund name bars.
- K. Any request for repairs or purchases of new equipment during the current hockey season shall be presented to the BMH executive for approval and then through the Equipment Manager.
- L. All players playing in a U13, U15 and U18 age games are encouraged to wear a mouth guard.

### Team Manager

- A. Position
  - 1. The person selected or assigned as Team Manager will act as the key administrative leader for the team and will be responsible for most or all of the administrative duties. Managers will be chosen by members of the board, manager mentor and the head coach. Also see CAHL website for list of duties that need to be performed for the season.
- B. Responsibilities
  - 1. Be attentive to the quantity of time that is required to perform this duty.

2. Work co-operatively with other team officials and with the players and parents.
  3. Become familiar and knowledgeable of all rules, regulations, policies and procedures of each governing body of hockey. This includes BMH, CAHL, Hockey Alberta and HC.
- C. General Duties
1. Prepare a player roster list that includes player's names, jersey numbers, phone numbers, names of parents and any other information deemed pertinent. Distribute copies of such rosters to all persons involved with your team.
  2. Arrange for all exhibition and tournament games.
  3. Prepare schedules and again, distribute copies to all persons involved with your team. Make necessary revisions to your schedule as required.
  4. Managers shall carry team roster, which includes Alberta Health Care numbers, family physicians, allergies etc., and always be aware of the locations of nearby hospitals.
  5. Obtain the necessary travel permits as required. Travel permits are required when playing teams outside of zone 6, unless the team outside of Zone 6 plays in your current league.
  6. Ensure any tournaments your team attends are sanctioned through Hockey Alberta.
  7. Notify the respective BMH Referee-in-Coordinator of any changes to your home ice times.
  8. Notify the respective BMH Ice Coordinator of any changes with the ice times allotted.

## **Parent Liaison**

- A. The head coach of each team will assign the position of parent liaison, which will be an individual deemed responsible and approachable.
- B. The object of the parent liaison program is to foster reasonable communication between coaches, players and parents within an individual team.
- C. If ever a situation arises whereby a parent is uncomfortable about communicating directly with a coach, that parent is to contact the parent liaison with his/her concerns. In turn, the parent liaison will act as an effective medium of communication between that parent and the coach.
- D. The parent liaison program does not eliminate the fact that parents can directly approach the coach.
- E. The parent liaison does NOT have control over the coaching policy of the team. They are only assigned to assist in avoiding serious problems that could develop between coach and player or coach and parent.
- F. The main purpose of the parent liaison program is to recognize complications evolving and effectively deal with them before a serious issue arises.

## Coach

### A. Objective

1. To provide each coach with a clear understanding of his/her responsibilities, including becoming the leader of the team and also becoming a development officer for the BMH Development Program.
2. The intent of the duties and responsibilities outlined below are offered as resources in assisting the coach to realize this objective.

### B. Roles

1. As LEADER, the coach is responsible for establishing an environment that allows each individual player to have fun, to understand the process of skill development, and to learn how to participate as a team member.
2. As TEACHER, the coach is responsible for assisting with the development of each player on and off the ice. Resource materials will be provided by BMH in the form of instruction manuals and through the organization of coach clinics, but are not limited to just those. Coaches may acquire resource materials through various other methods and BMH would encourage all coaches to gather as much information as they deem necessary. The role of TEACHER is the most important as it encompasses basic skills, discipline, positive attitude development, FAIR PLAY and the reinforcement of positive skill development for each player.
3. As ROLE MODEL, the coach is responsible for his/her personal conduct as well as that of the players and the remaining coaching staff.
4. As ORGANIZER, the Head Coach is responsible for preparing practice plans, developing practice materials, and ensuring all practice activity is documented. Allow the assistant coaches to be actively involved with the preparation of practice and ensure all players completely understand the practice drills.

### C. Acceptance

1. In accepting the role of coach, each individual must agree to follow any rule, regulation, policy or procedure set forth by BMH. Further, by agreeing to follow all rules and regulations of BMH, they are confirming that they will:
2. Accept constructive criticism and are willing to make efforts to improve their coaching ability.
3. Actively seek assistance in developing themselves and their team.
4. Utilize all resources made available to them through BMH Evaluation Committee and any other sources.
5. Dedicate them to a season of hockey and assist in making a contribution toward the development of hockey in Beiseker.
6. Must achieve the necessary certifications required by Hockey Alberta. They are to be present and on the bench at all games. There shall be no coaches on the benches that are not registered with Hockey Alberta.
7. CSA helmets are mandatory for all on-ice coaches and assistant coaches.
8. A BMH coach will be present and on the ice for all power skating practices.

### D. Resources

1. The BMH Coaching Lead will provide coaches with the necessary resource materials to assist them in working more effectively with the players. The BMH

Evaluation Committee will also provide on-ice assistance with practice planning and skill development when requested. Other resource material available to coaches will be in the form of instructional videos and clinics.

2. The BMH Coaching Lead in conjunction with the BMH Board of Directors will provide assistance and resolutions to all coaches dealing with player conflicts, parent conflicts or conflicts within the coaching staff.

#### E. Conduct and Behavior

1. Coaches will conduct themselves in a professional, courteous manner at all times. As a representative of BMH, coaches must ensure that they have control of their players, exhibit sportsmanship, and refrain from using excessive, abusive or profane language.
2. Coaches are not permitted to 'scream or yell' at players, opponents or officials in a negative manner.
3. Conduct of this behavior will not be accepted or tolerated by the BMH Board of Directors.
4. Coaches and assistant coaches will work jointly, ensuring that all players conduct themselves in a professional manner as well as exhibit sportsmanship and refrain from using excessive or profane language.

#### F. Skill Development

1. The success of a team should be measured by team and personal accomplishments, by the level of development that players are displaying and by the enjoyment that is achieved by the players - not by winning at all costs. Winning is merely the end result of a sound and comprehensive development program.
2. Teaching the basic skill of hockey is a fundamental task at all levels. The basics of skating, positioning, passing, shooting and puck handling are primary functions that each skater continually needs to develop. They do not end at the U13 or U15 level. Goaltenders require fundamental development in skating, passing, positioning, angles, balance, puck handling and rebounds. Coaches should continually strive to focus on the basic developmental elements for all positions and at all levels.
3. Aside from the key elements of basic skills, coaches are also responsible for the development of the fundamentals of team play. This can be much more than positioning, passing, finding the open ice, or taking the hit. Developing fundamentals can also include learning mutual respect among teammates, assisting the lower level players to achieve personal or higher goals and creating an environment that allows everyone to be satisfied with their achievements.
4. The measurement of success in creating a balanced team is recognized when:
  - Players are satisfied to be playing on that team.
  - Players have a mutual respect for their teammates, regardless of the skill ability.
  - Players understand that they have the right to offer an opinion, but first they are obligated to listen.
  - Players are able to share in victory or loss in a sportsmanlike manner.

## G. Safety

1. Safety of the players, both mentally and physically must be a coach's main priority while initiating and participating in activities.
2. Focus on promoting the individual self-worth of the player, sportsmanship from the team and concern for safety of the opponent.
3. As required by Hockey Alberta one member of the coaching staff from each team must be assigned as the 'Safety Trainer' and must have successfully completed the Canadian Hockey Safety Program. This person must be on the bench at all games. It is important that the trainer have as much knowledge and awareness as possible for situations related to overall safety, injury prevention, and emergency planning and dealing with injuries until professional medical assistance can be obtained.
4. Parents are ultimately responsible to ensure that their child's equipment is CHA approved, safe and undamaged. While on the ice, coaches are responsible to ensure that each player's equipment is safe and undamaged.
5. Coaches will be ultimately responsible to ensure that players will not engage in any activity that deems unsafe.

## H. Team Rules

1. Coaches are responsible for establishing team rules.
2. Team rules are established as a means of portraying internal rules to the players and to act as a guideline for dealing with disciplinary problems.

## I. BMH Team Rule Guidelines

1. Players are expected to arrive for practices or games no later than 30 minutes\* prior to the scheduled start time and must be completely dressed no later than 15 minutes\* prior to the scheduled start time. \*Times are BMH times, Teams can create agreed upon times for the season.
2. No parent will be allowed into the dressing room 15 minutes prior to start time or 15 minutes after any game or practice, unless invited into the room by the coach.
3. Players are expected to be attentive and work diligently at all practices and games.
4. Players must be afforded the opportunity to speak, but first they must listen.
5. No parent will interfere with the coaching staff during a practice or game, even though they do have the right to discuss player development and objectives with the coach. However, parents are asked to wait for 24 hours to elapse from the conclusion of the practice or game in order to allow for a 'cooling off' period ... and thus, the parent and coach interview can be conducted in a more calming atmosphere.
6. Parents may also seek the assistance of the parent liaison if they are uncomfortable speaking to the coach directly.
7. No coaches, managers or parents are permitted to enter the official's dressing room at any time, before or after any game, unless specifically invited by the head referee.

8. Dress codes are left at the discretion of individual teams, but BMH would encourage players to be neatly dressed when representing their team, association and town.
9. Players must make all possible efforts to inform their coach if they are going to be absent from a game or practice. It is only common courtesy to give as much notice as possible.
10. All players in all divisions should be afforded equal ice time regardless of their skill ability. However, equal ice time during games is contingent with regular attended practices and with conducting him/herself properly within the Rules of Conduct. Coaches may limit the game playing time for any player as a legitimate disciplinary measure and are allowed to make reasonable decisions at their discretion.
11. In the U13, U15 and U18 divisions, coaches are granted greater latitude to utilize players in accordance to how the competitive situation demands. However, these coaches are expected to be aware of the policy of FAIR PLAY in allowing each player reasonable opportunity for development and enjoyment. Coaches are reminded to exercise the use of their players with this in mind.
12. All players, parents and team officials must abide by any rules set forth by their individual teams.

Coach selection will be done by the coach mentor and members of the board of directors.

### **Coach Mentor**

- A. Assist with selection of coaches for all teams within BMH
- B. Facilitate coach introductory meeting at the beginning of the season
- C. Provide guidance in accordance with Hockey Canada Skills Development Model, provide assistance as required with teaching the skills to minor hockey players and coaches.
- D. Assist in practice plan development and on-ice instruction as needed
- E. Follow up evaluations on coaches and coaching staff during games and practices
- F. Assist in arranging coach certification clinics as required

### **Manager Mentor**

- A. Assist with selection of managers for all teams within BMH
- B. Facilitate manager introductory meeting at the beginning of the season.
- C. Provide managers with duties required for the entire season
- D. Provide ongoing guidance and assistance to managers during the course of the season.

### **Director**

- A. Attend all team meetings within your assigned level as a representative of the BMH board of directors.
- B. Communicate on an ongoing basis with coaches/managers within your assigned level and bring updates to the board.
- C. If issues or concerns arise within your level that are unable to be resolved by team staff (coaches/managers), directors are the first level of escalation