



# BIGGAR MINOR HOCKEY

*Updated October 2021*

1. BMH Policy Manual
2. BMH Constitution

# **BIGGAR MINOR HOCKEY**

## ***MISSION STATEMENT***

To promote, govern and organize hockey in Biggar, SK, allowing for all those interested in hockey to develop their skills while enjoying the game through competitive participation with an emphasis on the enhancement of good character, citizenship and sportsmanship.

# BIGGAR MINOR HOCKEY

## 1. Policy Manual

### 1. PURPOSE

The primary purpose of the Biggar Minor Hockey Association (BMH) is to provide any child regardless of status or ability, an equal opportunity to play hockey as a wholesome and healthful recreation under conditions which teach and promote the principals of good team play, citizenship, sportsmanship, pure competitiveness and fair play, in an effort to assist the individual child to obtain a healthier and happier life. This Policy and Procedure Manual is to provide assistance and direction to those who are responsible for the operating needs of the Biggar Minor Hockey Association. (Further *BMH*).

Fair Play: Does not change any rules of the game. Encourages all players to be as competitive as possible but within the rules of the game. It is introduced to promote SAFETY and RESPECT, and a positive environment in minor hockey for participants involved. Fair play does not apply if the participant does not put reasonable effort into showing up for practices, games, contributing a consistent and reasonable effort to team play, etc. If the participant is disrespectful on or off the ice, has a bad attitude towards the game or other participants.

All volunteers be familiar with the rules and policy of our Association, especially the **Codes of Conduct**. Efforts will continuously be made in order to assess, obtain and retain the best coaching and referee volunteers available. If at any time the information in this document is not clear, please contact a member of the Executive of BMH. This Policy and Procedure manual is designed as the reference source for all volunteers in our Association and it is imperative that by virtue all volunteers conduct themselves in an honorable manner.

### 2. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

The Executive of the BMH insists on a high standard of conduct from its coaches in dealing with other coaches, referees, and other officials, and in the image projected to participants and parents of the BMH. The coaches are an integral part of the BMH, and are expected to support the decisions of the Executive and abide by the BMH Policies and Code of Conduct.

It is recommended that coaches follow the Hockey Canada Development Program so that at each step the players have progressed and have been taught to the proper level.

The following is a list of items this Association expects from coaches. All Coaches, both Head and Assistance's must read these duties and responsibilities.

**All coaches and officials will be representatives of the BMH and will be approved by the Executive.**

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## 2.1 DUTIES AND RESPONSIBILITIES

### Head Coach

- Serve as the official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Plan on and off-ice activities in consultation with the assistant coach
- Organize parents meeting to inform them on the team's hockey season plan
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coach
- Coach the team in all games and practices
- Establish rules and discipline policy for the team and oversee the supervision of the players

### Assistant Coach

- Assist with player evaluation
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the games
- Assist with scouting and evaluation of opponents
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Report to the head coach

The following qualifications can be applied to both the Head Coach and the Assistant.

- **Coaches must meet SHA certification requirements for that age category (see SHA's Certification Requirements)**
- Certificates to be handed in to Registrar or have them download from online list
- All coaches and Assistant Coaches are to have their courses, by Dec. 15 or they will not be able to coach.
- Strong hockey background in playing, coaching, evaluating
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel, manager and other volunteers
- Ability to communicate on and off-ice requirements to players and parents
- Available to meet time requirements
- You can determine what level of certification you have by contacting the SHA office at 306-789-5101.

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## Team Managers

- To oversee, in conjunction with the head coach, all team functions and activities to ensure compliance of rules from Biggar Minor Hockey, the League, SHA and Hockey Canada and direct complaints or deviations to the proper authority.
- The team manager is selected by the head coach and approved by the BMH.
- No husband, wife, co-parent are permitted to head coach - manage together.
- Manager can only register one team registered with Biggar Minor Hockey.
- To attend or arrange for a representative to attend the league scheduling meeting.
- To arrange scheduling of exhibition, league and provincial games, in conjunction with coaches and rink managers, advising players, parents, rink managers, referees, linesmen and workers for the games.
- To arrange (through the Referee in Chief) to have qualified referees and linesmen for each home game.
- To arrange for game sheets to be completed and directed to the proper league commissioner or authority within 48 hours of the game, retaining copy for records.
- To communicate any changes to practice or game times and schedules to players, parents and rink managers as required.
- To ensure medical records of all players are completed and kept on hand with the team at all times, preferably with team first aid kit and copies of such kept on file.
- To ensure all registration of team players are complete, fees paid and communicate such to proper Minor Hockey Executive.
- To ensure proper qualifications of all coaches and officials are on record with Biggar Minor Hockey Association.
- To delegate or request volunteers to help or directly administer any of the above duties but is incumbent on the Manager to ensure compliance and completion.
- To arrange for provincial registration before penalty deadline of each year, submitting information of each player in the lineup and to have affiliated players registered. Information available at [www.sha.ca](http://www.sha.ca)
- Set up a basic team First Aid kit and make sure that it is available for all team activities. Be aware of emergency procedures at the home and away rinks, keeping handy, the phone numbers of the player's parents or guardians.
- Ensure that all the rules and policies of the BMH are carried out, and that any deviation from these is reported to the appropriate member of the Executive.
- Ensure that the collection and remittance of all money due to the BMH Treasurer is paid.
- Managers and Equipment Managers are to ensure through direct confirmation with the team coaching staff that all BMH property (such as goaltending equipment, pucks, pylons and sweaters and keys) is returned to the BMH Equipment Manager at the end of the playing season. It is preferred that all be asked to deal directly with the Equipment Manager as to avoid misunderstanding of the responsibility for equipment return.
- Ensure all out of town Refs/Officials are paid.
- To complete tracking sheet for all team income/expenses for the year and submit to the treasurer at year-end.

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## OTHER POSITIONS

### Ref In Chief

- This person will check in the Refs before and after each game.
- Is the person to help with conflict if and when needed.
- Brings forth issues to address to/with the board for the team.
- Reports back information from meetings to Coaches.
- Will be responsible for coordinating with the Recreation Dept. a local official's clinic.
- Make potential officials aware of established clinics in the area.
- Coordinate travel when necessary.
- Make the Association aware of persons involved in clinics and potential payment of expenses
- Provide a list of local registered officials to all teams and the association
- Obtain an officials registration book or list from S.H.A.

### Equipment Manager

- Will be responsible to the Association.
- Will be responsible for the identity, general maintenance, fair distribution and collection of all sport specific equipment owned and controlled by the Association.
- Must approve any equipment expenditure to be funded by the Association.

## 3. CODE OF CONDUCT

This code of conduct identifies the standard behavior that is expected of all BMH members and participants. This policy includes all players, guardians, parents, coaches, officials, volunteers, executive members, officers, committee members, team managers and trainers involved in BMH activities and events.

- BMH is committed to providing an environment in which all individuals are treated with respect.
- Members and participants of BMH shall conduct themselves at all times in a manner consistent with the values of BMH, which include fairness, integrity and mutual respect.
- During the course of all BMH activities and events, members shall avoid behavior, which brings BMH or the sport of hockey into disrepute.
- BMH members and participants shall at all times adhere to BMH policy and procedures, to rules and regulations governing BMH events and activities and to rules and regulations governing any competitions in which the member participates on behalf of BMH.
- Members of BMH shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse, will not be tolerated.
- Members, Coaches, and Parents will respect the Fair Play Policy of the BMH.

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## 4. DISCIPLINE POLICY

*(for instances that don't have specific disciplinary action listed elsewhere in Policy Manual ie. A&D, Bullying)*

The Executive shall have the power, by a vote of three fourths (3/4) of the Executive members present at a duly called Executive Meeting, may expel or suspend any member of the Executive from the position in Question on the basis that his/her conduct has been determined by the Board to be improper, unbecoming or likely to endanger the interests or reputation of the Association.

### 4.1 Code of Conduct Non-Compliance

- On first offence against the Code of Conduct, the person will first receive a "Reminder Letter" on the proper Codes of Conduct along with an explanation of their offensive behavior.
- On the second offence, the individual will be banned from BMH events for a period of 30 days
- Should a third offence occur, the individual will be banned from BMH events for the remainder of the hockey season

### 4.2 Suspensions

- A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the President and/or Executive of the BMH.
- The president shall be advised of all such suspensions immediately, which will in turn provide the information to BMH.
- Written notification of the suspension will be provided to the suspended individual by two Executive members of BMH.
- The Executive may suspend or expel any Player, Team Official or Executive by a vote of a majority for breaking any of BMH Policies, Rules and or Constitution.
- Length and Severity of Suspensions will be determined by the Executive
- Appeals regarding, being Expelled or Suspensions are to be sent to the President for furtherance to the Executive.

## 5. COMPLAINTS/CONCERNS

- If conflicts cannot be resolved, complaints about any BMH official including Coach, Manager etc. should first be addressed to the team's BMH Board Representative. The representative's responsibility is to deal with the parties fairly and efficiently
- A written communication to the Executive of BMH is required if the BMH Board Rep cannot resolve the issue.
- Fair Play concerns should be directed to the BMH Board Rep. The rep may also direct Fair Play related concerns to the Executive of the BMH.
- General concerns regarding the day to day operation of hockey should be addressed in the following way:

Parent>Coach/Manager>BMH Board Rep>BMH Executive>SHA (if required)

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## 5. FAIR PLAY POLICY

### 5.1 General Principles

In all of its activities, BMH emphasizes sporting and respectful behavior on the part of all participants, including players, coaches, officials and parents. The Association believes that the involvement of all these groups will make the experience of playing hockey an enjoyable and entertaining one for the players. The Association also recognizes that all participants contribute to the efficient functioning of the entire operation.

### 5.2 Coaching

The coach's role is to be a resource person, willing and able to assist each player to develop to the fullest extent of his/her ability. Coaches set an example for the players, by practicing co-operation, self-discipline and respect for officials and opponents.

### 5.3 Parents

Parents are encouraged to participate as supporters and assistants. Parents enhance the enjoyment of the players, and help further the aims of the organization by attending games and encouraging the players. Positive support of the players (and of coaches) is welcome and appreciated. Open criticism of players, coaches or officials should be avoided; it has the effect of lowering morale, and fostering negative attitudes and behavior on the part of players. If a parent has a concern about any aspect of the Association, or the operation of the league, he/she should preferably speak in the first instance to the coach, who will respond to the concern or direct the parent to the appropriate person in the organization. If the concern relates to the behavior of a coach, the parent may feel more comfortable contacting the appropriate team Minor Hockey Representative or BMH representative.

### 5.4 Players

Fair play and co-operation are to be encouraged at all times. Players should recognize that they are part of a team; they share in its successes and failures. The emphasis for players should be consistent with the philosophy of the organization as a whole; players are encouraged to develop hockey skills in an environment that is sporting and respectful of others.

### 5.5 Games

Part of the game is recognizing everyone on the team plays a role and all of the players or roles are required at different times depending on the requirements of the game situation. All players will be required during the game, it is important that players and coaches are aware of this and opportunities are utilized to equalize playing times when required over the course of a game or the season. It is understood that part of hockey is using players required to fill various roles at specific times, but overall ice time will balance out.

It is the philosophy of the BMH that an effort is made to provide all participants with fair ice time. This applies to all levels of play. We adhere to the philosophy that all participants are important.



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The only time that ice time may be withheld will be for disciplinary reasons (ie. being disrespectful, missing practices, not listening to coach etc). A player may be suspended for up to and including one game by the coach.

No win is more important than the self-image and the feeling of being an important and contributing member of a team. No one player is bigger or more important than the team and therefore not entitled to a greater amount of ice time. **YOU WIN AS A TEAM AND YOU LOSE AS A TEAM**

As coaches know, some parents are very concerned with winning and losing. This desire to win sometimes outweighs the issue of fair play and trying to develop players and goalies for our future teams

## 6. PLAYERS REGISTRATION

No player may participate in any of the BMH activities unless he/she is properly registered.

1. A completed registration form must be filed with the BMH Registrar and registration fees have been paid, or arrangements made for payment in accordance with the BMH policy.
2. All players intending to play hockey must register with the BMH. If BMH is not able to support a team for a specific age category, players who have registered will be granted a release from BMH. Players who **do not** register with BMH **will not** be granted a release until a fee of \$500 is paid to BMH. If your child is wishing to try out for AA or higher level of hockey, they must register first register with BMH and advise the board of their intent to try out.
3. **Registration could be rescinded if fees are not paid in full by November 1st of the current hockey season. \*\*Registration will be withheld until fees from previous year are paid**
4. Completed team lists on the appropriate required forms must be filed with registrar of BMH responsible for Registration, no later than **October 1st**
5. **Late Registrations** - will only be accepted by the Registrar of Biggar Minor Hockey and full (100%) payment will be required plus an extra \$100.00.
6. **If communities are splitting games and practices then you register with your own association.**
7. **For joint teams, registration fees are to be paid to your minor hockey association, the organizations will sort out the costs.**
8. **Managers are responsible for making sure that children with outstanding fees don't go on the ice.**

\*The Executive will set the annual registration date

\*The Executive will decide the final decision as to which league, division or team any child will play on

## 7. REFUND POLICY

- A refund of 75% of the full registration fee (less SHA insurance and power skating fees) paid shall be issued if a player quits prior to December 1<sup>st</sup>
- A refund of 50% of the full registration fee (less SHA insurance and power skating fees) paid shall be issued if a player quits prior to December 31<sup>st</sup>
- The SHA insurance fee is NON REFUNDABLE
- A formal letter requesting the refund must be provided to the Registrar within seven days of notification that the player has quit

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- There shall be NO refund issued if a player quits after December 31<sup>st</sup>
- The effective date for the refund shall be the date the Registrar has been informed in writing that the player has quit

### **8. BANK ACCOUNTS**

- BMH does not carry a balance of any more than \$ 45,000 from year to year. If at the end of the season the outstanding bills have been paid and the balance is over the \$ 45,000. Money above this amount can be credited to the returning BMH players for the next season if the Executive deems fit

### **9. FUNDRAISING**

- All major fundraising will be done by the organization as a whole. No fundraising will be done by individual teams unless a specific “AA” team is formed in Biggar, which allows a large amount of monies to be raised.
- Major raffle(s) have been used to raise monies for BMH and this should be continued, if possible
- Any monies required for extra tournaments (meaning over and above your one home tournament) can be paid for by profits from tournament. Anything over and above those profits will have to come out of the parents pockets
- For profits from fundraising at tournaments, see “11. Tournaments”

### **10. BOOKING ICE TIME**

- All practices and games not being used must be cancelled with the Rec Director. Once the ice time has been given back the manager is to make other teams aware that the ice time is now available for them to book through the Rec Director
- Practices and games should not be traded continuously between managers. All teams should have the opportunity to receive spare ice time

### **11. TOURNAMENTS**

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home, other areas of the province outside the province.

1. All tournament arrangements must be in accordance with all SHA, Hockey Canada and the BMH rules and regulations. Sponsored tournaments must be sanctioned by SHA.
2. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
3. Tournament requests will be dealt with at the first Executive in the fall.

When BMH hosts a tournament, the hosting team pays referees and ice rental. Tournament proceeds (including income from the 50/50, raffle table and entry fee) can be used to cover these costs. Teams should budget accordingly so that all costs are covered by tournament and not from Biggar Minor Hockey. Any

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remaining profit will go to the Team, but can only be used for other tournament entry fees. The funds left over at the end of the year are to be turned over to BMH.

## 12. SOCIAL MEDIA POLICY

### 12.1 Introduction

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

### 12.2 Social Media Guidelines

- BMH holds the entire membership and community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- 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.
- 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 telecommunications. You should conduct yourself in an appropriate and professional manner at all times.
- Refrain from divulging confidential information of a personal or 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.
- Use your best judgment 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 record.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in SHA or BMH, the SHA recommends that you request approval from the Team or the Association.

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## 12.3 Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the BMH Social Media and Networking Policy and may be subject to disciplinary action by the Team, League, SHA and or BMH.

- Any statement deemed to be publicly critical of Association Officials or detrimental to the welfare of a Team, the Association or an individual.
- Divulging confidential information that may include, but not limited to the following:
  - Player injuries;
  - Trades or other player movement;
  - Game strategies; or
  - Any other matter of sensitive nature to a Team, the Association or an individual.
- Negative or derogatory comments about any of the Team, League, SHA or BMH staff, programs, stakeholders, players or any member of BMH Team.
- Any form of bullying, harassment or threats against players or officials.
- 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.
- Online activity that contradicts the current policies of SHA or BMH.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the SHA and BMH policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

## 12.4 Discipline

The Team, League, SHA and or BMH will investigate reported violation(s) of this policy in the manner set out in the SHA Handbook for other types of violations. If the investigation determines that a violation has occurred, the Team, League, BMH and or the SHA Chairperson of the Division involved will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in BMH, League and or SHA Handbook for other types of suspensions.

## 12.5 Summary

When using social media and networking mediums, the BMH Members should assume at all times they are representing the BMH and or SHA. All members of the SHA community and BMH should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the BMH or SHA community be used in social media and networking with the individual, Team or Association Authorization, this is considered

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to be identity theft. Please notify the SHA Office immediately. Any use of player or team member's image or likeness without the written consent of BMH and or SHA is strictly prohibited.

## **13. BULLYING**

The Biggar Minor Hockey Association (BMH), as an active participant in the Saskatchewan Hockey Association and Hockey Canada, has adopted its own antibullying policy. We consider bullying to be behavior ranging from verbal teasing to physical aggression. It is our position that no amount of bullying is acceptable. Not all joking or horseplay is bullying, but when the intent or effect is to cause distress, repetition of such behavior is bullying and will not be tolerated.

Physical bullying can include but is not limited to; pushing, hitting, or kicking a person or interfering with their property. Verbal bullying is the use of words or gestures to hurt or humiliate another person, including name-calling, racial or derogatory insults and teasing. It is the responsibility of everyone to stop bullying. If you are being bullied, or know of someone being bullied, you must tell parents, a coach(s), manager or a member of the BMH Executive as soon as possible.

If a person involved in BMH (and this includes players, coaches, managers, parents and volunteers) has taken part in bullying behavior and depending on the severity and this is the first offence a warning will be given. If the behavior continues or a second offence takes place, that person may be subjected to sanctions such as suspension from BMH.

All incidents of Bullying will be referred to the BMH Executive Board for further investigation & action, which can include further warnings, discussions with parents, further suspensions or exclusions, ineligibility for tournaments and playoffs, up to removal from the team.

### **13.1 Statement of Intent**

We (BMH Executive) are committed to providing a caring, friendly and safe environment for all hockey participants so they can learn the game of hockey and the skills necessary to participate in the game in a fun, positive and secure atmosphere.

Bullying of any kind is unacceptable and will not be tolerated at or during any practice, game or other BMH sanctioned event associated with our hockey program. If bullying is reported to any parent or player, they should immediately report the incident to their respective coach, team mentor, or any BMH Executive Member who will ensure the complaint is investigated and dealt with promptly and effectively. We will promote a TELLING atmosphere. This means that anyone who knows that bullying is taking place is expected to report the incident, as indicated previously.

### **13.2 Definition of Bullying**

Bullying is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to a player, group of players and/or teammates, and which create a hostile or intimidating environment, or which negatively affects a player or player's performance. Bullying is harassment, intimidation by means of any gesture, any written, verbal or

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physical act, or any electronic communication, whether it be a single incident or a series of incidents that results in pain and distress to the victim. Bullying can be:

- Emotional- being unfriendly, excluding or intentionally ignoring someone
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures or other slurs
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic remarks or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumors, teasing, taunting or tormenting
- Any communication via internet, including but not limited to, use of social networking sites to send email, text messaging, internet chat room dialogue, video and any other communication by use of computer or cell phone

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect and feel comfortable in their environment. Players must be discouraged from bullying and BMH has the responsibility to respond promptly and effectively to issues of bullying.

### **13.3 Objectives of this Policy**

All players, parents, coaches and Association Board members should have a clear understanding of what bullying is. Coaches and Managers shall ensure that all players and parents are provided a copy of the BMH Anti-Bullying Policy and discuss the important points of the policy each year during the respective Parent/Coach Meeting. All players and parents should understand what they should do to report incidents involving bullying.

All coaches and Association Board members should be familiarized with the BMH Anti-Bullying Policy each year and be made aware of the procedures to follow when bullying is reported.

As an Association, we take bullying seriously. Players and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated at or during any practices, games or other BMH sanctioned events.

### **13.4 Signs and Symptoms**

A child may indicate he or she is being bullied through various signs and symptoms. While some children are prone to report bullying to their parents, coaches or adults, others will not, due to fear, intimidation or other factors. Coaches and parents should be aware of the following possible signs indicating that bullying may be taking place prompting them to investigate further and/or share their concerns with coaches or Association Board members:

If a child:

- is frightened or unwilling to attend practice
- doesn't care to associate with team members
- asks to be picked up promptly from practice
- changes their usual routine

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- feigns illness prior to practice or game time
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- begins to do poorly in school work
- comes home with missing or damage equipment or clothing
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **13.5 Player Education**

Coaches are encouraged to discuss the problems of bullying openly with their players in order to promote a “Telling Atmosphere”. Players should be encouraged to do the following to stop and discourage bullying tactics:

- Players should tell their parents.
- If a player is bullied at or during hockey practice/games, they should be encouraged to immediately tell their team coach. Telling is not tattling or “ratting” and the player should be reassured that no consequences will result to them for coming forward. If necessary, players should write down what happened, when it happened, and identify who bullied them.
- If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate. All other players but especially Team captains and assistant captains should be encouraged to intervene in any bullying situation.
- Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to their team coach.

### **13.6 Procedures for Parents, Coaches and Board Members**

- Parents should report bullying incidents to the team coach, team mentor, manager or any BMH Executive Board member. In cases of bullying, the coach, team mentor or board member who was contacted shall submit a written or verbal account outlining the reported bullying behavior to the BMH Executive Committee. If necessary and appropriate, police may be consulted.
- In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or team mentor to discuss the incident. In all cases, strict confidentiality shall be maintained.



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- The bullying behavior or threats of bullying must be investigated and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted immediately by the respective team coach, team mentor, or Executive Board Member and asked to meet to discuss the incident. Depending on the severity of the situation, the parents may be asked to meet with representatives of the BMH Board, as appointed by the President.

### 13.7 Consequences of Bullying

- In a first offense situation involving bullying, an attempt will be made to encourage the bully (bullies) to modify their behavior for their benefit, for the benefit of the person bullied and other team members. The bully (or bullies) will be asked to genuinely apologize to those players affected, including all team members. An attempt
- will be made by the coach, manager, or parent to reconcile the situation between the players (Age and level of maturity and or severity of offense must be considered).
- Other consequences or disciplinary alternatives to stop the bullying may also be considered by the BMH Board.
- If the bullying persists, disciplinary action against a player may be taken by the team coach and/or BMH Executive Board which may include, but are not limited to, immediate suspension from participation in the hockey practice or game(s) and all other BMH events for a period of time. The Board reserves the right to suspend or otherwise discipline any player for bullying in addition to any action taken by the coach. In severe cases, the Board reserves the right to prohibit further participation in the hockey program by any player deemed to be involved in the bullying of other players. After the incident/incidents have been investigated and dealt with, the situation will continue to be monitored by the respective team coach and player parents to ensure repeated bullying does not take place. Any and all incidents of bullying, whether first offense or other, deemed minor or severe, will be reported to the BMH Executive Committee or any BMH Board member immediately within 24 hours.

### 14. RELEASE OF PLAYERS

- Biggar Minor Hockey Association will **GRANT** releases to any player wanting to play a higher level of hockey, starting in PEEWEE AA etc
- Biggar Minor Hockey Association will **DENY all lateral releases** to any player unless approved by the majority of the Biggar Minor Hockey Executive.



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## 15. DRUG & ALCOHOL POLICY

### *i. Alcohol and Illegal Drug Use Definitions*

1. For this Drug and Alcohol policy, an “Individual in Authority” shall mean coach, manager or executive member.
2. For this Drug and Alcohol policy, a “BMHA Member” shall mean coach, manager or player.
3. For this Drug and Alcohol policy, a “Team Leader” means coaching staff and manager.

### *ii. Policy*

1. No person, regardless of age, who is a member of the BMHA shall attempt to play, coach, or otherwise participate in any on or off ice team activity held under the sanction of the BMHA if that person has consumed alcohol and/or drugs immediately prior to the activity, is under the influence of alcohol and/or drugs, or is deemed to be under the influence of alcohol and/or drugs immediately prior to or during the on or off ice activity by any individual(s) in authority
2. For the purpose of this policy, if prescription drugs alter or affect the judgment and or performance of any such BMHA Member, so that person may harm or have a negative impact towards the activity or function, the BHMA Member may not participate in such activities.

### *iii. Penalties*

1. Any BHMA Member who has or is deemed to have contravened this policy shall be suspended indefinitely from any BMHA activity (with immediate notification being provided to the parents/guardians in the case of a minor) and shall be required to leave the premises forthwith, except in the case of a minor who shall be provided adult supervision until such time as they are picked up by their parents (guardians) or another resolution is reached which is satisfactory to the Individual in Authority.
2. In the event a BMHA member has contravened this policy, the offending member shall be dealt with according to *Section iv: Discipline Procedure* (below).

### *iv. Discipline Procedure*

1. In the event a BMHA member has contravened or is deemed to have contravened this Drug and Alcohol policy, the Individual in Authority shall notify the Executive immediately and the offending member shall be dealt with according to the procedures described in this section.
2. The Individual in Authority shall notify the Executive of the policy breach in writing. The notification will include the names of any witnesses to the conduct complained of. Upon the Executive receiving notification from an Individual in Authority that a BHMA Member has contravened this Drug/Alcohol policy, the following procedure applies:
3. The BMHA executive shall, within 48hrs, provide written reasons to the offending individual and/or the individual’s guardian, for their suspension.

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- a. The Executive will appoint a Panel, consisting of three BMHA members. The members of the Panel shall be chosen to ensure they have no interest, personal or otherwise, in the outcome of the decision.
  - b. The Panel will review the complaint and determine the appropriate penalty to be imposed and notify the offending individual and/or guardian”.
  - c. The Panel will provide the member with a copy of the written complaint.
  - d. The Panel will set a date for a hearing, which shall be no later than 10 days after the receipt of the written notification.
  - e. The member whose conduct is the subject of the complaint will be given an opportunity to present his or her case at the hearing.
  - f. The Panel shall provide a decision in writing to the member and to the Executive no later than 3 days after the hearing. If the members of the Panel are unable to agree on their decision, they shall provide separate decisions and the majority decision will have effect.
4. Breaches of this Drug/Alcohol policy will be determined on a case-by-case basis. To assist the Panel in determining the appropriate penalty for a member who has contravened this Drug/Alcohol Policy, the Panel shall consider the following guidelines:
- a. Whether the conduct was a minor offence (some examples include: Team Leader or player attends BMH event smelling of alcohol, Member exhibits signs of intoxication including stumbling, glossy eyes, slurred speech, erratic behaviour).
    - i. A typical penalty for a First minor offence is 30-day suspension from BMH events
    - ii. A typical penalty for a Subsequent minor offence is indefinite suspension
  - b. Whether the conduct was a major offence (some examples include: a team leader is directly observed consuming drugs or alcohol prior to or during a BMH activity)
    - i. A typical penalty for a breach considered to be a major offence would be indefinite suspension.
  - c. Breaches of this Drug/Alcohol policy will be considered on a case-by-case basis. The Panel/Executive does not intend to impose penalties on parents (who are also BHMA Members under this Policy) taking part in off-ice activities where that person is consuming a minimal amount of alcohol in a respectful manner in social situations, such as drinking a beer at dinner with the team after a game.

### v. *Appeal Process*

1. If a BHMA member has been penalized in accordance with this Drug/Alcohol Policy, they will have the chance to review the situation with the Executive at date mutually agreed upon date.
2. If a BHMA member has been penalized in accordance with this Drug/Alcohol Policy and they wish to have the Panel’s decision reviewed, the following procedure will be followed:
  - a. A written request for review shall be delivered to the President of BHMA.
  - b. The request for review shall specify the basis on which the Executive/Panel’s decision is believed to be incorrect.
  - c. The request shall be placed on the agenda of the next regularly scheduled meeting of the Executive.
  - d. The Executive shall provide up to thirty minutes of meeting time for the person who requested the review to present his or her case.
  - e. The Executive shall give its final decision on the matter; if Executive members disagree, a majority vote shall be sufficient.

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- f. The decision of the Executive shall be final and binding on all parties.

## 16. OTHER RULES

- Players are to provide their own hockey equipment. The equipment must meet the CHA standards. Helmets are mandatory for Coaches and Players at practices.
- Coaches and players are to be on time for games and practices.
- Parents should not be in the dressing rooms ten (10) minutes prior to a game or during the game unless absolutely necessary.
- All parents are expected to participate and provide their share of travel for the team.
- Use of cell phones within dressing rooms are banned.
- Fines- BMH will pay the full amount and the coaches that were ineligible will be suspended until Biggar Minor Hockey is reimbursed.

### 12.1 SPECIAL RULES:

- Major, match and misconduct penalties will be monitored and if continued abuse of these infractions occur they will be reviewed by the BMH and possible action may be taken to correct the problem.
  - (\*\*These situations may be appealed by the player, coach or manager. The BMH may ask for a report from the player, coach or observer.)
- Game officials (referees, scorekeepers, goal judges, timers, etc) using profanity - such action will be reported to the Executive of the BMH. and dealt with appropriately.
- Referees are responsible to see that game sheets are filled out properly signed by both team coaches.
- Referees are responsible to report any major, match or misconduct penalty in writing to the Secretary of BMH. within forty eight (48) hours of the game.
- Participants guilty of unsportsmanlike conduct (swearing, fighting, obscene gestures, property damage, etc) while participating, traveling or observing a hockey game or practice may result in a suspension from the BMA
- Coaches and managers must follow the decisions of the BMH.
- Failure by any participant to follow the Rules, Regulations or directions of the BMH will be subject to discipline and will also be subject to the appeal process.
- We accept boys and girls from surrounding Towns and that they pay the same fees as Local Boys and Girls

## 17. TEAM LEADERSHIP CODE OF CONDUCT

The following Code of Conduct has been developed to aid coaches in demonstrating behavior which will aid their athletes in becoming well-rounded, self-confident and productive human beings. This Code of Conduct equally applies to other members of the "Team Leadership". It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

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## *i. Responsibilities*

Coaches have the responsibility to:

1. Treat everyone fairly regardless of gender, place of origin, color, or economic status.
2. Be reasonable, remembering that players have other interests and obligations.
3. Teach players to play fairly and to respect the rules, officials and opponents.
4. Remember that participants need a coach they can respect. Set a good example.
5. Refrain from consuming alcohol/drugs prior to and during BMHA activities. If a coach or other person of leadership contravenes the Drug/Alcohol Policy they will be dealt with according to the penalties under the Drug/Alcohol Policy.
6. Ensure that each team member gets equal instruction and a fair and honest chance to play.
7. Ensure that equipment and facilities are safe.
8. Consistently display high personal standards and project a favorable image of the sport and coaching.
9. Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
10. Respect the officials' decisions and encourage participants to do the same.
11. Refrain from use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
12. Treat opponents and officials with due respect. Show respect for the teams' opponents.
13. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
14. Foster regular and effective communications with the parent.
15. Notify a BMHA Executive member if an incident where a player displays an extreme attitude or behavior occurs.

## *ii. Penalties*

1. If the breach of the Team Leadership Code of Conduct has occurred off ice, the member will be given written confirmation of their suspension from the Executive. They will be suspended until the BMHA Executive review the infraction and choose the appropriate penalty.
2. If a member of BMHA contravenes the Team Leadership Code of Conduct the penalties may include:
  - Verbal warning
  - Written warning
  - Suspension for several games or weeks
  - Expulsion, or
  - A combination of the above

## **General Bylaws**

- i. Team colors for BMH will be black, yellow and white with black being the predominate color
- ii. Team officials, parents or players who find themselves in conflict situations should approach the Executive for resolution
- iii. All players will be expected to play with in their own age group. However, if an extenuating circumstance exists such as exceptional hockey ability of shortage of players, the team (s) involved must have approval from the Executive

# BIGGAR MINOR HOCKEY

## 2. Constitution

### ARTICLE I

#### GOAL:

The Association will provide a wholesome experience not only for the players participating, but also for coaches, managers, parents and officials. The main interest of the Association will be the players and providing them with the opportunity to develop their hockey skills. Decision by the Association shall be reasonable and shall take into consideration the feelings of the individuals as well as the team. Positive parent participation is also encouraged.

### ARTICLE II

#### OBJECTIVES:

1. It is the prerogative of players to have an equal opportunity to play, however, every individual playing must show an interest and the initiative to participate in scheduled events for hockey such as local hockey schools, practices, etc.
2. To promote and develop not only hockey skills but to encourage the development of physical, social, moral and mental conditions and attitudes in order that the individuals participating become well respected citizens in society.
3. To promote, encourage and govern the organization and operation of Minor Hockey in Biggar.
4. To cooperate and govern within the framework of Saskatchewan Hockey Association or any other association in which teams become involved. (Highway 14)
5. To promote cooperation, friendship, sportsmanship and leadership.

### ARTICLE III

#### NAME:

1. The name of the organization will be the Biggar Minor Hockey Association.
2. For brevity the letters BMH. will designate the association.
3. The association adopts the definition of an amateur as set forth in the S.H.A. handbook.

### ARTICLE IV

#### MEMBERSHIP:

1. All Minor Hockey teams in Biggar shall be a member of Biggar Minor Hockey Association.

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2. Players of BMH as well as their parents and legal guardians are considered members of the association.

### ARTICLE V

#### OFFICERS:

1. Seven Executive officers shall be elected annually at the Annual Meeting. Official positions will be filled at a board meeting immediately following the AGM.
2. Members of the Executive:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Other board members up to seven total

### ARTICLE VI

#### MEETINGS:

The president will act as chairperson of the meetings and will use generally accepted Parliamentary procedures to conduct the order of business.

#### Annual Meetings

1. Shall be held each year in April at a place designated by the Executive and publicly advertised
2. Quorum shall be 20 members
3. Voting privileges at Annual meetings will be extended to all members of BMH who are of legal voting age. Each member at the meeting shall be entitled to one vote
4. Order of Business:
  - a. Reading of the minutes of last annual meeting and any past special or general meeting
  - b. Business arising out of the minutes
  - c. Reports:
    - i. Treasurer
    - ii. Equipment Manager
    - iii. Referee in Chief
  - d. Correspondence
  - e. New Business
  - f. Adjournment
5. Amendments:
  - a. Amendments to this Constitution may be made by two thirds majority vote of the members at the Annual meeting
  - b. Request to amendments to the Constitution must be made in writing 30 days prior to the Annual meeting and submitted to the secretary of BMH.

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## Executive Meetings

1. At least one meeting will be held each month during hockey season
2. Quorum shall be half of the Executive
3. “Special Meetings” can be called at the discretion of the Executive (majority)
4. Twenty members of BMH may send in a written requisition that requires the Executive to call a “Special Meeting” of the Executive for the purpose stated in the requisition
5. Anyone in attendance at the meeting must vote on an issue that requires voting unless they are in a conflict of interest
6. If there are enough people on the Executive at a meeting for Quorum, then any vote requiring someone to leave the room because of a conflict will then be held with the remaining members and the majority decision will prevail

## ARTICLE VII

### SIGNING AUTHORITY:

1. Signing authority shall be the Treasurer, President and Vice-President

## ARTICLE VIII

### DUTIES OF OFFICERS:

1. President
  - a. Shall take office at the first board meeting following the AGM
  - b. Shall preside at all meetings of the association
  - c. Shall be *ex officio* to all committees
  - d. Shall prepare an agenda for all meetings
  - e. In case of tie vote shall cast the deciding vote
2. Vice President
  - a. To assume the duties of President whenever necessary (move up to President following end of Presidents term)
3. Secretary
  - a. Keep minutes of all meetings.
  - b. Notify members of date, time and place of meeting
  - c. Shall receive any correspondence on behalf of Executive and be responsible for filing same
  - d. Shall be responsible for circulation of information to members of the association
4. Treasurer
  - a. Maintain accurate financial records
  - b. Shall prepare a financial statement for the Annual meeting
5. Equipment Manager
  - a. Maintain an equipment inventory
  - b. Allot equipment where necessary

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- c. Inspect equipment and make recommendations to the Executive for necessary repair or purchase of uniforms or goaltender equipment
- d. Approach community service groups for equipment replacement when required
- e. Be a member of the BMH
- f. Shall ensure that Rules of the S.A.H. A. are adhered to at all times

### ARTICLE IX

#### COMMITTEES:

##### Executive Committee (Duties and Powers)

1. To control business of the BMH. between Annual meetings, authorize expenditures and have complete control of all players registered with the association according to Rules and Regulations of the BMH
2. To appoint coaches for each team taking into consideration past coaching staff and team manager recommendations
3. To suspend or expel any player, coach, manager or referee refusing to accept or obey the Rules of the BMH. or S.A.H.A
4. To re-admit by majority vote of the Executive any player, coach, manager or referee under suspension
5. To arrange and post schedules
6. To register all players under its control
7. To settle disputes and misunderstandings. Complaints will only be dealt with if a complaint is submitted in writing to the Secretary of the Association
8. To purchase uniforms and goalie equipment and maintain the same
9. To arrange ice time, in coordination with coaches and managers for the teams. Power to establish a written contract between BMH. and the parents of any hockey player registered
10. Create committees to look after day to day operations or special events. Examples include: Coaching for Mentorship, BMH Day, AGM, BMH Windup, Fundraising, Fee & Finance Committee
11. Put in place various procedures to ensure vision and mission are executed such as but not limited to: Affiliated Player Procedures, Partnership with other MH Organizations, Clinics, Coaching Plans
12. If at any time and member of the Executive finds themselves in the position of a conflict of interest regarding any issue, he or she shall abstain from voting as an Executive member on the issue