

# Governance Reference Guide

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## Bow Island Minor Hockey

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**This reference guide is not intended to be equal to or to supersede any governing bodies or the BIMHA Bylaws and is only intended to be used as a reference guide for the content within. Yearly review of this document is required by the BIMHA Board or a representative assigned by the BIMHA Board and all yearly revisions retained with the associated revision number for reference. The active Governance Reference Guide will be made available to all who shall request to view and the BIMHA shall have the Governance Reference Guide available, along with any supporting documents mentioned, on the active website for Bow Island Minor Hockey Association.**

**All copies of this Governance Reference Guide are considered Uncontrolled when printed.**

### 1.0 ASSOCIATION

The Bow Island Minor Hockey Association board will consist of:

Total of 9 - 11 members

5 Executive members: President, Vice President, Registrar, Secretary, Treasurer

No less than 4, and no more than 6 Officers.

\*For further information, please refer to the [BIMHA BYLAWS](#)

### 1.1 OUR VISION

Developing life skills through sport for today, tomorrow and the future

### 1.2 OUR MISSION

“To provide, all members, an opportunity to participate in a quality minor sports program that promotes life skills and positive values, through progressive leadership in a safe and enjoyable environment”

### 1.3 THE VALUES & BELIEFS OF BOW ISLAND MINOR HOCKEY ASSOCIATION

Bow Island Minor Hockey Association (BIMHA) is built upon the consistent values of respect, integrity and trust, which requires dedication, commitment and honesty, from all of our stakeholders, to be successful.

### 1.4 PURPOSE AND OBJECTIVES OF BIMHA

- A. To promote and encourage the formulation of minor hockey teams and leagues.
- B. To maintain and increase the interest in minor hockey.
- C. To have and to exercise a general care, supervision and direction over its teams and players to ensure:
  - That the participants have qualified adult leadership
  - That the environment in which they participate in is safe and healthy
- D. To ensure that all participating age groups have:
  - The opportunity to participate in hockey.
  - The opportunity to participate at a level commensurate with the child’s maturity and/or ability.
  - The opportunity to strive for personal and team success
  - The right to be treated with dignity and respect

### 2.0 PARTICIPATION OUTCOMES FOR BIMHA

Ensuring that parents, coaches and players are aware of the BIMHA “purpose & objectives”, including expectations and participation in minor hockey. This will help guide both coaches and executive in their efforts to make minor hockey a very positive and enjoyable experience.

### 2.1 EXPECTATIONS - COACH

- All coaches are required to read and understand the [COACH MANUAL](#)
- All Coaching Staff will read and sign the Coach Code of Conduct.
- All coaches will be required to have the required certifications for the team’s level, and be able to provide a criminal record check every four (4) years (or upon entering the coaching system).
- All coaches will be expected to ensure that the following areas are consistently in place. Specific areas and skills by level will also be identified and expected to be a focus of coaches at that level.
- Have knowledge of and follow Hockey Canada, Hockey Alberta, CAHL league and BIMHA regulations, bylaws and policies.
- Ensure a safe environment, both physical and emotional
- Manage risks on the ice and in the dressing room(s)
- Ensure life and value skills are reinforced
- Have good communication with players and parents
- Ensure that a team concept is reinforced
- Coaches will be positive role models and consistently demonstrate the value skill identified in BIMHA Core Values & Beliefs, as outlined in Section 1.3
- The Coach/TEAM MANAGER is responsible at the beginning of the season to host a parent meeting. (with your BIMHA appointed team liaison present)
  - The meeting can discuss and explain the expectations of Coaches, players and parents.
  - This is also an opportunity to discuss Tournaments and Provincials.
- That coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play
- Fair play as per BIMHA code of conduct.

### 2.2 EXPECTATIONS - PLAYERS

All Players will abide by all regulations and bylaws set by Hockey Alberta, league and by the Bow Island Minor Hockey Association.

- Players will represent themselves, their team and Bow Island Minor Hockey Association in a positive manner at all times, following the BIMHA code of conduct policy.
- Will practice good sportsmanship and personal discipline.
- Will respect their Coaches, team mates and officials.
- Be on time to games and practices.
- Commitment and dedication to your team, scheduled games and practices.
- Alert your coach if you are unable to attend.
- Respect and follow team policies, curfews or coach expectations.
- Fair play as per BIMHA code of conduct.

### 2.3 EXPECTATIONS - PARENT

Registration of your child/children also makes parents members of the Bow Island Minor Hockey Association. By registering your child/children you are also making a commitment to your son's/daughter's team and to all policies, regulations and bylaws of Minor Hockey's governing bodies.

Parents will respect that coaches, managers and Board members are volunteers with families, jobs & other commitments that also utilize their time and focus.

- Supply child with proper equipment meeting all safety regulations and requirements.
- Be aware of practice and game times.
- Respect and follow team policies, curfews or coach expectations.
- Make sure child has safe transportation to and from practice and games.
- Work in concession and time keeper's box during games and Home Tournament.
- Help to plan and organize Home Tournament.
- Volunteer at Provincial Tournaments when hosted in Bow Island regardless of division.
- Fair play as per BIMHA code of conduct.

#### 2.3.1 SCORECLOCK / TIMEKEEPERS BOX

- Parents of registered players are required to work in the Time Keepers box during Home Games, Tournaments & Provincials.
- It is up to each team to make a schedule.
- Children (under 18) that are **NOT** participating in a game or practice are not permitted in or around the player's bench, timekeepers or penalty box during these events. **This is for their own safety and at the request of Hockey Alberta...**

#### 2.3.2 CONCESSION

Income from the Concession is one way that BIMHA keeps our fees low. The Concession Manager will oversee all aspects of ordering supplies, maintenance and equipment.

- Parents of registered players are required to work in the Concession during Home Games, Tournaments, Provincials and practices.
- It is up to each team to make sure the concession is open.
- **Concession Hours:** minimum ½ hr before start of game, and remain until the visiting team has reasonably left the building. \*Please be considerate during back to back games - workers from both teams are asked to work together while it is busy between games.
- Volunteers are asked to follow the posted Concession re-stocking and cleaning guidelines after each game. \* *posted in the concession*
- Children under the age of **14yrs** are **NOT** permitted in the concession work area at any time.
- Children **15 -17 yrs** may work in the concession under the supervision of an adult present at all times.
- **Mandatory volunteer concession shifts** will be implemented each season, for additional funds to be raised for BIMHA without raising player fees. Number of shifts TBA at each season start.

### PARENT EXPECTATIONS continued:

#### 2.3.3 50/50

- 50/50 tickets will be sold at every Home game and Tournaments.
- Tickets can only be sold by an adult and cannot be sold to minors as stated by Alberta Gaming.
- All proceeds go to Bow Island Minor Hockey Association.
- If your team does not designate a 50/50 person then the concession volunteers are responsible for this during games.

#### 2.3.4 CASINO

- Bow Island Minor Hockey Association is a non-profit group.
- A Casino is our main form of fundraising and helps keep ice user fees lower.
- By having a casino, about every 18 months, this helps keep our Registration fees down.
- Parent volunteers are encouraged to work a shift at the Casino.
- This Casino is in accordance with Alberta Gaming Regulations.

#### 2.3.5 BINGO

- Bingo proceeds are another form of fundraising for Bow Island Minor Hockey
- This also helps to keep registration fees low and aids in providing adequate supplies for our kids
- Parent volunteers are encouraged to work a Bingo shift if and when the opportunity arises
- This Bingo is in accordance with Alberta Gaming Regulations

#### 2.4 TICK SHIFTS

- The term "Tick Shift" relates to a period of time spent, as a parent or guardian, volunteering on behalf of the Bow Island Minor Hockey Association.
- This time includes, but is not limited to;

Operating the concession during periods outside of regularly scheduled Bow Island Minor Hockey activities. Ie. Out of town tournament and game rentals

Working Casino shifts

Working Bingo shifts

- At the onset of each hockey season, one parent or guardian for each child registered in Bow Island Minor Hockey is required to sign up for tick shifts in accordance with instruction from the Board.
- A monetary deposit in the form of a cheque will be collected from parents or guardians for each child registered and will be returned or destroyed at the end of the season if adequate tick shift requirements are met. A typical amount of volunteer time spent is 2-3 tick shifts per child, per season.

### 2.5 PARENT - CODE OF CONDUCT- see appendix B

**All Parents** are required to read and sign the “Parent Code of Conduct” at the time of registration.

- By signing parents agree to follow the Code in a positive manner.
- The Code is in place during all Minor Hockey Sanctioned events including games, practices, off ice activities and when communicating with Coaches and other members. Home and Away.
- Serious breaches of the Code of Conduct will result in disciplinary action from the BIMHA Board.

### 3.0 HOCKEY TEAM EXPECTATIONS - See appendix’ B, C and D

- ALL coaches, players and parents are to read, understand and sign (parents must also sign players forms if the player is under 18yrs of age) the code of conduct policies implemented by BIMHA

### 3.1 INTRODUCTION TO HOCKEY U7 (formerly INITIATION)      5yrs - 6yrs

- Have fun and enjoy participation
- Ensure awareness & understanding of respect
- Coaches, Parents and Players ensuring a fun environment
- Equitable play
- Have a minimum of one practice per week
- Limited games and away tournaments
- Host a one-day Home Tournament
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

Introduction to Hockey U7 is the opportunity for young players and their parents to experience minor hockey. A positive experience will foster continued interest and support for future years.

### 3.2 INTRODUCTION TO HOCKEY U9 (formerly NOVICE)      7yrs - 8yrs

- Have fun and enjoy participation
- Ensure awareness & understanding of respect
- Coaches, Parents and Players ensuring a fun environment
- Teach and reinforce that giving 100% effort can be linked to fun
- Team concept- winning and losing as a team, effort vs. individual focus
- Equitable play
- Appropriate discipline
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

### 3.3 U11 (formerly ATOM)      9yrs - 10yrs

- Have fun and enjoy their participation
- Team Work- reinforce that team contribution equals team success
- Respect
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

### HOCKEY TEAM EXPECTATIONS continued:

#### 3.4 U13 (formerly PEE WEE) 11yrs - 12yrs

- Have fun and enjoy their participation
- Respect for the game, others including opponents & officials
- Team work- learn to work with others
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

#### 3.5 U15 (formerly BANTAM) 13yrs - 14yrs

- Have fun and enjoy their participation
- Discipline and respect will be reinforced and is expected to be practiced by players and coaches
- Team work - learn to work with others
- Player commitment to team games and practices expected
- Players are strongly encouraged to participate in a referee clinic to both develop a further personal knowledge of the game, as well as develop a sense of leadership within themselves
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

#### 3.6 U18 (formerly MIDGET) 15yrs - 17yrs

- Have fun and enjoy participation
- Ensure discipline and respect for team mates, coaches, officials and the game
- Team Work- learn to work with others
- Improve on skills and positions
- Being fair to every player; not playing favorites
- Player commitment to team games and practices expected
- Practice self-control and sportsmanship
- Introduction of skills put forth by Hockey Alberta and Hockey Canada guidelines as pertaining to the appropriate age group
- Coaches and Players and parents represent BIMHA in a positive manner

#### 3.7 Team Basic Info

- **PLAYERS MAY ONLY PLAY FOR THE TEAM IN WHICH THEY ARE REGISTERD OR AFFILIATED WITH.**
- All Teams are officially registered with Hockey Alberta.
- The registration process ensures that all Players & Coaches are insured for the current season.
- Insurance coverage is revoked when Hockey Alberta Regulations and Bylaws are not followed.
- Team members that are injured (not suspended) may be on the bench during games or practices but **MUST wear a helmet.**



### 3.8 Dressing Rooms

- Cell phone policy must be followed by all BIMHA members and players. (see appendix F)
- Each team will be designated a dressing room to use for practices and games. This will be posted in the lobby.
- Coaches will be present at all times in or near the dressing room, yet still allowing player privacy.
- Hockey Alberta rules state that **females** at U11, U13, U15 & U18 levels will have access to separate change rooms.
- All members will ensure that the rooms are left in good clean order.
- The Town of Bow Island has requested that there be no sunflower seeds or oranges in the dressing rooms.
- This is a no alcohol/smoking/vaping/tobacco/cannabis zone.
- Rooms should remain locked when the team is not present.
- Valuables are left at your own risk.
- Recommended that unsupervised dressing rooms are locked during practices/games

### 4.0 Minor Hockey Equipment

All Players will wear FULL EQUIPMENT during all on ice activities including Games, Practices, Parent Games, etc. Coaches will be required to wear helmets during practices and all on ice activities.

### 4.1 Team Equipment

Coaches will review Team equipment prior to the start of the season with the Equipment Director. All BIMHA Teams will be provided with:

- Pucks
- Standard First Aid Kit
- A storage locker- lock and key
  - Team Lockers need to be kept neat and clean and locked at all times
- Additional Team Equipment purchase requests will need to be submitted to the On-Ice Committee and approved by the BIMHA Board **BEFORE** purchasing

### 4.2 Goalie Equipment will be provided for U7, U9 and U11

- Goalie Pads
- Knee guards
- Chest Protector
- 1 Goalie stick
- Glove and Blocker
- Goalie bag

At the end of the season, teams are responsible to hand in all equipment that was provided for your team. All locks and keys will be returned to Equipment Manager.

**IMPORTANT:** Team Jerseys are not to be handed out and kept by the players during hockey season at any level. Each jersey should be collected after each game and maintained in a manner that will allow the jersey to remain in good condition. The jerseys should be washed on a regular basis.



### 5.0 REGISTRATIONS

Hockey registration will open June 1<sup>st</sup>. A 10% early bird registration discount will be applied between June 1<sup>st</sup> and June 15<sup>th</sup>.

No late registrations will be accepted after November 15<sup>th</sup> unless approved by the BIMHA.

January 10<sup>th</sup> is the final date to accept any Minor Hockey registrations for the current season.

#### 5.1 Legal Land Location: Rural and Street Addresses

- All registrants will submit, for verification of their **HOME** location, a copy of their most recent **County or Town utility bill**.
- The bill **MUST** include the parents or legal guardians name and street address or rural land location of which they **RESIDE**.
- This will keep the hockey records up to date and consistent.

#### 5.2 Payment of Registration Fees

All registration fees will be paid according to the following schedule:

- Upon registration in full
- Prior to player being permitted on the ice **OR** arrangements have been made with BIMHA.

**Refunds** will be up to the discretion of the BIMHA board of directors BUT can be prorated up until December 31<sup>st</sup> of the current season. There will be no refund of registration fees after this date. There will be no refund of the CAHL league fees or the Hockey Alberta insurance fees.

#### 5.3 NSF Cheque

Upon receiving a NSF Notice, the Treasurer is to contact that person and allow 5 days to receive the cash or certified cheque as replacement. Any fees charged to the BIMHA account are to be reimbursed.

#### 5.4 Financial Assistance

KidSport and/or Jumpstart Applications for low income families are available online or from the registrar at the time of registration. Assistance is for registration fees only.

Applications are filled out by the parent and signed by the registrar or president and need to be submitted to KidSport or Jumpstart no later than October 1<sup>st</sup> of current season.

If your application for assistance is declined, fees will still need to be paid in full by December 15<sup>th</sup>.

\*Special payment plans can be set up through the BIMHA. Contact the registrar for more information.

#### 5.5 Late Registrations

Late registrations are anyone wanting to join after the designated and advertised official registration date.

Any player accepted as a late registration will pay full registration fees.

#### 5.6 Refusal of Registration

The Bow Island Minor Hockey Board may refuse registration if players do not meet HA bylaws, policies, boundaries, or if previous registration fees have not been paid in full.

Registration may also be refused if an *Unconditional Release* from BIMHA has been granted for reasons other than the player and family moving to another community.

## 6.0 PLAYER MOVEMENT

### 6.1 SHIFTING PLAYERS WITHIN ASSOCIATION

- If numbers or other situations arise which warrant the shifting of players between divisions to create teams, it will be at the input of coaches, parents and the approval of the Board.
- There will be no personal requests accepted from parents wishing to have their child play at a higher age division.

The Board will make its decision based on the following:

- Number of players registered in divisions
- Number of players on affected teams
- Skill capabilities
- Feedback from coaches and knowledgeable peoples.

### 6.2 OVERAGE PROCEDURE

- Parents wishing to have their child remain as an **Overage player** must follow the process outlined:
- **First time players will be given priority.**
- Request must be made at time of Player Registration.
- Player will still be required to register with his/her proper age division to begin with and their skills will be evaluated.
- Fill out an Over Age request Form **meeting all criteria** as set out by Hockey Alberta.
  - \* Form is available at [www.hockeyalberta.ca](http://www.hockeyalberta.ca) (minor forms)
- Over age status can be revoked at any time.
- Approval will depend on the following:
  - The number of players in both divisions affected.
  - Skill capabilities
  - Feedback from coaches and knowledgeable peoples
  - Final Approval will be decided by CAHL and the South Region Manager of Operations.

### 6.3 Player Tryouts for AA/AAA

- Any player wishing to tryout for a AA/AAA program, must be in good standing with his or her resident MHA
- Players must register with their Elite Draw Zone Association/AA Recruitment Area Association, from there, the onus will fall to AAA/AA association to communicate a full list of players trying out to resident MHAs with players attending tryouts.
- For players who successfully make AA and AAA teams, a permanent transfer must be requested and approved by the resident MHA. A comment stating the purpose of the transfer is all that is required.
- Please inform the President and Registrar as soon as you know what your plans are for the coming season.
- Player Movement is for the current season only and will return to Bow Island at the end of the season
- Player tryouts will not be considered in levels below the elite tryouts for U13, U15 or U18 levels (unless the board deems necessary due to large team numbers, etc).

### 6.4 Player Affiliations

On occasion a team of a higher age category may require the use of players from the age division directly below.

BIMHA Affiliations are by a Team - to -Team basis and players are only affiliated to same association carded teams...

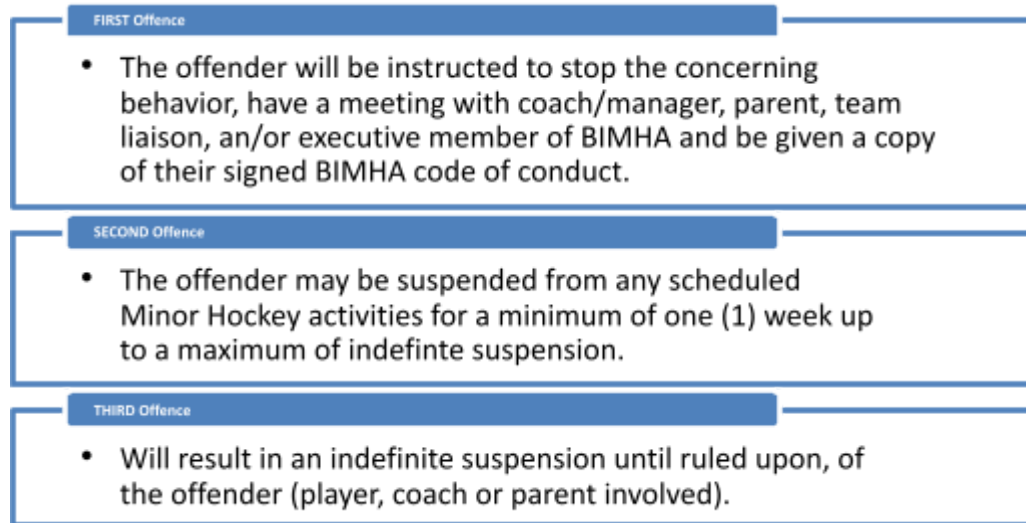
- All affiliated players must be approved by South Region prior to December 15th of the current season BEFORE they can participate in any game.
- Any player participating in any game as an affiliated player, without approval, shall be considered an ineligible Player, and team officials will be subject to discipline.
- The Coach wishing to use affiliated players will consult with the players' coach to make sure there are no team commitments that will be affected.

#### 7.0 Disciplinary Process

- The Disciplinary process applies to ALL members of Bow Island Minor Hockey Association.
- All on/off ice actions during team events will be controlled and disciplined by the governing body of Hockey Alberta, CAHL and may also include additional sanctions from BIMHA.
- Coaches do have the authority to add reasonable disciplinary action.
- On & off ice issues involving players will be dealt with firstly by the **Coaching staff, player and his/her parents**.
- The BIMHA Grievance Committee will become involved if the behaviour does not stop and a letter of complaint has been submitted by a Coach, Player or Parent through the Team Liaison OR if a breach in the code of conduct or social media policy occurs.
  - The BIMHA Grievance Committee will consist of BIMHA President, Vice President, Secretary and Team Liaison for said team/player.
    - In the instance where a parent/guardian of the said offender(s) is a member of the committee and this poses a direct conflict of interest, that board member will remove themselves and the committee will be reduced to 3 members OR another BIMHA board member will be appointed in their absence.
  - The committee will investigate complaints delivered by the team liaison
  - The BIMHA will use their findings to determine any resulting disciplinary actions they see fit. Any disciplinary action will be recorded and sent to the involved parties within 48hrs of the decision.



#### The DC will use the following guide at their discretion.



**\*\*At any point an offence can be deemed to receive a Third offence ruling - dependant upon degree of the offence (to be determined by BIMHA Grievance Committee)\*\***

- **Physical Abuse** will result in immediate indefinite suspension of the offender.
- All correspondence, rulings and actions will be documented, kept confidential and put on file.
- Involved parties have the right to **one** (1) appeal to BIMHA appeals committee (made up of outside 3<sup>rd</sup> party members) within seven days of the ruling, or **one** (1) appeal to the CAHL league, or **one** (1) appeal to Hockey Alberta.

### 8.0 Team Fundraising

- Team fundraising throughout the year will/can be comprised of, but not limited to:
  - Tournament net profit (not including concession sales)
  - Individual donations
  - Corporate donations
  - Team soliciting such as Chocolate bar sales, bottle drives, spaghetti suppers
  - Non-monetary donations (logo apparel)
- Excess profits will become releasable to the team for use as determined by team representatives. (see appendix H - tournament policy) Examples: Away Tournament, team apparel, positive team building activities. (no cash will be paid out without pre-approval and receipt for expenses).
- Individual team fundraising will be proposed to (prior notification to BIMHA/team liaison), and accounted through BIMHA.
- All left over money will be rolled back into the BIMHA general fund

### 9.0 Team Liaisons

At the beginning of each season a **Board director** will be chosen to be a liaison for a team that his or her child does not participate on. This person will report at board meetings on anything interesting that is happening with the team and will bring any issues to the board's attention. Liaisons will have input on any team issues and may attend special meetings between parents, players or coaches as an unbiased witness.

Due to the relatively inexperienced nature of parents of the U7 and U9 age groups, specific responsibilities will fall to these team liaisons. These responsibilities will include, on request, an introduction to basic concession operations, time clock functionality and 50/50 requirements. It is also recommended to remind parents of these divisions the expectations of the board as it related to tick shifts as well as a brief rundown of the cell phone policy.

### 10.0 CAHL League Governor/Representative

This is a joint association membership between BIMHA and FMHA. BIMHA provides the governor and FMHA provides the director.

The Board will designate a CAHL Governor/Representative for the association.

This person will deal with all League issues, suspensions and contact with the CAHL Director, and League President.

He/She will have communication with Coaches and managers on team standings, changes to regulations and attend all the meetings required of the CAHL league on behalf of BIMHA.

### 11.0 Bow Island Minor Hockey Association Annual General Meeting

- Will be held at the end of each season (within 6 months of preceding year end)
- This meeting will allow for elections of Board members if needed.
- Each team will have the opportunity to give a Season report and to present player awards.
- Players and parents are encouraged to attend.

12.0 Bow Island Minor Hockey website

- [www.bowislandminorhockey.ca](http://www.bowislandminorhockey.ca)

**Appendix A - BIMHA Board of Directors Code of Conduct**

**Appendix B - BIMHA Parents Code of Conduct**

**Appendix C - BIMHA Players Code of Conduct**

**Appendix D - BIMHA Coaches Code of Conduct**

**Appendix E - BIMHA/FMHA Social Media Policy**

**Appendix F - BIMHA/FMHA Cell Phone Policy**

**Appendix G - BIMHA/FMHA Photo release form**

**Appendix H - BIMHA Tournament policy**

### Bow Island Minor Hockey Association

#### Board of Directors

#### *CODE OF CONDUCT*

As an executive member of the *Bow Island Minor Hockey Association* I agree to:

- Make decisions for the good of all players, parents, and the association.
- Help create an atmosphere where there is a high level of cooperation and trust.
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus.
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized, and research facts, as well as listen to each and every person, before making a decision.
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted, and completed.
- Ensure that all decisions I make are consistent and within the scope of the Vision, Mission, and Values of our Association.
- Refrain from the use of drugs or alcohol during any BIMHA activity. (Meetings, Tournaments, Games, Practices, etc) and at ALL hockey facilities.
- Ensure all implemented polices of the MHA are followed and used by myself, and the board.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### *OATH OF CONFIDENTIALITY*

When I am working with the Bow Island Minor Hockey Association, I realize that I might become privy to information relating to players or coaches that should not be repeated outside our organization.

I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature and will be kept that way. If confidence is breeched I will be relieved of my duties with BIMHA Board immediately.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Name (Please Print): \_\_\_\_\_  
Signature: \_\_\_\_\_



## Minor Hockey Association PARENTS CODE OF CONDUCT

All parents are required read and sign this Parents Code of Conduct, and continue to observe the principals of the code of conduct policies throughout the season.

1. I will NOT force my child(ren) to play hockey.
2. I will remember that my child(ren) plays hockey for his/her enjoyment, not mine.
3. I will encourage my child(ren) to play by the rules and to resolve conflict without resorting to violence or hostility.
4. I will make my child(ren) feel like a winner every time by offering praise for competing fairly, and hard no matter the outcome of the game.
5. I will never ridicule or yell at my child(ren) for making a mistake or losing a game.
6. I will remember that children learn by example. I will applaud all good plays and performances made by my child(ren's) team and their opponents.
7. I will never question an official's judgment in public or in a threatening manner. I recognize officials are being developed in the same manner as players.
8. I will support all efforts to remove all verbal and physical abuse from child(ren's) hockey games.
9. I will show support of my child(ren's) team coaches and manager by not resorting to verbal attacks. If a conflict arises I will follow the proper lines of communication as laid out by BIMHA, and utilize our team liaison if required.
10. I will respect and show appreciation for the volunteers who give their time to my child(ren's) hockey.
11. I will refrain from the use of illegal drugs or alcohol during any BIMHA sanctioned activity. (Tournaments, Games, Practices, etc) and at ALL hockey facilities.
12. I will ensure all policies put in place by BIMHA are understood and followed by myself and my player(s) registered with the MHA.

I agree to abide by the rules and regulations of this CODE as set, and supported by the Bow Island Minor Hockey Association.

NAME (print) \_\_\_\_\_  
DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
TEAM \_\_\_\_\_

## Minor Hockey Association PLAYERS CODE OF CONDUCT

It is the intention of BIMHA to promote proper behavior and respect within all its members. All players are required to read and sign this code of conduct, and continue to observe the principals of the code of conduct policies throughout the season.

### CODE OF CONDUCT FOR PLAYERS

1. I will play by the rules of hockey and in the spirit of the game.
2. I will respect my opponents.
3. I will control my temper, as fighting or “mouthing off” can spoil the game and enjoyment for everyone.
4. I will do my best to be a true team player.
5. I will remember that winning isn’t everything, having fun, improving skills, making friends and doing my best are also important.
6. I will acknowledge all good plays and performances – those of my own team and my opponents.
7. I will not belittle or humiliate team members because of a bad play or personal differences. ZERO TOLERANCE for harassment on the ice or in the dressing room.
8. I will remember coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am an ambassador for the game and represent Bow Island Minor Hockey Association, and will conduct myself in a manner that reflects that position.
10. I will respect the rules of our Home Arena and all out of town facilities by leaving dressing rooms clean, and not defacing or deliberately causing damage to public or private property.
11. I will refrain from the use of drugs; including cigarettes, alcohol, and illegal substances at ALL team sanctioned events, (games, practices and tournaments included), and ALL hockey facilities.
12. I have read all the policies as set out by BIMHA, and understand what is expected of me as a player and member of my MHA.

I agree to abide by the rules and regulations of this CODE as set, and supported by the Bow Island Minor Hockey Association.

NAME (print) \_\_\_\_\_  
DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PARENT’S SIGNATURE (if player is under the age of 18) \_\_\_\_\_  
TEAM \_\_\_\_\_

### Minor Hockey Association Coaches Code of Conduct

It is the intentions of this pledge to promote proper behavior and respect for all participants within the Bow Island Minor Hockey Association (BIMHA). BIMHA coaches are required to read and sign this pledge before the season commences, and will continue to practice this pledge throughout the season in conjunction with Hockey Alberta guidelines, CAHL league guidelines and Zone 5 guidelines.

- 1 – I will be reasonable when scheduling games and tournaments remembering that young athletes have other interests and obligations.
- 2 – I will teach my athletes to play fair and to respect the rules, officials, opponents and team mates.
- 3 – I will ensure ALL athletes receive equal instruction, discipline, support and fair playing time.
- 4 – I will not ridicule or yell at my athletes for making mistakes or performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- 5 – I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 6 – I will remember children need a coach they can respect. I will be generous with praise and set a good example of sportsmanship and remember that i am representing BIMHA.
- 7 – I will obtain proper training by the deadline given, and continue to upgrade my coaching skills.
- 8 – I will respect fellow coaches, officials and parents by dealing with conflicts and differences in a professional manner. Utilizing my BIMHA liaison if an unbiased party is needed.
  
- 9 – I will refrain from the use of drugs or alcohol during any BIMHA sanctioned activity. (Tournaments, Games, Practices, etc)
  
- 10- I will ensure all policies put in place by BIMHA are understood and followed by myself and my players in any hockey related function throughout the season; both on and off the ice.

I agree to abide by the rules and regulations of this CODE as set, and supported by the Bow Island Minor Hockey Association.

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NAME (print) \_\_\_\_\_  
DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
TEAM \_\_\_\_\_

## SOCIAL MEDIA POLICY

### Bow Island/Foremost Minor Hockey Associations

#### 1. INTRODUCTION

For the purpose of this Social Media Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat, TikTok and any other social media network that allows users to communicate online.

BIMH/FMH recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. BIMH/FMH 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 BIMH/FMH 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.

#### 2. SOCIAL MEDIA GUIDELINES

- a) BIMH/FMH holds the entire BIMH/FMH 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.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action (see MHA discipline procedures).
- c) 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.
- e) Use your best judgment at all times – pause before posting. Ultimately, **you** are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in BIMH/FMH, BIMH/FMH recommends that you request approval from the Team or the Association.

### 3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the BIMH/FMH Social Media and Networking Policy and may be subject to disciplinary action by the Team, Minor Hockey Association, League and/or Hockey Alberta.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include but is not limited to, any matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, BIMH/FMH, League and/or Hockey Alberta staff, programs, stakeholders, players or any member of a BIMH/FMH Team.
- d) Any form of bullying, harassment or threats against players or officials.
- e) 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. Any use of a player or team member's image or likeness without the consent of them and BIMH/FMH is strictly prohibited.
- f) Online activity that contradicts the current policies of BIMH/FMH or any of its members.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the BIMH/FMH policies and regulations on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### 4. DISCIPLINE

The Team, BIMH/FMH, League and/or Hockey Alberta will investigate reported violation(s) of this policy in the manner set out in their respective Handbooks for other types of violations. If the investigation determines that a violation has occurred, the Team, BIMH/FMH, League and/or Hockey Alberta will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in BIMH/FMH, League and/or Hockey Alberta regulations for other types of suspensions.

### 5. SUMMARY

When using social media and networking mediums, the BIMH/FMH players and members should assume at all times they are representing BIMH/FMH and COMMUNITIES. ALL members of the BIMH/FMH community 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 BIMH/FMH Community be used in Social Media and Networking without the Individual, Team or Association authorization, this is considered breach in the code of conduct.

### CELL PHONE POLICY

#### Bow Island/Foremost Minor Hockey Associations

BIMH/FMH recognizes that in today's world most kids have a cell phone or some type of electronic device. With this brings responsibility for use and the chances of abuse, photography or recordings that are not wanted or permitted.

#### **BIMH/FMH Policy**

- Cell Phones or any other electronic devices, tablets or gaming devices are not permitted to be inside the dressing room during a BIMH/FMH event. (With exceptions that it may be acceptable to take photographs or recordings in a dressing room in such unique circumstances as a victory celebration, team party, etc. where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.)
- Cell phones brought to the change room by team members will removed from the change room at the responsibility of the team member.
- One (1) cell phone per team may be designated as the "music" phone, but must be kept at the entrance of the dressing room, or in the cell phone bag and blue toothed to a speaker.
- Coaches can use their electronics if it is Hockey related and they are not recording or taking photographs.
- Cell phones during team events outside of the dressing room are allowed, but photos, videos and comments must adhere to the BIMH/FMH social media policy.
- Every coach, manager, parent, or staff member has a responsibility to enforce this policy.

#### **Discipline**

BIMH/FMH will investigate reported violation(s) as deemed appropriate by the association. If the investigation determines that a violation has occurred BIMH/FMH, the league and/or Hockey Alberta will impose an appropriate sanction and discipline as outlined in their discipline procedures and Code of Conduct.

### Photo Release Form

#### Bow Island/Foremost Minor Hockey Associations

The BIMH/FMH, and its members, have my permission to use my or my child's photograph publicly to promote the Minor Hockey Association, team(s) and/or their successes for the duration of their membership in BIMH/FMH. I understand that the images may be used in print publications, online publications, presentations, websites, and/or social media websites. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use; and that I can revoke said permission (for future photo use), at any time in writing to the MHA directly.

Parent/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Photo Release Form

#### Bow Island/Foremost Minor Hockey Associations

The BIMH/FMH, and its members, have my permission to use my photograph(s) publicly to promote the Minor Hockey Association, team(s) and/or their successes. I understand that the images may be used in print publications, online publications, presentations, websites, and/or social media websites, for the duration of my membership in BIMH/FMH . I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use; and that I can revoke said permission (for future photo use), at any time in writing to the MHA directly.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



### Bow Island Minor Hockey Association Hockey Tournament Policy/Procedure

In each hockey season every Bow Island Minor Hockey Association team will host a tournament of their own caliber. The date(s) of the tournament will be decided prior to the Ice User's Meeting in September. Each team will only receive a set percentage of their profit. Profit percentages set by BIMHA.

Current profit percentages are:

U7 30% U9 30%

U11 30% U13 30%

U15 35% U18 35%

\*Note: Income from the Concession is NOT figured into tournament income.

Teams hosting a tournament will be eligible to receive funds for a minimum of one out-of-town tournament. This money will be deducted from the team's tournament profit. Left over profit can be accessed for additional out-of-town tournaments or approved team expenses. If a team does not host a tournament, BIMHA will not release any funds to that team (At the board's discretion upon team's attempts at hosting).

Tournament entry fees for each level will also be decided by BIMHA. Current Tournament Rates to be charged for Home Tournaments are as follows:

U7 \$600	U9 \$600
U11 \$1000	U13 \$1000
U15 \$1000	U18 \$1000

BIMHA has now instituted a "cap" on the amount of funds issued for Away tournaments. If you are interested in a tournament that exceeds the "cap" the difference is to be made up with excess profits from your home tournament or by parental contribution. The current Away Tournament amounts are as follows:

U7 \$700	U9 \$950
U11 \$1100	U13 \$1200
U15 \$1250	U18 \$1300

### HOME TOURNAMENT PREPARATIONS:

In preparation for the tournament, each team will appoint a **Tournament Chairperson** who will oversee the planning/organizing of the tournament as well as oversee the tournament itself. The tournament chairperson should be someone other than the Team Manager. Responsibilities of the Tournament Chairperson are:

- The tournament chairperson should be available at all times throughout the tournament weekend in the case of discipline issues, scheduling difficulties, grievances, referee shortages, etc.

- Summarize the monies earned and spent at the end of the weekend, before submitting it all to the BIMHA treasurer.
- Tournament Sanction# - This will be obtained by the association registrar and must be visibly posted at your tournament. Out of zone/province teams attending will require this sanction # to attend.
- Tournament rules -submit them to the South Region team minimum of 2 weeks prior to the tournament start date.
- Approximately 2 weeks prior to your tournament the chairperson should give a copy of the tournament draw and rules to the Town Office so they can coordinate ice-times.
- Minimum of five days prior to the start of your tournament the chairperson should contact the treasurer for a float and or monetary prizes. Please see our BIMHA website for the current treasurer name and contact info.
- Be responsible for the collection of tournament game sheets. Any suspensions incurred during a game must be reported to our Zone discipline immediately after a game.

### **ENTRY FEE PROCEDURE:**

- Teams are required to send payment to secure their spot in the tournament. NO team is allowed on the ice without previously paying their entry fee in full.
- If a paid team pulls-out prior to the tournament, their money can be refunded **IF** their spot can be filled by another paying team. If their spot cannot be filled by a paying team, there will be no refund.
- In the unfortunate event that your tournament is affected by bad weather and teams cancel because of the weather, refunds can be decided after consultation with the BIMHA board. If only one game is missed because of bad weather, make every attempt to adjust your schedule/draw so that the team is not omitted from the tournament.

### **CONCESSION:**

Teams will ensure that the concession is open and stocked for all tournaments. This can be done by communicating with the Concession Director about dates of your tournament, etc. All ordering will be done by the concession director.

### **RAFFLE ROOM:**

Raffle rooms are to be held in the south-east corner of the arena lobby. Camera surveillance is present and the gate closing access to the room can be locked overnight. Raffle room key is to be left at the arena in the office.

For more information or direction on organizing your tournament, please refer to the Tournaments page in the Managers Manual or check the website.