

Governance Reference Guide

Bow Island Minor Hockey

Content Owner	Bow Island Minor Hockey Association Board		
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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

To promote and encourage the formulation of minor hockey teams and leagues.

To maintain and increase the interest in minor hockey.

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

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.

1.5. 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 executives in their efforts to make minor hockey a very positive and enjoyable experience.

1.6. 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.

1.7. 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

1.8. 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(ren) 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 the child has safe transportation to and from practice and games.

Work in concession, run 50/50 & Raffle Room 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.

- 1.8.1. **TICK SHIFTS** The term "Tick Shift" relates to a period of time spent, as a parent or guardian, volunteering on behalf of Bow Island Minor Hockey Association. These shifts are separate from the assigned shifts your team manager provides to the team, ie Team shifts. This time includes, but is not limited to;

Operating the concession during periods outside of regularly scheduled Bow Island Minor Hockey activities. Ie. Servus Community Arena rentals that include but are not limited to: Skate-a-thon, non-BIMHA tournaments, Skating Carnival

Working Casino shifts

Working Bingo shifts

At the onset of each hockey season, one parent or guardian for each family 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 family 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 family, per season.

1.8.1.0. SCORE CLOCK / TIMEKEEPERS BOX

Parents of registered players are required to work in the Timekeepers 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.**

1.8.1.1. CONCESSION

Income from the Concession is one way that BIMHA keeps our fees low.

The Concession Director 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, and Provincials. It is up to each team to make sure the concession is open.

The Team Manager will provide Team Parents with a schedule for team home games.

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.

1.8.1.2. 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 for the purpose of paying referees and ice user fees.

This will be included in the Team Manager's Parent Schedule. If your team does not designate a 50/50 person then the concession volunteers are responsible for this during games.

1.8.1.3. CASINO

Bow Island Minor Hockey Association is a non-profit group. A Casino is our main form of fundraising and helps pay for ice user fees. These occur approximately every 18 months.

Parent volunteers are required to work a shift at the Casino when they arise until shifts are filled. These are considered a tick shift and as such, count as one. (see section 1.8.1 - Tick Shifts)

This Casino is in accordance with Alberta Gaming Regulations.

1.8.1.4. 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 required to work a Bingo shift when they arise until shifts are filled. These are considered a tick shift and as such, count as one. (see section 1.8.1 - Tick Shifts)

This Bingo is in accordance with Alberta Gaming Regulations

1.8.2. 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.

1.9. 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 18 yrs of age) the code of conduct policies implemented by BIMHA

1.9.1. 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.

1.9.2. 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

1.9.3. 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

1.9.4. U13 (formerly PEE WEE) 11yrs - 12yrs

Have fun and enjoy their participation

Respect for the game, others including opponents & officials

Teamwork- 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

1.9.5. 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

Teamwork - 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

1.9.6. U18 (formerly MIDGET) 15yrs - 17yrs

Have fun and enjoy participation

Ensure discipline and respect for teammates, coaches, officials and the game

Teamwork- 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

1.9.7. Team Basic Info

PLAYERS MAY ONLY PLAY FOR THE TEAM IN WHICH THEY ARE REGISTERED 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**

1.9.8. 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

1.9.9. 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.

1.9.10. 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

1.9.10.0. **Goalie Equipment** The equipment listed below will be provided for U7, U9 and U11

Goalie Pads

Knee guards

Chest protector

1 Goalie Stick

Glove & 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 the 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

1.10. REGISTRATIONS

Hockey registration will open June 1st.

A 10% early bird registration discount will be applied between June 1st and June 20th, with the expectation that fees are paid in full by June 20 at the close of the Early Bird Registration window. If fees have not been paid by the end of the Early Bird Discount Window, then fees will default back to normal pricing.

No late registrations will be accepted after November 15th unless approved by the BIMHA. January 10th is the final date to accept any Minor Hockey registrations for the current season.

1.10.1. 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.

1.10.2. **Payment of Registration Fees**

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

Upon registration in full

Upon Early Bird registration window closure

By September 15 **OR** arrangements had been made with BIMHA Treasurer.

Financial assistance schedule (Section 1.11.5)

1.10.3. **Refunds** will be up to the discretion of the BIMHA board of directors **BUT** can be prorated up until December 31st 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.

1.10.4. **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.

1.10.5. **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 submitted to KidSport or Jumpstart no later than October 1st of the current season.

If your application for assistance is declined, fees will still need to be paid in full by December 15th. *Special payment plans can be set up through the BIMHA. Contact the Treasurer for more information.

1.10.6. **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.

1.10.7. **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.

1.11. Player Development

BIMHA will provide player development coaches for specialized practices of all players during the season per their discretion. The schedule for these specialized practices will be according to the normal practice schedule for all BIMHA divisions, coaches will provide the team with dates upon receipt of them.

Due to the specialized nature of goalies and their specific needs, BIMHA will pay 25% of a registered goalie clinic up to \$250 per season, to a camp of their (family/player) choice

1.12. PLAYER MOVEMENT

1.12.1. 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 people.

1.12.2. OVERAGE PROCEDURE

1.12.2.0. Parents wishing to have their child remain as an **Overage player** must follow the process outlined:

First time players will be given priority.

Requests must be made at time of Player Registration.

Players 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 (minor forms)

Overage 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.

1.12.3. 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 1 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).

1.12.4. 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 the 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

1.13. 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.**

- 1.13.1. The BIMHA Grievance Committee will become involved if the behavior 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.
 - 1.13.1.0. The BIMHA Grievance Committee will consist of BIMHA President, Vice President, Secretary and Team Liaison for said team/player.
 - 1.13.1.1. 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.
 - 1.13.1.2. The committee will investigate complaints delivered by the team liaison
 - 1.13.1.3. 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 Grievance Committee will use the following guide at their discretion

FIRST Offence The offender will be instructed to stop the concerning behavior, have a meeting with coach/manager, parent, team liaison, an/or executive member of BIMHA and be given a copy of their signed BIMHA code of conduct.
SECOND Offence The offender may be suspended from any scheduled Minor Hockey activities for a minimum of one (1) week up to a maximum of indefinite suspension.
THIRD Offence Will result in an indefinite suspension until ruled upon, of the offender (player, coach or parent involved).

****At any point an offense can be deemed to receive a Third offense ruling - dependant upon degree of the offense (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 3rd party members) within seven days of the ruling, or one (1) appeal to the CAHL league, or one (1) appeal to Hockey Alberta.

1.14. Team Fundraising

1.14.1. 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)

1.14.2. 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).

1.14.3. Individual team fundraising will be proposed to (prior notification to BIMHA/team liaison), and accounted for through BIMHA.

1.14.4. All left over money will be rolled back into the BIMHA general fund

1.15. 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 relates to tick shifts as well as a brief rundown of the cell phone policy.

1.16. CAHL League Governor & Director Representatives

These two roles are a non-vote assigned position on the board of directors. These positions entail rules and expectations outside of BIMHA purview. The CAHL Governor & Director are expected to attend ALL related CAHL meetings, ensure paperwork is completed and submitted on time and will be the point of contact between CAHL and the BIMHA members. ALL inquiries and requests of CAHL must be directed to the BIMHA CAHL Director, not to CAHL directly.

1.17. 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.

Players and parents are encouraged to attend.

1.18. Bow Island Minor Hockey website - www.bowislandminorhockey.ca

1.19. APPENDIXES

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 Social Media Policy

Appendix F - BIMHA Cell Phone Policy

Appendix G - BIMHA Photo release form

Appendix H - BIMHA Tournament policy

Appendix A

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 policies 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 breached I will be relieved of my duties with the BIMHA Board immediately.

Name (Please Print): _____

Signature: _____ Date: _____

Minor Hockey Parents CODE OF CONDUCT

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

- I will NOT force my child(ren) to play hockey.
- I will remember that my child(ren) plays hockey for his/her enjoyment, not mine.
- I will encourage my child(ren) to play by the rules and to resolve conflict without resorting to violence or hostility.
- 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.
- I will never ridicule or yell at my child(ren) for making a mistake or losing a game.
- 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.
- 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.
- I will support all efforts to remove all verbal and physical abuse from child(ren's) hockey games.
- I will show support for 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.
- I will respect and show appreciation for the volunteers who give their time to my child(ren's) hockey.
- 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.
- 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 _____

APPENDIX C

Minor Hockey 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 principles of the code of conduct policies throughout the season.

- I will play by the rules of hockey and in the spirit of the game.
- I will respect my opponents.
- I will control my temper, as fighting or “mouthing off” can spoil the game and enjoyment for everyone.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything, having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my own team and my opponents.
- 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.
- I will remember coaches and officials are there to help me. I will accept their decisions and show them respect.
- 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.
- 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.
- 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.
- 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 Coaches

Code of Conduct

It is the intention 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.

- I will be reasonable when scheduling games and tournaments remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fair and to respect the rules, officials, opponents and teammates.
- I will ensure ALL athletes receive equal instruction, discipline, support and fair playing time.
- 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.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will remember that 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.
- I will obtain proper training by the deadline given, and continue to upgrade my coaching skills.
- 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.
- I will refrain from the use of drugs or alcohol during any BIMHA sanctioned activity. (Tournaments, Games, Practices, etc)
- 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.

NAME (print) _____

DATE _____

SIGNATURE _____

TEAM _____

SOCIAL MEDIA POLICY

Bow Island Minor Hockey Association

INTRODUCTION

- For the purpose of this Social Media Policy, the policy will encompass public communications through such internet mediums and websites as x (formerly known as Twitter), Facebook, Instagram, Snapchat, TikTok and any other social media network that allows users to communicate online.
- BIMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders.
- BIMHA 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 BIMHA 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.

SOCIAL MEDIA GUIDELINES

- BIMHA holds the entire BIMHA 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 (see MHA discipline procedures).
- 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.
- Use your best judgment at all times - pause before posting. Ultimately, you are solely responsible for your comments.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in BIMHA. BIMHA recommends that you request approval from the Team or the Association

SOCIAL MEDIA VIOLATIONS

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

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- 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.
- Negative or derogatory comments about any of the Team, BIMHA, League and/or Hockey Alberta staff, programs, stakeholders, players or any member of a BIMHA 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. Any use of a player or team
- member's image or likeness without the consent of them and BIMHA is strictly prohibited.
- Online activity that contradicts the current policies of BIMHA or any of its members.

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- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the BIMHA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE

The Team, BIMHA, 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, BIMHA, League and/or Hockey Alberta will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in BIMHA, League and/or Hockey Alberta regulations for other types of suspensions.

SUMMARY

When using social media and networking mediums, the BIMHA players and members should assume at all times they are representing BIMHA and COMMUNITIES. ALL members of the BIMHA 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 BIMHA 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 Minor Hockey Association

BIMHA 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.

BIMHA Policy

- Cell Phones or any other electronic devices, tablets or gaming devices are not permitted to be inside the dressing room during a BIMHA 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 be 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 BIMHA social media policy.
- Every coach, manager, parent, or staff member has a responsibility to enforce this policy.

Discipline

BIMHA will investigate reported violation(s) as deemed appropriate by the association. If the investigation determines that a violation has occurred BIMHA, 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 Minor Hockey Associations

BIMHA, 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 BIMHA. 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: _____

Personal Photo Release Form

Bow Island Minor Hockey Associations

The BIMHA, 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 BIMHA . 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: _____

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 30% U18 30%

*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 (as a minimum) 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 \$800 U9 \$1000
U11 \$1200 U13 \$1300
U15 \$1500 U18 \$1600

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 2-4 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. treasurer@bowislandminorhockey.ca
- 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.

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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.