

# Governance Reference Guide

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## Bow Island Minor Sports

<b>Content Owner</b>	Bow Island Minor Sports Association Board		
<b>Custodian</b>	Secretary of BIMSA		
<b>Document creator</b>	BIMSA Handbook Committee		
<b>Document Approver</b>	BIMSA Board		
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**This reference guide is not intended to be equal to or to supersede any governing bodies or the BIMSA 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 BIMSA Board or a representative assigned by the BIMSA 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 BIMSA shall have the Governance Reference Guide available, along with any supporting documents mentioned, on the active website for Bow Island Minor Sports.**

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

### 1.0 ASSOCIATION

The Bow Island Minor Sports Association board will consist of:

President	Vice President	Registrar	Secretary	Treasurer
Director	Director	Director	Director	Director

\*For further information, please refer to the [BIMSA 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 SPORTS

Bow Island Minor Sports (BIMS) 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 BIMS

- A. To promote and encourage the formulation of minor sports teams and leagues.
- B. To maintain and increase the interest in minor sports.
- 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 sports
  - 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 BIMS

Ensuring that parents, coaches and players are aware of the BIMS “purpose & objectives”, including expectations and participation in minor sports. This will help guide both coaches and executive in their efforts to make minor sports 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.  
(Located in the [COACH MANUAL](#))  
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, league and BIMS 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 BIMS 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.
  - 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 BIMS fair play 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 Sports Association.

- Players will represent themselves, their team and Bow Island Minor Sports in a positive manner at all times.
- 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 BIMS fair play code of conduct.

### 2.3 EXPECTATIONS - PARENT

Registration of your child/children also makes parents members of the Bow Island Minor Sports 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 BIMS fair play 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 another way that BIMS 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 & 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.

### **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 Sports 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 Sports 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.

#### **2.4 PARENT – CODE OF CONDUCT- see [appendix A](#)**

**All Parents** are required to read and sign the "[Parent Fair Play Code of Conduct](#)" pledge 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 B.I.M.S. Board.

### 3.0 HOCKEY TEAM EXPECTATIONS

#### 3.1 INITIATION 5yrs - 6yrs

- Players must be 5 years old by the end of the current registered hockey season.
- Have fun and enjoy participation
- Ensure awareness & understanding of respect
- Coaches, Parents and Players ensuring a fun environment
- Basic skating skills as a priority
- Learn basic fundamentals of the game including an introduction to basic positions
- Equitable play
- Have a minimum of one practice per week
- Limited games and away tournaments
- Host a one day Home Tournament

Initiation 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 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
- Stress skating skills as priority
- Introduction to positional development
- Learn basic fundamentals of game including an introduction to basic positions.
- Team concept- winning and losing as a team, effort vs. individual focus
- Equitable play
- Appropriate discipline
- No power plays or penalty killing plays or units of body checking

#### 3.3 ATOM 9yrs – 10yrs

- Have fun and enjoy their participation
- Team Work- reinforce that team contribution equals team success
- Respect
- Improve skating skills
- Develop good passing skills
- Continued education of fundamentals of game and positions
- All players given introduction to power play or penalty killing units in game situations
- Simple breakout and defensive zone play

### HOCKEY TEAM EXPECTATIONS continued:

#### 3.4 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
- To learn how to check and receive a check properly
- Improve skating and passing skills and shooting
- Learn basic game concepts and awareness of the game
- Defensive and Offensive play

#### 3.5 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
- Improve on skills and positions
- Focus on how to give and receive checks properly
- Player commitment to team games and practices expected
- Coaches and Players and parents represent BIMS in a positive manner

#### 3.6 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 favourites
- Player commitment to team games and practices expected
- Practice self-control and sportsmanship
- Coaches and Players and parents represent BIMS in a positive manner

#### 3.7 Team Basic Info

- **PLAYERS MAY ONLY PLAY FOR THE TEAM IN WHICH THEY ARE REGISTERD OR AFILIATED 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

- 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 the dressing room.**
- Hockey Alberta rules state that **females** at ATOM, PEEWEE, BANTAM & MIDGET levels will have access to separate change rooms.
- All members will ensure that the rooms are left in good clean order.
- The Town has requested that there be no sunflower seeds or oranges in the dressing rooms.
- This is a no smoking/tobacco product 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.

### 4.1 Team Equipment

Coaches will review Team equipment prior to the start of the season with the Equipment Director. All BIMS 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 BIMS Board **BEFORE** purchasing

### 4.2 Goalie Equipment will be provided for INITIATION, NOVICE, and ATOM

- |                     |                  |
|---------------------|------------------|
| • 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

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

**Refunds** will be prorated up until December 31<sup>st</sup> of the current season. There will be no refund of registration fees after this date.

#### 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.

#### 5.4 Financial Assistance

KidSport 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 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 BIMSA.

#### 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 Sports 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 BIMS 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.
- A maximum of 2-3 overage players may be on any team.
- 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 players cannot participate in Provincials.
- Over age status can be revoked at any time.
- Approval will depend on the following:
  - number of players in both divisions affected.
  - Skill capabilities
  - Feedback from coaches and knowledgeable peoples
  - Final Approval will be decided by the Zone 5 Manager of Operations.

### 6.3 Player Tryouts for AA/AAA

- Before any BIMS player may attempt to participate in any AA, AAA or 15yr Old Tryouts they MUST get a “**Player Movement Form**” signed by the Bow Island Minor Sports President.
- **Player Movement Form** will only be issued for:
  - Golden Suns AA’ (Pee Wee, Bantam, Midget)
  - Medicine Hat AAA’ (Bantam, Midget)
  - Medicine Hat Midget 15yr Old Team
  - Female teams A’, AA’, AAA’ (Pee Wee, Bantam, Midget)
- **Player Movement Form** will NOT be issued after Try Outs have started.
- Players are required to obtain a new **Player Movement Form** for EVERY team they try out for. E.g. Get cut from AAA’ then new **Player Movement Form** for AA’
- If a player makes a team and has NOT obtained a signed “**Player Movement Form**” they will not be granted a Player Movement.
- Please inform the 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

### 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.

BIMS Affiliations are by a Team - to -Team basis and players are only affiliated to Bow Island teams...

- All affiliated players must be approved by Zone 5 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.
- **Novice Players** may only be used as Atom Affiliates when there are missing players due to illness, injuries or inadequate number of registered players to play a game.

### 7.0 Disciplinary Process

- The Disciplinary process applies to ALL members of Bow Island Minor Sports Association.
- All on/off ice actions during team events will be controlled and disciplined by the governing body of Hockey Alberta, Spud league & CAHL and may also include additional sanctions from BIMS.
- 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 Disciplinary committee (DC) 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.
- The Disciplinary Committee will consist of two (2) community members and one (1) Board Member (Non-executive of BIMS)
  - The active board member will convene the disciplinary committee as the chair.
  - The committee will investigate complaints delivered by the team liaison
- The DC will notify BIMS and involved parties of their findings and any resulting disciplinary actions. Any disciplinary action will be recorded and sent to the involved parties within 48hrs of the meeting.



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

##### **FIRST Offence**

- The offender will be instructed to stop the concerning behavior

##### **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 three (3) weeks.

##### **THIRD Offence**

- may result in suspension of the offender for the remainder of the current season.

- **Physical Abuse** will result in immediate suspension of the offender.
- All correspondence, rulings and actions will be documented, kept confidential and put on file. The BIMS will provide the DC with prior disciplinary actions.
- Involved parties have the right to **one** (1) appeal to BIMS within seven days of the ruling.

### 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. Examples: Away Tournament, team apparel, positive team building activities
- Individual team fundraising will be proposed to (prior notification to BIMS/team liaison), and accounted through BIMS

### 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.

### 10.0 Spud League Representative

The Board will designate a Spud League Representative for the association.

This person will deal with all League issues, suspensions and contact with the League Governor.

He/She will have communication with Coaches and managers on team standings, changes to regulations.

**10.1 A CAHL league** – More information to follow as 2015 is the first time BIMS has been registered in the CAHL league.

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

- Will be held at the end of each season in early – mid April
- 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 Sports website

- [www.bowislandminorsports.com](http://www.bowislandminorsports.com)

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