



Blindman Valley Minor Hockey Handbook

2025-2026

Blindman Valley Minor Hockey Association Handbook

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1.0 Mission Statement

Objectives of Blindman Valley Minor Hockey:

- to promote hockey as a means of providing an enjoyable and rewarding learning experience for players and participants
- to promote and develop player skills and abilities
- to promote and develop sportsmanship, fair play, pride, and achievement through involvement
- to promote an environment where each player has an equal opportunity to participate and develop
- to recognize and address the needs of player development for both recreational and competitive purposes
- to keep in balance, the development of every player on the team with the goal of being competitive
- to promote and develop players towards being responsible adults
- to maintain affiliation and abide by the constitution and bylaws of the Blindman Valley Minor Hockey (BVMH), Canadian Hockey Association (CHA), and Hockey Alberta (HA)
- to abide by the policies and regulations of those leagues in which BVMH teams participate in.

2.0 Blindman Valley Minor Hockey Board Members

A list of current contacts can be found on the website.

Blindman Valley Hockey's mailing address: Blindman Valley Minor Hockey
Box 896
Rimbey AB T0C 2J0

2.1 Executive Powers and Duties

The BVMHA Executive may consist of up to 21 elected, voting members and 7 non-voting members. Any executive positions left vacant following the AGM will be filled through an election process by motion, by an Executive majority, with full voting privileges, at subsequent executive meetings.

Policy:

BVMHA shall ensure that the business and affairs of BVMHA are conducted in accordance with the BVMHA Policies and Procedures Manual. In general, the Executive supports a position of open access to BVMHA members and shall give full consideration to the affairs brought to its attention by any member.

Should any discrepancies or gaps exist in the BVMHA Policies and Procedures, then Hockey Alberta Bylaws and Regulations will become the governing document.

Guidelines:

The Executive shall:

- determine the general policies with respect to the organization, administration and operation of BVMHA at all levels
- provide for the development of players, coaches, referees and officials.
- consider questions brought in written form before it with due consideration of the opinions of the petitioner
- have the power to fill by nomination and election by a majority, at any regularly scheduled Executive meeting, any office of vacancy which may occur between annual meetings or as a result of the failure of an annual meeting to elect a full slate. Such positions have full voting rights and their positions become up for election following the Election Procedure in Policy 4.1., when they come due.
- have the power to suspend or discipline any player, team official, league representative, team follower, parent, Executive member, or BVMHA member for conduct in contravention of BVMHA Policies and Procedures, as well as those of the CHA, Hockey Alberta and league associations which govern rules of play
- Elect Executive members from the general membership at the Annual General Meeting. Members of the Executive shall hold office until their successors are duly elected, or re-elected.
- have the power to rescind, alter or add to its main Policies and Procedures Manual at routine or special meetings. Such a resolution must be passed by a majority of not less than 2/3 (two-thirds) of the BVMH Executive present, and a minimum of 2 (two) week's notice has been provided concerning the nature and details of changes.

3.0 Administration

Annual Budgets

The BVMHA President or designate shall be responsible for presenting an annual budget to the BVMHA, which accurately reflects all financial aspects of the hockey operations, at the AGM.

In addition to the Finance Lead, the following people must be involved in the budget procedure:

- President
- Vice Presidents
- Ice Scheduler

3.1 Accounting and Auditing:

The Treasurer shall work to prepare and administer an adequate system which shall, in accordance with approved accounting procedures, assure correct measurement and control of revenues and expenditures of BVMHA operations.

- On a monthly basis, the President and Treasurer shall receive and review the financial status, reporting variations exceeding 10% of budget to the Executive. Explanations and contingencies, backed by the approval of the Executive, will be required to assure the organisation remains solvent
- Extraordinary items dealing with revenues/expenditures, including BVMHA Executive expenses, must be discussed and approved in the form of a resolution approved by the Executive during regular or special meetings
- The books, accounts and records of the BVMHA are audited at least once a year
- A year end report should be made available to the BVMHA membership at the end of the hockey season and tabled at the Annual General Meeting

3.2 Meetings

Regular Meetings:

Meetings of BVMHA Executive shall be held monthly. Unless cancelled for summer recess, they shall take place as scheduled. Members of the Executive must attend all regular meetings. Any member missing three consecutive meetings will be subject to review of the board.

Special Meetings:

A special meeting may be called on the instructions of the President of the BVMHA, providing all Executive members have been duly informed. No business can be conducted unless there is a quorum of Executive Members in attendance.

Quorum:

A quorum of the Executive shall consist of one member more than 50% of the filled positions on the Executive. Vacant positions are excluded for purposes of calculating quorum requirements.

Annual General Meeting (AGM):

- BVMHA shall hold an AGM open to all BVMHA members in good standing, at least once per hockey season. Due notice of the Annual General Meeting will be advertised to all participating members and those interested in the hockey program, with a minimum of three weeks notice.
- Members who wish to fill an executive position must be in attendance at the AGM

or have agreed verbally or in writing to be nominated. The BVMHA shall hold a vote to fill the executive if there are more nominees than positions available. The newly elected Executive members shall then form part of the BVMHA Executive Board for 2 year terms. Preference may be given to nominations that contribute to equal representation from all three communities on the executive.

- Executive members are assigned to specific positions by vote at the next regular executive meeting. In the event there is an open position to fill following the AGM an email will be sent to members in good standing and nominations accepted via email to the President.
- BVMHA should use the AGM to respond to concerns and report details as to their ideas, initiatives, and policy changes in relation to the operations of the minor hockey program.
- an annual report from all Directors and Level Directors is to be made available and filed with the minutes of the AGM.

3.3 Conduct of Regular Meetings

Order of Business

The order of business at any regular meeting shall be as follows:

1. Review/adopt the Agenda
2. Review/adopt Minutes of Previous Meeting (Regular/Special)
3. Business Arising from the minutes
4. Reports:
 - Finance Lead
 - Registrars
 - Communications
 - Discipline
 - Player Development/Safety
 - Coach Coordinator
 - Equipment Coordinator
 - Team/Association Fundraiser
 - Tournament Coordinator
 - Ice Scheduler
 - Referee Scheduler
 - VP Female
 - VP Coed
 - RMFHL Director
 - CAHL Director
 - Level Directors
5. New Business
6. Adjournment

Minutes:

The minutes of BVMHA meetings shall include a record of those in attendance, motions considered and their disposition, and reports received either explicitly or as attachments.

The minutes shall be distributed to Executive members shortly after the meeting. Copies of the meeting minutes shall be kept on file with the Secretary and be available for the review of Hockey Alberta to assist in resolution of concerns.

Voting:

Every Executive member present shall vote on every matter unless excluded by a majority of the Executive from voting by reason of perceived conflict of interest. The Executive members with voting authority will be as per the bylaws.

The only time that the President will vote is in the event of a tie vote by the members present. He/she will cast their vote in order to break the tie.

Motions:

- Each member shall have the privilege of proposing motions for consideration by the Executive with a requirement of a seconded.
- On any question, members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate. However, closure shall not take place until every member choosing to speak has had the opportunity to do so.
- Each member has the right to propose amendments to the motion, providing it enhances the intent of the original motion and is accepted by the proposer. A proposer has the right to withdraw the motion at any time

4.0 Executive Positions

President Responsibilities:

- overall direction of BVMHA
 - supervision and direction of all Executive members, including standards of performance, sphere of control, and disciplinary action
 - oversees preparation of agenda by the Secretary for Executive meetings
 - schedules, presides over, and controls Executive meetings
 - maintains contact with other hockey oriented regulatory and resource groups
 - serves as a member of coach selection, grievance, and disciplinary committees
 - becomes Past-President in an advisory capacity
 - has signing authority
 - attends or appoints a designate to BVMHA, HA, league and other meetings
 - performs all required press releases through the media as required by the Executive
-
- oversees the operations of all level teams and their Directors

Secretary/Treasurer Responsibilities:

- records the minutes of all meetings and circulates them to all Executive members
- collects agenda items and prepares agenda prior to meetings
- maintains files with all previous pertinent data
- attends all Executive meetings
- has charge of all Executive records
- maintains and updates the BVMHA Policies and Procedures Manuals as required
- performs such other duties as designated by the President
- reports to finance lead to maintain all accounting records

Female Vice President

- report and assist to resolve conflict and concerns between association members
- Coordinate WCW teams and WCW directors

Coed Vice President

- report and assist to resolve conflict and concerns between association members

- Coordinate coed teams and division directors

Rocky Mountain Female Director

- liaison between RMFHL and the board
- attend RMFHL organised meetings
- report and assist to resolve conflict and concerns between association members and RMFHL

CAHL Director

- Liaison between CAHL and the board
- attend CAHL organised meetings
- report and assist to resolve conflict and concerns between association members and CAHL

Finance Lead Responsibilities:

- Paid, non-voting position
- maintains all BVMHA accounting records and back-up data
- prepares financial statements for presentations at monthly and annual meetings
- works with the Tournament Coordinator to ensure that teams submit payment for their tournament expenses(ice, referee, etc.)
- ensures that teams pay for their extra ice usage
- has signing authority

Finance Assistant

- Paid, non-voting
- Will take direction from finance lead, duties will change from year to year
- overseeing all official payroll in conjunction with Finance Lead, providing a monthly payroll statement to each referee
- performs weekly review of timesheets to ensure proper QR Code scanning as well as attendance

Communication/Website Responsibilities:

- coordinate all advertising for BVMHA, which may include: registration, Annual General Meetings, special meetings, special events, and coach applications
- in coordination with other Executive members, prepares and distributes information to keep the general membership informed
- Updates BVMHA website

Promotion Responsibilities:

- Works with Teams and Association Fundraisers to organize and coordinate special events
- Coordinate all advertising for BVMHA events, which may include: special events, and promotional activities
- Arranges photographer for BVMHA team photos
- Arranges association apparel
- post relevant information at the arenas and social media

Discipline/Risk Management Responsibilities:

- deal with any concerns/complaints from parents
- coordinate with coach coordinator if there are coach concerns
- assist player development with injury and return to play concerns

Ice Scheduler Responsibilities:

- BVMHA ice scheduler shall be responsible for securing ice time for practices, games, and special events.
- reports on a regular basis to the Executive concerning problems
- follows up on ice use by teams and ensures full utilisation
- coordinates with local arenas and fairly distributes extra/available ice among minor hockey teams
- non-voting paid position

Tournament Coordinator Responsibilities:

- coordinates all annual BVMHA tournaments
- acquires AGLC licenses and completes financial statements for tournament raffles and 50-50 draws
- assists individual teams with their tournaments as required
- obtains exhibition game sanctions and travel permits as required

Equipment Coordinator Responsibilities:

- purchases and maintains all equipment
- maintains a record of current inventory
- maintains reasonable access for equipment inquiries by teams
- obtains best prices possible for equipment, but is to buy locally if prices are competitive
- arranges for handling, storage, repair, cleaning and inventory of equipment
- is the only person that is authorised to purchase new equipment from suppliers

Lead Registrar

- register all players and team staff
- keeps all documentation relating to registration of players with BVMHA as well as with Hockey Alberta
- ensures that all players/coaches are properly registered in the HCR system
- ensures that team and affiliation lists are completed properly and on time
- prepares a rollup of players for the next season in order to accommodate proper budgeting to his/her ability based on different variables
- maintains a directory of all players regarding name, address, and phone numbers
- submits each team with a roster of approved players, affiliates, and coaches
- assists coach coordinator with coach qualifications
- coordinates with the Finance Lead to ensure proper member payment
- is a non-voting paid position

Co-Registrar Responsibilities:

- is a non-voting paid position
- takes direction from the lead registrar

Association Fundraiser Responsibilities:

- works with Finance Lead to approve team budgets
- works with Promotions to organize and coordinate special events
- approves/denies individual team fundraising proposals (raffles, sales etc.)
- Acquires AGLC licenses and completes financial statements within required timeline
- coordinates for the association to run casinos
- arranges for temporary volunteers to assist BVMHA with projects
- in charge of applications for government and industry grants

Coach Coordinator Responsibilities:

- maintains a regularly updated database as required by Hockey Alberta of all coaches and their coach levels and certification
- coordinates coach, manager, and trainer clinics as required by Hockey Alberta
- responsible for creating, editing, and maintaining coach applications
- address any coach concerns or complaints brought to the attention of the BVMHA executive
- compile coach review forms and provide feedback for all coaches
- coordinate coach interviews and selection
- coordinate mid season/year end coach evaluations

Referee Coordinator Responsibilities:

- recruit new officials
- organise referee clinics at the beginning of the year
- arrange mentorship throughout the season
- monitor and schedule referees in all aspects
- Is a non voting paid position

Player Development & Safety Director Responsibilities:

- coordinate player and goalie sessions/clinics
- coordinate hockey schools, power skating clinics, hit clinics, etc.
- organize and coordinate all aspects of player evaluation skates
- work with coaches to provide ongoing development sessions
- responsible for player safety (includes such things as bullying, maltreatment, concussion testing protocol, injury reports, etc.)
- oversees affiliations

Division Directors:

- point of contact between team staff/parents and the board
- receive email questions and concerns and identify the executive to resolve questions and relay information back to the team/parent.
-

Past-President

- not an elected member
- serves in an advisory capacity only

4.1 Resignation of an Executive Member

Members of the Executive may resign their position by providing the President with written notice of their resignation. The effective date of the resignation shall be 30 days after the President receives the resignation, so that the Executive will have an opportunity to elect a replacement.

4.2 Removal of an Executive Member

A member of the Executive board shall be relieved of their duties and removed as a member of the Executive board upon a 75% majority vote of the Executive on the basis that the Executive member is doing an unsatisfactory job, or bringing BVMHA into disrepute. A member will be immediately removed upon missing three consecutive meetings.

5.0 Hockey Teams/Personnel

5.1 Coach Selection

Any individual interested in a Head Coach position may apply for that position by submitting an application and Vulnerable Sector Check by the deadline specified by BVMHA in section 7.4. Selection of Head Coaches is overseen by a committee of at least 3 Executive members.

For those individuals who submit an application by the deadline specified by BVMHA, the following procedures will apply:

- The BVMHA executive will review the applications and, if necessary, conduct interviews on all applicants.
- The BVMHA executive will consider past coaching reviews, if available.
- A conflict MUST be declared if any member of the committee has a child playing at that particular level or the applicant is a spouse or partner of the committee member. The individual should remove themselves from the committee to avoid a conflict of interest.
- For situations where a coach has not been selected as a result of the above process they will be contacted by the Coach Coordinator with the decision of the executive.
- For coaches selected under the above process they will be notified by the Coach Coordinator.
- While the Head Coach will make the final selection of supporting personnel (manager, assistant coaches, trainer, etc.) he/she must receive approval from the BVMHA executive.

The board will assign a coach to a team based on their child's placement after the evaluation process.

5.2 Accreditation

BVMHA teams are required to adhere to the standards of accreditation as set by Hockey Alberta to ensure eligibility for League and Provincial play, as well as adhering to the HA standard of development and safety for our Minor Hockey program.

5.3 Team Personnel Roles/Responsibilities

Coach

BVMHA Head Coaches are fully responsible for all of the activities of their team. Delegation

of responsibilities to Assistant Coaches, Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach.

Coaches are expected to:

- adhere to the Coaches' Code of Ethics (Refer to Article 6.5)
- respond to directives of BVMHA and operate the team within established Policies and Procedures.
- respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop to their potential
- recognize their responsibilities as leaders, educators, and role models for young players.
- conduct towards players, parents, officials and others should be based on mutual respect and fairness. Physical, verbal, alcohol abuse, or profanity will not be tolerated.
- be sensitive to parent concerns, and be prepared to respond cordially when warranted.
- commit themselves to the continued development of all players for the full season, once players are selected to a team.
- ensure proper supervision of the team before, during, and after games and practices and accept reasonable responsibilities for the conduct, safety and well-being of their players and facilities
- develop a set of rules for the team which are clearly communicated and enforced equally on all players at the beginning and throughout the year.
- encourage and motivate players toward enjoyment of the game, team morale, and skill development.
- comply with normal administrative directives by holding a beginning of season parent meeting
- ensure that the team has adequate support personnel.

Players that are not affiliated to a team will not be allowed to participate in team practices or join the team's bench during games. The only exception to this policy is where an older player is coming to a practice in order to help the coaching staff. This player must be registered with BVMHA, must wear his appropriate equipment, and must be there as a coaches' helper only. Players that are younger than the team level will not be allowed to be considered as coaches' helpers.

Manager

BVMHA team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, team Managers should assume responsibility for most of the organisational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

Team Managers are expected to:

- respond to directives of BVMHA and operate the teams within established Policies & Procedures
- assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community ambassador is maintained

- establish, maintain, and enhance communication with league commissioners, representatives and participants
- establish, maintain and enhance communication with other Associations' team members at the appropriate level.
- complete and submit all injury reports to the level director
- The manager must communicate any team, league, or disciplinary issues that arise to the level directors.

Specific Tasks:

While the following is not a comprehensive list of all duties for Managers, it may serve as a guide for tasks, which the Head Coach may delegate:

- request a team list from the Registrar, ensure the team roster is accurate and up to date. Report any errors promptly to the Registrar
- delegate duties such as Parent Liaison, emergency contact, etc., prior to the start of the season and ensure the procedures are followed
- organisation of parent meetings
- supervise and monitor collection of money and fund raising
- arrange for extra ice as required
- act as coordinator for Provincial competition
- organise and manage parents or parent committees as may be required for fund raising, tournament committees, etc.
- confirm tournament, exhibition, and home ice time and sanction number at the start of season
- BVMHA teams are **guaranteed one practice per week** from the association
- when a team has been given an extra ice slot for an exhibition game, but that slot is used instead for practice, the Ice Scheduler must be notified of the change, otherwise the team will be charged for the referee wages
- Requests for additional or rescheduled ice time must be submitted to the Ice Scheduler for approval. Teams who attain ice without permission will pay for the ice from team funds and must notify ice scheduler to ensure insurance
- Unused or forfeited ice time must be reported as soon as possible, and BVMH reserves the right to reallocate it as needed.
- Teams failing to notify the Ice Scheduler at least 48 hours in advance of unused practice ice will be subject to pay for ice out of team funds unless exceptional circumstances apply.
- The Ice Scheduler will notify the Referee Scheduler of all scheduled games to ensure officials are assigned accordingly.
- The Ice Scheduler will notify the Referee Scheduler of all scheduled games to ensure officials are assigned accordingly.

5.4 Team Formation Procedures

The Team Formation Process is designed to provide a fair and structured system for placing players on teams that align with their skill level and development needs. The goal is to create an environment where athletes can grow, compete, and enjoy the game while ensuring that team selections are conducted with integrity. Player evaluations are strictly for the purpose of team placement—no individual scores or feedback will be shared with players or families.

Evaluators must be hockey knowledgeable people who are not directly connected to the players trying out. There must be a minimum of 2 impartial evaluators (not including the head coach). The evaluators must be in attendance throughout the entire evaluation process.

The board will make all efforts to notify players and parents of the date of evaluations as early as possible.

Pre-Evaluation Requirements

Before a player can participate in evaluations all players must be registered and each player must have at least one of their parent or guardians respect in sport completed and up to date. In addition, **a parent or guardian must sign and submit the parent tiering waiver form** (via email). This form must be completed and returned prior to the first evaluation skate.

Evaluation & Team Selection Process

Players will be assessed based on various factors, including age category, individual and team skills, projected development, attitude, and overall commitment.

U5/U7: COED

- ❖ The teams, if more than one, will have evenly split sizes and will ensure enough coaches and volunteers will be available for each team.
- ❖ Teams will not be tiered nor will there be a need for independent evaluators to select the teams.
- ❖ Teams will be split according to U5/U7 Director and Coaches.
- ❖ U7's will receive minimum 2 ice sessions prior to splitting of teams (if required).
- ❖ Teams will consist of players from only their respective residence unless granted an exemption from the BVMHA board (contact the U5/U7 Director).

U9: COED

- ❖ The teams, if more than one, will be tiered teams.
- ❖ Teams will be tiered based on internal evaluations organized by U9 Director and Non-U9 parent volunteers.
- ❖ Evaluations will consist of a minimum of 2 formal skates (Skills and ½ ice

scrimmages).

- ❖ If numbers are short; consideration will be made to move U7 players up, based on skill level and only if U7 numbers allow.
- ❖ All players will be assessed as skaters and no individual assessments will be made at the goalie position for this level.
- ❖ Teams will consist of players from only their respective residence unless granted an exemption from the BVMHA board (contact the U9 Director).

U11-U18: COED & Female

- ❖ Teams will be tiered, if roster sizes allow, for multiple teams.
- ❖ Teams will be tiered based on evaluations organized by Directors and external evaluators hired by BVMHA.
- ❖ Evaluations will consist of a minimum of 3 formal skates; 1st skate will be skills and small area drills. The following sessions will be games.
- ❖ The final evaluation game roster will be posted the night before on the BVMHA website. Top evaluated players may be excused from the final evaluation skate at the evaluators' discretion and will be considered to have secured a spot on the top team.
- ❖ At the conclusion of evaluations, the external evaluators and director will identify the exhibition roster to include the six lowest-ranked skaters for each tier, who will compete for the final three roster spots. These players will be assessed by the head coach over a maximum of three skates. After this process, the final roster will be announced and those not selected will be placed on the next-tiered team.
- ❖ Goalies will be assessed, if numbers allow, as per the goalie evaluation section.

Goalie Evaluations: U11-U18 (where applicable)

- ❖ Separate "goalie only" sessions will be scheduled where required. A minimum of 1 skate will be overseen by the director and external evaluators to identify and rank goalies. The goalies will then continue evaluations in the formal evaluations games. No evaluations will be considered during the player skills sessions.
- ❖ At the conclusion of the evaluations; the head coach of the top team will get a list from the director and evaluators of the top 3 goalies with ranking. The top ranked goalie is an automatic lock on this team. The coach must choose their final goalie of the 2 remaining.
- ❖ The highest ranked goalie not chosen for team 1 is an automatic lock on the second team. The head coach for the 2nd team will then get a list of the next 3 goalies

(including the locked goalie) and this continues until all teams in the division are selected.

- ❖ If a team is mandated to only take 1 goalie for their team, due to numbers or evaluation scores, there will be no locked goalies in this instance. And with this the head coach must decide between the two highest ranked goalies.

Finalizing Teams

Following the evaluation skates, the evaluators will provide the board with the suggested player placements. Before finalizing rosters, all coaches will be placed according to Section 5.1 of this handbook. If no head coach is in place prior to selection of the final roster spots (due to lack of coach candidates for the given age group and tier), the board will make every attempt to recruit a coach candidate (from the parents of the team) to fill the position. If a coach's child is in the bottom 6 evaluated players of any team the Board will place that player prior to the coaches making any final roster decisions.

Exhibition rosters are tentative rosters that will be released within 48 hours following the final evaluation skate. The evaluators are expected to complete the exhibition roster creation but in the event of a split decision on a player, the Executive will discuss and make the final decision.

Missed Evaluations & Special Circumstances

If a player misses all evaluation skates without prior written notice, they will automatically be placed on the lowest-tiered team.

For players who are injured or unable to attend evaluations, alternative assessments may be conducted if all of the following criteria are met:

1. The top-tier team must have an available roster spot.
2. A \$250 evaluation fee must be paid before the assessment.
3. A doctor's note must be provided, verifying the injury(if applicable).
4. A written request must be submitted to the division director.

If granted permission, the absent player may participate in up to three conditioning skates before being evaluated. For players who join the association after evaluations have concluded, the same guidelines as injured or absent players will apply to determine appropriate placement.

5.5 Affiliations

The affiliation process must be completed as per Hockey Alberta regulations on or before December 15th of each season. The BVMHA Affiliation process applies to both Female and Coed streams.

The player affiliation process is as follows:

The manager sends the completed affiliate player form to the BVMHA Division Directors for approval. The director will forward the forms to Player Development. Once approved and entered, the HCR will be returned to the team. It is the responsibility of the teams' coaches and managers to ensure that their team affiliation is filed and approved before using any players.

Players can only affiliate to the team directly above their carded team with the exception of female players who may move directly across.

This call up process **must be followed each and every time** that a coach wants to call up an affiliate player to either play a game, or simply to attend a practice:

1. **the coach must first contact that affiliate player's coach to ask for their permission for each call-up for practices or games.**
2. the coach who holds the player's card has the first right of reasonable (*) refusal based on their team's needs for that player. If the coach has reasonable grounds for refusal, then the player will not go up to the affiliate team. In case of a dispute as to what are reasonable grounds for refusal, the division director must be contacted via email.
3. once the coach grants approval for the affiliate to go up to the requesting team, then the requesting coach may contact the player's parents to ask for their child to come and play.
4. the receiving team's manager must be informed via the coach that an affiliate player will be playing with the team. The manager ensures that the appropriate forms are submitted with the league and the affiliate player is added to the game sheet for the game that they will be playing (designated on the game sheet with the letters "AP" after their name). The manager and coach must keep track of the number of games that the affiliate plays with their team.
5. Any one player can play affiliated up to 10 games. If an 11th game is played, that player as well as the Head Coach will be suspended as stated in HA regulations.
6. There are no affiliations allowed within the U5 or U7 divisions.
7. Teams must follow all Hockey Alberta and league rules for affiliated players
 - Examples of reasonable right of refusal may be when the player is needed on their carded team for a game on the same day, letting the player go may have them playing too many days in a row, thereby affecting the ability to play for their own team, their team needing their services to play in a tournament at the same time that the call-up is requested, etc.
8. Failure to adhere to the above requirements will result in a one game BVMHA suspension for the coach and the player will receive a one game suspension for their own team. Additionally, the affiliate player will be removed as an affiliate for the remainder of the season.

5.6 Uniforms/Equipment

- All team jerseys are provided by BVMHA, and remain the property of BVMH, under the direction of the Equipment Coordinator. These are to be used for all league, playoff and exhibition games. These items are NOT to be used as practice equipment.
- Socks (home and away sets) will be the responsibility of the parent. Teams can place orders at the beginning of the season.
- Jerseys and equipment will be assigned to each coach in accordance with established procedures. The Coach/Manager is responsible for in-season care, cleaning, and return at season's end. Any needs or concerns regarding equipment/jerseys are to be brought to the attention of the Equipment Coordinator.
- The selection of a name-bar supplier is the responsibility of the Equipment Coordinator. The Equipment Coordinator will provide the supplier information to the team managers/coaches. Team managers/coaches should not procure their own jerseys or name-bars without prior approval from the Equipment Coordinator. The cost of the name-bars is to be paid for by the player/family or the team's fundraising account, at the Team Manager's discretion. Name-bars are to be sewn onto jerseys (and removed) by a seamstress approved by the board. At the end of the season, all name-bars are to be removed from the jerseys before the jerseys are returned to the Equipment Coordinator.
- Each team will be assigned a first aid kit and puck bag with pucks, which will be returned at the end of the season.

6.0 Code of Ethics

The following codes of ethics apply to all parents, players, team personnel, and Executive members of BVMHA. They are minimum standards of behaviour which participants are expected to adhere to. Violation of the standards by a participant may lead to a review by BVMHA for subsequent suspension, reprimand, or expulsion.

BVMHA will not be held responsible for any articles that may be lost or stolen in the course of any of its sanctioned events.

Any electronic devices that are capable of video recording or pictures (Cameras, cell phones, etc.) are not permitted to be used in the dressing rooms at any time as per HA regulations. The only exception to this is in the case of a special event that is closely supervised by adults.

Respectful conduct on all social media channels, accounts and platforms is expected by BVMHA.

6.1 Bullying/abuse

BVMHA will define bullying as any form of unwanted intimidation that is forced upon any individual or individuals against their will. Bullying is dangerous to the point that physical or emotional harm may come to any person. It may end up destroying a team, or any individual's desire to participate at whichever level they are currently participating.

BVMHA will neither condone, nor tolerate bullying at any level, or by any person. BVMHA will be considered to have a zero tolerance policy when it comes to bullying. It is expected that any individual that feels that they are being bullied, will report such behaviour to their coach, manager, parent liaison, or Level Director.

If the Executive receives a complaint about any degree of bullying, the complaint will be dealt with **immediately**. If the coach, coaching staff, or manager is involved in the complaint, this may result in games being cancelled until the complaint is investigated. The Executive realises this may be disruptive to the team, however bullying at any level or degree is serious enough to warrant this type of consequence. If a player is involved in the complaint, he/she may miss games until the investigation is completed.

The term "bullying" will also apply to anyone who uses any derogatory dialogue towards any player, on-ice or off-ice official, parent, or fan that insults a person's race, creed, sexual orientation, or gender.

Team staff (coaches, managers, etc.) are ultimately responsible for any improper conduct on and off the ice and in the dressing rooms. As people that are considered to have care and control, or positions of authority, team staff members are not exempt from any part of the bullying/abuse policy.

Upon investigation by a committee of Executive members, if any of the allegations are proven to be true, BVMHA will deal swiftly and severely with the individual or individuals involved. Discipline will range from a specified number of games to an indefinite suspension, to outright expulsion and release from BVMHA.

6.2 BVMHA Executive Code of Ethics

In Relation to BVMHA:

- Members adhere to Executive policy and seek to change policy through the proper channels of the Executive.
- Members maintain the integrity of the Executive at all times, and do not initiate or participate in any activity that will place the Executive in ill repute.
- Members honour commitments made on behalf of the Executive.
- Members do not divulge to the general public any item which may cause personal embarrassment or humiliation.
- Members resign from their position immediately when they become unable to fulfill the duties or obligations of their position.

In Relation to Colleagues (other members):

- Members do not criticise the sphere of operation of another member except to that member or the President. Criticism, or reports to the President, shall only be made after the member has been made aware of the nature of the criticism to be levelled.
- Members do not comment, render opinions or decisions with respect to operations not under their control to the general public.
- Members refer to appropriate Executive members' issues arising in the community with respect to their sphere of operation.
- Members do not undermine the confidence of the general public in other members.

In Relation to the BVMHA Membership:

- Members fulfil the duties and obligations of their position to the best of their ability, always serving the best interests of all players registered with BVMH.
- Members treat the general public with dignity and respect and are considerate of their circumstances.
- Members do not use their position for personal profit, or for profit of immediate family.
- Members do not use their position to influence the placement of any player.
- Members do not use their position to influence the selection of any coach or team official.

6.3 Parent Expectations:

- At least one parent per family is required to complete the "Respect in Sport Parent Program" before their child skates. Information regarding the course can be found at:

http://www.hockeyalberta.ca/index.php/ci_id/2644/la_id/1.htm

The course itself can be found at:

<https://hockeyalbertaparent.respectgroupinc.com/secure/>

1. Remember that winning is not everything

- Teaching your child that having fun, improving their life and hockey skills, making friends and doing their very best is more important than winning. If you can instil this in your child as a life lesson, they will never feel defeated by the outcome of a game now or in the future.
- Make your child feel like a winner every time by offering praise for competing fairly, trying hard, and doing their best.
- There can be only one coach on the team and that person is assigned by BVMHA. Do not attempt to be the invisible coach for your child. It will only confuse them and this confusion will result in frustration for you and your child.
- Do be supportive of your child. Praise not just scoreboard success, but attitudinal changes, cooperation with team-mates, toleration, and forgiveness of mistakes, team play, and even discipline. You are raising a child, not a hockey player, and all of the life skills your child learns in this or any other organised activity will help them become better people

2. Show respect toward all participants of the game

- This includes your child, your child's teammates, their parents, coaches, manager, opponents, game officials, and spectators. This means you will not swear, criticise, ridicule, intimidate, lay blame or provide negative comments to any of those mentioned in the preceding point
- Showing respect means that you will encourage, support, nurture, take responsibility for your own actions, and accept the consequences of inappropriate behaviour

3. Be a team player

- In addition to the preceding you will be committed, punctual, accountable, as well as follow and support team rules and objectives.

- You will ensure that your actions support and do not hinder your child as a player in accomplishing his/her player expectations and commitments.
- You will willingly step forward and volunteer to carry out equally your share of the duties necessary to operate the team and BVMHA.
- You will treat all participants in team and BVMHA activities equally in your undertakings. You will promote and ensure an equal opportunity to work, to learn and receive instruction, and an equal consistent application of team and association rules.
- You will participate and work in conjunction with the team and officials per the team and BVMH objectives. You will, on an ongoing basis, measure your attitude by what you are doing for the team and for BVMHA rather than what the team and BVMHA is doing for you.

4. Act appropriately, both on and off the ice.

- Remember that your actions, both on and off the ice, represent other people's perception of BVMHA, our members, and ultimately our community.
- You are being entrusted to represent your child, the team, and BVMHA properly.
- You will ensure that your child follows facility rules and does not harm or deface any property.

Remember that you are one of the most important role models that your child and his/her fellow players and their parents have to measure their actions and themselves by. The example that you set is the one they will measure and remember you by – Good or Bad.

6.4 Player's Code of Ethics

- Players represent BVMH and the local community. As such, proper behaviour and etiquette must be maintained whether at home or away.
- Always strive to give your best. Pride, esteem, and respect are just a few of the rewards you can expect from your teammates, fans, and coaches if you attempt to be the best you can be.
- Never battle or condemn another player, coach, or referee. Bad calls, missed passes, short shifts, or any of the frustrations which occur in organised sports are not valid reasons to hurt or abuse someone.
- Do not use foul language. If you can't make your point without the use of foul language, then you should reconsider whether you have a point to make.
- Fighting will result in disciplinary action. Hockey is a physical game but there are limits.
- Be on time for your games and practices as set out by your coaches. Both are necessary for you to develop the skills you require to play the game successfully.
- Respect for BVMHA Executive members, coaches, fellow players, off-ice officials, referees, and fans must be shown at all times.
- Bullying or fighting, on or off the ice, will result in disciplinary action against those involved. The form of discipline will be determined by the coaching staff and may include such forms as: being removed from play for the remainder of a game; being suspended for subsequent game(s); etc.

6.5 Coaches' Code of Ethics

- A good coach believes that their job is to teach hockey, to develop their players, and to put a team that displays good sportsmanship on the ice for every game. The keys to successful coaching are Leadership and Example. The coach points

out what is right and wrong, fair or unfair. The coach stresses cooperation with authority and respect for it. How the coach acts is more important than what is said. A coach who is fair and who respects authority and the efforts of their players, will have a team that works hard for them.

- The coach tries to give their team the will to win. The coach wants them to know the pride of winning, as individuals, and so must the coach. A team that plays like this earns friends and respect, everywhere it goes, and so does the coach.
- Our coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
- Our coaches must be responsible for their own behaviour. They are leaders and teachers and their actions reflect upon our entire program.
- Our coaches must be well organised and prepared, both on and off the ice
- No abuse by our coaches towards referees, players, parents, opponents, off-ice officials, or any other person will be tolerated. Yelling, screaming, foul language, and physical abuse are all forms of abuse, and is not the solution to a problem. Coaches that are abusive in any way will be removed from the bench and dealt with through the bullying/abuse section of discipline.
- A coach or team official that is reported as being under the influence of alcohol while in his official capacity with the team may be suspended for the remainder of the year.
- Remember, coaching is a privilege, not a self-serving obligation, and the positions are not handed out lightly! Treat the position and responsibilities with respect.

7.0 Program Details

Division/Level

BVMHA provides programs for players aged 4 (four) to 17 (seventeen) in the following divisions:

- **U7:** Open to all players up to 6 years of age as of December 31st of the current season. Before registering a 4 year old, the Registrar must be consulted.
- **U9:** Open to players up to 8 years of age as of December 31st of the current season
- **U11(:** Open to players up to 10 years of age as of December 31st of the current season
- **U13(:** Open to players up to 12 years of age as of December 31st of the current season
- **U15:** Open to players up to 14 years of age as of December 31st of the current season
- **U18 :** Open to players up to 17 years of age as of December 31st of the current season

7.1 Eligibility

An eligible player shall be one who:

1. Resides within the HA boundaries as specified in 7.2.
2. Is a non-resident who meets the criteria as determined by BVMHA and Hockey Alberta (Refer to Policy 7.3)
3. Is the correct age for the division/level. All players must register according to their age.
4. Has not been suspended.

5. Has been correctly registered and has paid the designated fees.
6. Is not in arrears on their previous season's fees (team or BVMHA)

7.2 Boundaries

BVMHA boundaries include Rimbey, Bentley and Eckville. They border Lacombe, Ponoka, Rocky Mountain House, and Winfield.

7.3 Imports

While BVMHA operates programs for residents within our boundaries, there are conditions for which BVMHA Policies and Procedures allow the registration of non-residents. They are as follows:

1. BVMHA has specific geographical boundaries (Refer to Article 7.2) with our neighbouring minor hockey associations as required by Hockey Alberta. Players residing within our boundaries. Non-resident players, or imports, are defined as players residing outside of our specific boundaries, exceptions made as per HA player movement form.
2. When there is a working relationship between BVMHA and neighbouring associations to share facilities, we will accept non-resident players if the neighbouring association does not have sufficient players, or has too many players for one team, as mandated by Hockey Alberta, at that specific level. That player will carry the non-resident status.
3. Imports will be reviewed by the board at all levels.

7.4 Registration

Registration Timeline

April/May - new fee schedule is determined and dates for registration set.

June/July/August – registration is open for players

The deadline for registration will be listed on the Association's website during the registration period. Players attempting to register after the deadline may be either placed on a waiting list, or turned away, at the Board's sole discretion.

June/July/August – coaching applications are accepted.

7.5 Registration Fees

Shortly after the AGM, BVMHA will consider current and projected operating costs and prepare a fee schedule for the upcoming season. This information will be available to the general public through best available means for the upcoming hockey season.

In age groups U11, U13, U15, and U18, a 30% rebate on fees will be available to goalies. Rebates will be paid to the player on February 1st of the season. To be eligible for the rebate, the following criteria must be met:

- Registration fees must have been previously paid in full by the registration deadline, or as per the terms of the payment plan, if applicable.
- The player must have played goalie in at least 50% of the team's exhibition and regular season games.

*In the event that registration numbers may require capping registrations to accommodate team numbers, communication will be sent to the affected age groups.

7.6 Payment

Payment of registration fees shall be made payable to BVMHA by credit card or online payment. All fees are due by September 15th.

Payment plans are available by credit card only, through RAMP website registration. Final payment must be received by September 15th. If these conditions are not met the player will not be permitted to participate in all BVMHA team activities.

If a player is trying out for a Hockey Alberta Sanctioned (HAS) team, the registered player may participate in pre-season prep skates and evaluations. Fees may be deferred until such time that the player is released from the HAS team and returns to BVMHA. Payment must then be made in full prior to the player being allowed any further skates with BVMHA.

7.7 Refunds

All fees are non-refundable including, but not limited to, registration, try-out, evaluation, season fees, uniforms, financial transaction costs, and any other cost(s), fee(s), or expense(s) incurred or paid, directly or indirectly, to BVMHA. Participants who want the option of a refund can purchase third-party insurance (Registration Cancellation Insurance) through our partner, Vertical Insure, to protect your registration investment against unexpected situations.

If you have any questions regarding this product, please reach out to support@verticalinsure.com or see the website at <https://vicoverage.com/sports-refund-protection/>.

In cases where reasons beyond the control of the participant require them to leave the program that would not be covered by the offered insurance, a refund may be authorized at the discretion of the Blindman Valley Minor Hockey Association Board. A written request for refund should be sent to the Finance Lead. Players who indicate prior to evaluations that they are trying out elsewhere, can receive a full refund upon confirmation of acceptance to a Hockey Alberta sanctioned team.

7.8 Player Safety

General:

BVMHA takes the safety of players and off ice officials seriously. Any player or coach injured during a sanctioned hockey event will follow reporting processes outlined by Hockey Alberta. It is the coach's decision whether or not to remove an injured player for the remainder of a sanctioned hockey game or practice. If medical attention is required, a Hockey Canada Injury Report must be filled out and a copy provided to the BVMHA Player Development & Safety Director.

Concussions:

Annual concussion baseline testing is mandatory for all U15 and U18 players. The Player Development & Safety Director will arrange and schedule the testing each season.

The cost of the testing for all U15 and U18 players will be included in a player's registration fees. If anyone outside this age group would like to participate, BVMHA will help schedule those appointments however, the cost will be invoiced to those families after the testing.

The deadline to complete the concussion baseline testing will be the last day of September in each year OR the last day of BVMHA scheduled evaluations for said year. Failure to have this complete will result in that player being deemed ineligible to participate in any BVMHA sanctioned events until testing is complete.

If a player sustains an injury while on the ice and a concussion is suspected, it is recommended that medical attention is sought as soon as possible. Any player exhibiting symptoms of a concussion is required to seek medical attention immediately. If you do not seek medical attention immediately you are still required to receive medical clearance prior to the player returning. This will include anyone who exhibits concussion like symptoms.

Return to Play After an Injury:

If a player sustains an injury requiring medical attention (such as a broken bone, concussion, etc.), written clearance from a medical professional must be provided to the coach prior to the player returning to the ice.

Parents must realize that coaches are not doctors. When there is uncertainty on the significance of an injury, the coach is within their right to err on the side of caution and require clearance from a medical professional prior to the player returning to the ice.

7.9 Fundraising

Association Funds generated will be used to purchase equipment and pay for facility rentals as per AGLC use of proceeds list. **NO ASSOCIATION FUNDING WILL BE USED FOR INDIVIDUAL TEAM PURPOSES (ex. team parties, team jackets, gifts etc.).**

All teams must submit budgets before any team fundraising is permitted. *Mandatory additional team raffle tickets must also be sold prior to additional fundraising.

The board may host up to two mandatory fundraisers per year. The board will determine which fundraising items are mandatory on a season by season basis.

If a team does not follow the fundraising regulations, BVMHA will hold the funds from their team account until regulations are met.

7.10 Tournament Hosting

All BVMHA teams can host a tournament provided ice is available. Host Teams will be decided on a yearly basis. Approval will be given from the Ice Scheduler and Tournament Coordinator. Teams approved to host a tournament must comply with the following.

1. The Host Team Tournament Coordinator will work closely with the BVMHA Tournament Coordinator to set a budget and determine an entry fee.
2. There will be no solicitation to businesses for any tournament related funds, prizes, expenses, etc.
3. Required tournament sanction number can be obtained from the executive tournament coordinator. (all teams will require). Ensure it is visible in the arena for the duration of the tournament.
4. Determine if you are having a prize table and if so, ensure you follow the AGLC requirements and complete the required documentation in a timely manner.
5. Make a game schedule, do not include breaks between games. Submit schedule to BVMHA Tournament coordinator as soon as possible.
6. All game sheets must be sent to Hockey Alberta at the conclusion of a tournament. If there are no incidents that may lead to a suspension, they can be sent at the end of the tournament, but if an incident occurs that may lead to a suspension then they must be provided immediately.
7. All tournament fees must be made payable to Blindman Valley Minor Hockey Association and given to the BVMHA Finance Lead as soon as possible to guarantee funds and also placement in the tournament. All funds earned from the prize table are to be counted and passed over to the BVMHA Finance Lead. The proceeds from the tournament will be determined on a year to year basis as follows: 50% of the Net Profit will go to BVMHA and 50% of the Net Profit will go to the host team up to the approved team budget. In the event of a co hosted tournament, funds will be distributed 35% to each team and 30% to BVMHA*If the amount exceeds the team budget, the surplus will be retained by BVMHA. Teams will then need to apply for an amendment to their team budget.

7.11 Use of Name/Logos

- Use of BVMHA names/logos must be approved by the Executive prior to use.

7.12 Apparel

- Apparel will be offered through a board approved vendor.

7.13 Referee

All referees and linesmen must be currently registered with the Hockey Alberta Referees Association.

Game assignments will be based on the referee's level of accreditation, reliability, and the game circumstances. That notwithstanding, the Allocations will be as fair as possible in terms of distributing work assignments.

Minimum standards regarding systems are as follows:

U9	one referee
U11 and U13	two man system
U15 and U18	three man system (four man system recommended)

All referees are accountable to the Referee Coordinator for their performance and conduct.

All referee duties will be assigned by the Referee Coordinator. Claim and payment for services rendered will be in accordance with HA approved fee schedule and the established procedures for processing.

7.14 Discipline

General: DISCUSSION

As members of BVMHA, every player, parent, Executive member, or official represents not only BVMH but the community at all times. It is imperative that everyone behaves as any proper ambassador would be expected to. BVMHA will follow and uphold the minimum requirements as stated by Hockey Alberta. BVMHA may increase any suspension at their discretion.

BVMH expects executive members, team officials and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards executive members, game officials, opponents and spectators.

As such, standards of behaviour consistent with BVMHA, Hockey Alberta, and league policies shall be maintained throughout the season, within a climate of mutual respect. It is recognized that, from time to time, sanctions may be necessary for behaviour which transgresses acceptable standards. Such sanctions may be applied to any player, team official, parent or Executive members and may take the form of:

- a verbal reprimand
- a written reprimand
- a suspension
- an expulsion
- a combination of the above

Standard Suspensions:

Where Hockey Alberta or league policies dictate a suspension of team officials for a rule transgression and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the Coach in consultation with the Level Director as a matter of routine.

Non-Standard Suspensions:

When incidents occur, which contravene BVMHA Policies and Procedures and are not covered by Hockey Alberta, or league policy, game officials, coaches, and team officials may report the incident to the President, who will bring it to the attention of the executive for their review. Incidents should be reported as soon as possible. Suspension length is at the discretion of the executive.

Appeal:

Should a coach, player, team official, or parent feel that the executive has not satisfactorily resolved the issue; an appeal may be registered by a written letter to BVMHA. The President will ensure that the matter is placed on the agenda of the next BVMHA meeting.

BVMHA shall provide up to thirty minutes of meeting time for the people making the appeal to state their case. The case shall be presented to the Executive, who shall render its decision by motion. A simple majority shall suffice. The decision of BVMH shall be final and binding on all parties except for those avenues of recourse provided by Hockey Alberta.

The President shall have the power to summarily suspend any player, coach, trainer, manager or official of any team under the auspices of the BVMHA for any conduct on or off the ice which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Such suspension to be effective until dealt with by the executive.

This authority may be delegated to such BVMHA directors and officials as the President may determine.

The President shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of BVMHA for any conduct which in the sole discretion of the President is deemed to be unbecoming or detrimental to the game. Further, the President shall have the power to summarily suspend the player, coach, team official or the team to which the spectator is attached. Such action to be effective until dealt with by the executive.

This authority may be delegated to such BVMHA directors and officials as the President may determine.

The power and delegation granted to the President is significant in that it allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. BVMHA is prepared to enforce these provisions as required and are an integral part of the reporting and enforcement protocol initiatives.

8.0 Grievance Policy

BVMHA Problem Solving Protocol

Undoubtedly a variety of problems and situations may arise during the Hockey season that requires some form of resolution. A large number of these problems are directed to the BVMHA Executive to resolve, even before a concerted attempt is made at the team level. It is our goal to have issues resolved at the lowest level possible and keep the lines of communication open.

Quite often a fear of confrontation is compounded by the assumption that the other party will be unwilling to listen to your concerns. To this end we have developed a Problem Solving Protocol that can be followed for most incidents that you will encounter throughout the hockey season. Each step must be completely explored before proceeding to the next step in the process. Should you try and skip a step in the process, you will be asked to go back and complete it prior to advancing to the next step. Remember, open communication and willingness to resolve the issue is needed from all sides in order for this to work (try and see the other person's point of view).

In all cases, even in the early stages, it is essential that every party involved document their participation in the process and the efforts made to resolve an issue. Without proper documentation it makes it difficult to lend credibility to the complaint. Also a record will then be available in case more problems arise in the future. The documentation should contain a time, date, and place of the events, names of the parties involved and names of any witnesses. Also of major importance is the specific outline of the exact problem/issue, the desired outcome or resolution you are looking for, and any attempts made to reach that outcome/resolution.

STEP 1

24 HOUR RULE – the 24 hour rule requires that you wait for 24 hours before you bring forth a concern. This rule has become very useful in providing you with an opportunity to review the matter with a level head. Input from other family members can be sought to ensure that your perception of the events are accurate, especially if it pertains to your player. What you perceive from the stands may not be what is perceived by your player and he/she may be able to clarify the issue. As noted above, it is suggested that you document your concerns.

Even if you choose to ignore the issue at this time, a record of the incident may be required at a future date should the action repeat itself. Please see the attached Parent Grievance form.

STEP 2

CONTACT THE Parent Liaison and Manager–the Parent Liaison’s role is to present the parent’s concerns to the Head Coach and schedule a meeting between the Head Coach (and members of the staff if warranted) and the parents at least 24 hours after the incident occurred. This allows both parties to cool down, so that the problem can be dealt with rationally. Following this procedure allows for parents to present their concerns to the head coach in a structured format.

Important notes regarding the Parent Liaison:

- Parent Liaison only brings grievances to the Head Coach if the parent wants a meeting.
- Grievances must be about your child. Grievances about, or between, parents, or made on behalf of another child will not be acted upon.
- Anonymous grievances will not be acted upon.
- Grievances are to be in writing (see Grievance Form at the end of this Handbook).
- The Parent Liaison will forward a written summary of the Grievance to the Head Coach prior to any meeting. The Parent Liaison should avoid forwarding disrespectful content to the Head Coach.
- Parent Liaison arranges the meeting and takes notes during the meeting. The manager will also be present at the meeting to ensure all proper problem solving protocol is followed. The Liaison has the authority to terminate the meeting if no progress is being made or the meeting becomes confrontational.
- The Parent Liaison will also communicate any team strategy changes that the coaching staff is implementing. This will help diffuse any situations in the stands with parents, should they not understand the change in direction of the team

Should the Manager or Parent Liaison be involved in the concern, then it is suggested that a three person committee, consisting of parents from the team, be formed to facilitate this meeting. It is felt that in most cases the matter will be a team concern or at least be known to the team members and that by involving the parents in such a committee would not breach confidentiality. **Note: a personality conflict with the parent liaison or manager is not an excuse to circumvent this step. You may not always be happy with the team staff chosen to help operate your players’ team for the season; however, they are responsible/accountable to the executive to ensure the smooth operation of the team.** Ultimately it will be the responsibility of the team manager to document the events and maintain a copy of the team file. It is suggested that a copy also be provided to the interested parties at the time of resolution to ensure that they concur with the details on the report. Should the matter need to be referred to the next level, then a copy of the record can be presented to the Director of the division involved. Again, documentation of the process is essential for continuity of the concern and in the event that it does not get resolved.

STEP 3

Seek the assistance of the Division Director – should the matter fail to be resolved at the team level, then it should be referred to the executive member. All documentation must be provided so that an assessment of the attempts at prior resolution can be made. Should a situation reach this level in the process, a record of the events will be created and

maintained with BVMHA. Upon consultation with Discipline/Risk Management, should the Division Director determine that some part of this process was overlooked, then the matter will be referred back to the level in the process that was missed. The Discipline/Risk Management coordinator will consult with the player and/or coach, depending on the parties involved in the incident. The Discipline/Risk Management coordinator will try to come up with a course of action that will put closure to the matter. The use of an arbitrator may be necessary to try and bring the parties together to find some common ground. If the Discipline/Risk Management coordinator and the Level Director determine that the matter was dealt with in an appropriate fashion and an acceptable conclusion was reached at the team level (and the complainant is simply unhappy with the conclusion), the Division Director will inform the complainant that no further action will be taken.

STEP 4

Refer matter to the Level V.P. – After all of the other avenues have been exhausted, the matter will be referred to the Vice President to determine what disciplinary action is necessary. All documentation must be provided to the level V.P. to determine that the process was followed and solutions attempted. If it is determined that a step in the process was missed, or that a possible solution was overlooked, the matter will be referred back to the lowest level suitable to handle the situation. If the V.P. determines that the matter was dealt with in an appropriate fashion and an acceptable conclusion was reached at the team level (and the complainant is simply unhappy with the conclusion), the V.P. will inform the complainant that no further action will be taken.

9.0 Insurance

Liability, Indemnity and Accidental Death and Disability Insurance is mandatory for all BVMHA players, teams, coaches, managers, referees, executive members and minor officials performing under the umbrella of Hockey Alberta and the CHA who are members of Hockey Alberta in accordance with Hockey Alberta's Regulations and Bylaws.

In order to be insured, the participants of BVMHA must have their registration fee paid in full and their names recorded in the Hockey Alberta office or designated office.

In order to provide affordable/comprehensive insurance coverage, the CHA and its provincial and local affiliates will participate in a self-funded National Insurance program. Premiums will be assessed annually and added to the price of CHA and Hockey Alberta card sets and Hockey Alberta team sheets.

All annual registrations will henceforth include an assessment to cover the cost of the CHA/Hockey Alberta insurance premiums. Funds collected will assure coverage within terms and extent of the CHA/Hockey Alberta policy limits for all BVMH members. No players will be allowed to participate in any BVMHA program unless they are registered.

10.0 General

10.1 Apparel - Discussion

Team apparel orders must be pre-approved by the board prior to purchase.

10.2 Alcohol and drugs

BVMHA will have a "ZERO Tolerance" for the abuse of its alcohol and drugs policy.

BVMHA does not allow the consumption of alcohol by any person or player, on or in any vehicle transporting BVMH players (personal vehicles, buses, etc.). As ambassadors for the community, and representatives of BVMHA, all coaches, coaching staff, and team managers are responsible for upholding this policy. Proper decorum is expected whether at home or on

the road.

BVMHA will act immediately upon receiving a complaint of noncompliance. Any coach, player, parent, or fan that has consumed alcohol will not be allowed to enter any dressing room, players' bench, or penalty bench, and may be asked to leave the arena altogether if warranted.

The consequences for the offending party for failure to uphold this policy may involve removal from the bench, suspension, or expulsion from BVMHA.

Any team function that requires the purchase of a liquor licence, must exclude any and all players.

If you have a grievance and want to meet with the Head Coach, the form on the following page must be completed and submitted to the Parent Liaison.

Date of Incident: _____

Outline briefly the circumstances surrounding your grievance in the space below.

[illegible]

Today's Date: _____

Parent's Signature: _____

Submit the completed form to the Parent Liaison. The Parent Liaison will contact you regarding the date, time and location of the meeting with the Head Coach.