



**BONNYVILLE MINOR HOCKEY ASSOCIATION (BMHA)**  
**POLICIES & PROCEDURES MANUAL**

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## **Part 1 - Statement of Goals**

### **1.1 Overall Goal**

To promote the growth and development of players in a positive and safe environment that maximizes each player's participation and skill development at all levels while also developing sportsmanship, teamwork and self-confidence. We believe that participation in youth hockey should lead to building of personal self-esteem, self-discipline, social skills and respect for others. We are committed to evaluating our programs on an ongoing basis to ensure that we are serving Bonnyville youth hockey player's needs, helping developing players at all skill levels and providing a positive experience for our youth. All members of the Bonnyville Minor Hockey Association (BMHA) pledge that a "Safety First" approach will be incorporated into all aspects of the game of hockey.

## **Part 2 - Statement of Policies**

### **2.1 Policy**

BMHA is a member of Hockey Alberta in affiliation with Hockey Canada. BMHA will comply with all Hockey Alberta rules and regulations accept for any changes made in the association Bylaws as deemed improved on or surpassing the Hockey Alberta rules.

#### **2.1.1 Hockey Improvement**

The Association shall be dedicated to working and cooperating with Hockey Alberta and Hockey Canada for the betterment of hockey through the following:

- a. Use of Hockey Alberta and Hockey Canada training programs, facilities and literature where considered practicable by the Bonnyville Minor Hockey Association Board;
- b. Making recommendations for improvement in rules, training programs, etc. by way of presentations to the various Hockey Alberta councils and attendance by the Association Executive at Hockey Alberta annual meetings.

### **2.2 General Membership**

General Membership consists of all coaches, assistant coaches, trainers, board members, managers and parents/guardians of registrants in good standing with BMHA as members of the Association. All other persons age 18 and up, may request in writing, to become members. General memberships are for one year concluding with the spring AGM.

#### **2.2.1 Abide by Rules**

All members of BMHA will conduct themselves in a manner that supports our mission statement and will not bring embarrassment or complaint to the association.

#### **2.2.2 Discipline**

A member may be subject to discipline from the Association (subject to appeal) if, in the opinion of the President, Vice-President and/or the Executive Committee and/or Discipline Committee, he/she is in contravention of any regulation of the Bonnyville Minor Hockey Association, Hockey Alberta or Hockey Canada, or if his conduct is not in keeping with the goals of the Association.

Discipline may include but not be limited to:

- a. Suspension from membership;
- b. Expulsion from membership;
- c. Team fine;
- d. Loss of ice time;
- e. Disqualification from provincial tournament;
- f. Ineligibility of travel permits.

For the full Discipline Policy see BMHA Bylaws, Appendix B.

#### **2.2.3 Privacy Policy**

The Association has developed a Privacy Policy (FOIPP), which describes the way that Bonnyville Minor Hockey Association collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, coaches, managers and volunteers. All first time registrants must complete the FOIPP consent form on the BMHA website and/or with the Registration package.

### **2.3 Membership Boundaries**

The BMHA boundaries are defined through negotiations with neighbouring Minor Hockey Associations from time to time as required. Any questions around boundaries can be directed to the Executive Assistant/Registrar at [registrar@bonnyvilleminorhockey.ca](mailto:registrar@bonnyvilleminorhockey.ca)

## 2.4 Equality

It is the policy of the BMHA that all participants in its various programs shall have equal opportunity to participate regardless of their individual skill levels.

### 2.4.1 Guidelines

This policy shall apply in two main areas:

- a. Playing Time
  - i. Within reason, each player on a team shall be given a fair amount of ice time during the course of any game involving that team.
- b. Ice Allocation
  - i. Each team or division shall be allotted from BMHA, ice in an amount which is equal to that of every other team, division, or category on a per capita basis within the Association until the last week of February is complete. Equality shall not necessarily refer to the actual length of playing time, practice time or the quality (in terms of size of ice surface or time of day). Rather, each team will be allotted equal "opportunities" (ex. 2 per week) the length of which will be in keeping with the age, stamina, skill level and league requirements of the individual team.

## 2.5 Discipline and Conduct

The Association has established a discipline policy for the minor hockey program and discipline matters shall at all times be governed by the:

- a. Policies of Hockey Canada
- b. Policies of Hockey Alberta
- c. Policies/Bylaws of BMHA

### 2.5.1 Minor Hockey Discipline Committee

The President and Executive Committee of the Association hereby act as the Discipline Committee to consider discipline matters within the Association's minor hockey program. The Discipline Committee consists of the Executive Committee with input from the Director of the Division in which action is contemplated or, in the event of a conflict of interest, other board members may be appointed by the Executive Committee.

The Discipline Committee shall have the power to suspend summarily any player, coach, manager, team official, member or individual for any breach of the bylaws, policies or procedures of the Association or for any conduct determined to be improper or unbecoming by a majority of the Discipline Committee for such a time as the Discipline Committee deems appropriate.

See BMHA Bylaws and Appendices A & B regarding Code of Conduct & Discipline.

### 2.5.2 Discipline by a Coach

- a) A coach shall have the power to suspend summarily any player for a team or individual discipline problem
- b) The coach must notify his Division Director if the suspension consists of one game or more.
- c) Suspensions by coaches may be appealed to the Division Director, and Division Director's decision may be appealed to the Discipline Committee.

### 2.5.3 Discipline by President, Vice-President or Executive Committee

- a) Where suspension occurs due to rule infractions on the ice or during game time as required by Hockey Canada Rule Book, the Division Governor must review the referee's game report and suspend in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association at a minimum.
- b) In addition to suspensions which occur or must be imposed automatically in accordance with Hockey Canada Rule Book or in accordance with the rules and regulations of the Association, the President and/or Vice-President shall have the power to suspend summarily for a term not exceeding five (5) games, any player, coach, manager, team official, or member for any breach of the bylaws or regulations of the Association or for any conduct determined to be improper or unbecoming by the President, Vice-President or Executive Committee.
- c) Any such suspension may be reviewed by the Discipline Committee to determine if a more serious penalty is warranted.
- d) A suspension by the President or Vice-President may be appealed to the Discipline Committee in writing and the Discipline Committee shall hear such appeal as soon as possible and in any event within seven (7) days.

#### **2.5.4 Appeals**

- a) No appeal operates as a stay of suspension.
- b) Written notice of any appeal must be given to the authority to which the appeal is made within seven (7) days of the date on which the penalized party is notified of any penalty imposed.
- c) Any appeal by a player younger than sixteen (16) years of age may only be made by that players' parent or legal guardian on behalf of the suspended player.
- d) The party whose conduct is being appealed shall be notified of any hearing being held to consider his appeal and shall have a right to attend such hearing.

### **2.6 Criminal Record Checks**

As an Association that operates for and on behalf of minors with the potential for liability, there is an established policy requiring that all Association board members and team officials (including coaches, assistant coaches, team managers and trainers) submit their names to the RCMP for a criminal record check. Copies must be provided to the Association and redone every 2 years.

#### **2.6.1 The Criminal Record Check Review**

The Associations Executive Assistant/Registrar reviews the results of Criminal Record Checks required from all team officials on an annual basis. Criminal Record Checks (CRC) will be valid for two (2) years and are reviewed annually.

The Executive Assistant/Registrar shall receive no later than November 15<sup>th</sup> each season, the results of the Criminal Record Checks for all team officials, from the head coach or manager of each Association Team. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity.

Each CRC will be reviewed and all positive CRC's will be discussed with the individual. The Executive Assistant/Registrar shall request each team official with a positive record check to submit to the Executive Committee a certified copy of his or her criminal record, if he or she wishes to continue as a team official.

The Committee as a whole or any member thereof, shall speak to the team official respecting his or her criminal record to ascertain whether the nature of that team official's criminal record poses any danger to children, based on the nature and circumstances of the criminal record, the length of time since the record came into existence, the team official's marital status, work experience, and any other relevant information.

A decision that any team official poses any danger to children will result in immediate suspension of the team official, who then can, at his or her option, choose to discontinue as a team official. Alternatively, that team official can appeal his or her suspension to the Executive Committee, by giving notice to the Executive Committee within seven (7) days of the date of suspension. Such appeal shall be heard by the Executive Committee at its next regularly scheduled meeting following the date of receipt of the appeal or, at any emergency meeting which may be called in accordance with the bylaws of the Association, if applicable.

### **2.7 Financial**

#### **2.7.1 Generation of Revenue**

The Association generates revenue by the following means:

- a. Registration
- b. Fundraising / Donations
- c. Other (As determined by the Board)

It is the policy of the Association to attempt to attain a balanced budget during each fiscal year.

It is the policy of the Association to attempt to maintain an overall surplus in a substantial amount to allow for:

- a. Capital projects
- b. Unexpected downturn in fund-raising activities and
- c. Unexpected increases in expenses

#### **2.7.2 Maintenance of Adequate Records**

The Association shall, at all times, maintain and have available for review by its members at all reasonable times and upon reasonable notice, adequate financial records and shall ensure that the books, accounts and records of the Association are reviewed at least once each year by a duly qualified individual or business.

### **2.7.3 Fiscal Year**

The fiscal year end of the Association shall be April 30<sup>th</sup> each year.

## **2.8 Fundraising Policy**

Fundraising is defined as any activity, the major purpose of which is to raise funds for the BMHA. Annual activities include **but are not limited to:**

- a. Sponsorship (No Touch List)
- b. Sobey's cards
- c. Live Free for a Year draw
- d. Raffles / Casinos
- e. Other opportunities as selected by the Board of Directors

It is the policy of the Association that registration fees should be kept at the lowest level reasonably possible to prevent lack of participation due to financial reasons and that fundraising should be used to maintain this policy. The Association shall maintain a fundraising committee on a permanent basis under the chairmanship of the Fundraising Director. .

If the Association fundraising requirements are not met, the Board of Directors reserves the right to cash 1 bond check per unmet requirement.

### **2.8.1 Fundraising by Individual Teams**

Fundraising by Individual Teams – individual teams may conduct ongoing fundraising activities and if so must:

- a. Clearly indicate that fund raising is being done for a particular team and not for the Association. Any advertising shall not include reference to the Association or “minor hockey” save in relation to a specific team.
- b. Not approach any company whose name is on the “No Touch List”.
- c. No team may charge admission to the public.
- d. All teams are responsible to keep adequate fundraising records and provide a budget of revenue/expenses to their Director and team parents upon request and at the end of the season. (See BMHA sample budget sheet on the website).
- e. Fundraising/sponsorship dollars are approved and can be used for tournament fees, ice expenses, travel costs and team meals - ALL other items must be submitted for Board approval.

### **2.8.2 Sponsorship**

Corporate Sponsorship letters will be made available from the Fundraising Director to hand out to a list of local businesses. The expectation is that all letters will be handed out and a reply received by the first meeting in the month of October.

### **2.8.3 No Touch List**

The “No Touch List” has been created to prevent a number of different teams from soliciting money from the BMHA corporate sponsors.

The No Touch List will be established and distributed to all team managers at the beginning of the season. Teams are prohibited to solicit any businesses on the No Touch List.

### **2.8.4 Gift Cards – Sobey's/Hamels (or other)**

This Fundraiser requires each member to sell a minimum of \$200 of gift cards per registered player during 1 selling period, as determined by the Board of Directors, and the fundraising requirements for that season.

### **2.8.5 Live free for a year**

This Fundraiser will require each member to sign out one booklet of tickets per registered player. Each booklet consists of five \$100 tickets. The selling period will be determined by the Board of Directors and the draw will take place approximately two weeks after ticket sales close.

### **2.8.6 Grants**

The Fundraising Director will identify fund raising opportunities along with the fundraising committee and shall stay informed as to available grants and support the application for grant as appropriate.

### **2.8.7 Raffles / Casinos / Other**

Further fundraising opportunities may be presented as deemed necessary by the Board.

## **Part 3 - General Operations**

### 3.1 Executive Committee

The Executive Committee ("the Committee") shall consist of President, Vice-President, Development Director, Financial Consultant/Treasurer and 1 appointed board member (as decided by the Executive Committee). The Committee shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act, the bylaws of the Association, and the policies and procedures that are enacted by the Committee from time to time. In general, the Committee supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member. The Committee is responsible to the general membership of the Association and has full control and management of the Association within the limits of the bylaws of the Association and for the administration of a minor hockey program in Bonnyville, Alberta.

\*In the event that the Financial Consultant/Treasurer is hired out to an individual/business they will assume a non-voting role and the Committee will appoint a replacement Board member on the Executive.

### 3.2 Administrative Powers and Duties

The Committee shall:

- a. Be responsible to the general membership and shall have full control and management of the Association within the bylaws, and shall serve in the best interest of the majority of the members who attend all meetings.
- b. Have the power to appoint all coaches and managers and provide them with the information required for their positions
- c. Approve proposal from Executive Assistant/Registrar regarding upcoming ice schedule for current year
- d. Be responsible for all HR related decisions, including acting as the Discipline Committee
- e. Review bylaws annually and provide notice to membership of any forthcoming changes for improvement
- f. Review policies and procedures annually and provide notice to membership of any forthcoming changes for improvement

### 3.3 Elections of Officers

#### a) Election Meeting

The Board shall be elected by the members of the Association at a general meeting held on or before April 30<sup>th</sup> each year.

- i. Any member in good standing wanting to run for any Board position must submit written notice of intent to the Committee a minimum of one week prior to the Spring AGM.
- ii. Any member seeking election as the President or Vice President must have served at least one full hockey season on the current association board. (Experience will be reviewed on an individual basis by the Committee).
- ii. Any member seeking election as the Financial Consultant/Treasurer must submit their resume and qualifications to the Committee a minimum of one week prior to the Spring AGM. In the event that a qualified Financial Consultant/Treasurer cannot be found, the BMHA reserves the right to have this position contracted out to a duly qualified individual/company.

\*BMHA reserves the right to ask that a candidates written notice, include their Curriculum Vitae (resume) and covering letter of no more than 1 page explaining their proposed action for the benefit of the BMHA

#### b) Board Members

The Board consists of the elected members below, all of whom are entitled to vote on any issue before the Board plus the Executive Assistant/Registrar a non-voting, paid position. The President will vote only in the event of a tie at any meeting of the Board. The elected members shall fill the following positions on the Board:

- a. President
- b. Vice President
- c. Secretary
- d. Financial Consultant/Treasurer
- e. Development Director
- f. Fundraising Director
- g. Special Events Coordinator
- h. Equipment Manager
- i. Tyke Director
- j. Initiation Director
- k. Novice Director
- l. Atom Director
- m. Peewee Director
- n. Bantam Director
- o. Midget Director
- p. Female Director
- q. AA Director
- r.



c) Vacancy

Should a vacancy occur, a position not be filled during the year or an additional position is created by the Board for which a member has not been elected, the Committee may appoint a member of the society to exercise the rights and privileges of that position for the balance of the term of office.

If there remain open positions on the Board of Directors, the Executive Committee shall provide notice to the Membership on the BMHA website of the vacant Director positions.

d) Suspension (See Removal in Bylaws)

Should any member of the Board, without reasonable cause, absent himself from 3 or more Board Meetings or be suspended or be expelled from the Association, the Committee may suspend such member from the Board and declare the position occupied by such member to be vacant and may appoint a member of the Association to exercise the rights and privileges of that position for the balance of the term of office.

### 3.3.1 Description of Board Positions

The duties of the members of the Board are set out in the bylaws of the Association.

The following is a description of the responsibilities of each member of the Board. It is not intended that this job description be all inclusive and in addition to the items described in the job description annexed, the member shall carry out such additional duties as are assigned or required from time to time.

#### President

- a. Presides over all executive meetings, general meetings and special meetings.
- b. Delegate's authority to preside over above meetings in his absence in accordance with the bylaws of the Association.
- c. Establish, prepare and obtain Executive Committee approval of the agendas for all meetings.
- d. Review Association correspondence and distribute to the Executive Committee where appropriate.
- e. Is an ex-officio member of all committees established by the Association.
- f. Provides leadership and guidance to all members of the Board in the completion of their responsibilities.
- g. Acts as an ambassador representing the Association to all other associations such as the Hockey Canada, Hockey Alberta, Referees' Association and other minor hockey communities, etc.
- h. Arranges the orientation of new members.
- i. Considers requests for waiver of registration fees in hardship cases in conjunction with the Executive Assistant/Registrar.
- j. Have a casting vote at any meeting of the Board of Directors only in the event of a tie.
- k. Be responsible for general administration of the Minor Hockey League Operations and be responsible for the supervision of the Business and Administration.
- l. Be a signing authority along with the Vice President.
- m. Exercise the powers of the Board of Directors in case of emergency. The exercise of such powers shall be ratified by the Board of Directors (within 48 hours or as soon as possible thereafter of the President exercising such powers). An emergency shall be defined where immediate action is required in the best interest of the Membership and BMHA.
- n. Suspend clubs or coaches, subject to ratification at the following meeting of the Executive Committee.
- o. Attend or appoint a designate to attend the Hockey Alberta AGM.
- p. Ensure that coaches are ratified by the Executive Committee.
- q. Head the Discipline Committee in respect to disciplinary actions within the Operational Policies, Bylaws and Guidelines of the Association. To take such action as recommended, or ratified by the Board of Directors if necessary, in dealing with any offending Member of the Board, Member of BMHA including any coach or any member of any BMHA team which shall include any parent or player.
- r. Be responsible for developing the BMHA operating budget in coordination with the Vice President, Financial Consultant/Treasurer and/or the Secretary.
- s. Be responsible for approving, supporting and maintaining the BMHA administrative operating policies and procedures.
- t. Obtain all travel permits, special event permits and sanction permits for BMHA tournaments through Hockey Alberta.
- u. Be responsible for developing the agenda for Annual General Meetings.
- v. Authorize player releases, tryouts and affiliation forms in conjunction with the Office Manager.
- w. Prepare or review and confirm all required Press releases and submit to the Executive Assistant for media release as required by the BMHA.
- x. Develop a format and guidelines for persons who are reporting on hockey games to the Press.
- y. To oversee and ensure that proper governance is maintain by the Executive Committee and Board of Directors and in so doing maintain the integrity of the BMHA.
- z. Be the BMHA Hockey Alberta Liaison and attend required meetings.

#### Vice-President

- a. Assume responsibility of duties of the President in absence of the President.
- b. Be signing authority along with the Financial Consultant/Treasurer, President and Secretary.
- c. Oversee day to day business operations both internally and externally for the association.

- d. Hire, assist, oversee and manage the office staff in cooperation with the President.
- e. Be responsible for overseeing the applications for special hockey events and major tournaments, will also oversee BMHA tournament coordinators.
- f. Be responsible for, or to review and confirm, managing special projects as identified by the BMHA.
- g. Develop and manage the operating budget for the BMHA.
- h. Handle all liability and insurance claims.
- i. Conduct coaches and managers meeting at beginning of the season
- j. Conduct coaches interviews at the end of the season to review coaches evaluations
- k. Be responsible for tiering within BMHA.
- l. Form part of the Discipline Committee
- m. Maintain and update the managers manual
- n. Applies for sanction numbers for all tournaments from Hockey Alberta
- o. Applies for travel permits and special event permits, on behalf of BMHA teams, from Hockey Alberta.
- p. Report to the President.

#### **Financial Consultant/Treasurer**

- a. Manage the financial resources of the Association and obtain professional advice with respect to financial matters when deemed necessary
- b. Obtain professional input and at times paid services with respect to nature of the accounting records to be maintained by the Association
- c. Ensures all Association books and records are properly completed and arranges for an independent audit of the Association's financial records on an as needed basis, or as directed by the board.
- d. Ensures the presentation of financial statements at the Annual General Meeting
- e. Maintains all the financial records of the Association. This includes, all deposits, all cheque writing, bank reconciliations and month-end financial statements for each team.
- f. Be a signing authority along with the President, Vice President and Secretary.
- g. Have charge of all Executive Committee financial records.
- h. Present an annual statement of all operations.
- i. Work in co-operation with the President in developing the Association's operating budget.
- j. Co-ordinate grant applications in conjunction with other Officers as needed.
- k. Be responsible for BMHA bank account maintenance and management.
- l. Report to the President.

#### **Secretary**

- a. Meetings: books all meeting rooms. Advise Board members where and when meetings are to be held. Records, prepares and distributes copies of minutes to Board members.
- b. Provides the typing of reports/correspondence as required by the Board members
- c. Ensures all Association events are advertised in the newspaper or other media as required by the bylaws of the Association
- d. Attend all General Membership, Annual General Membership, Executive Committee and other Committee meetings as necessary and shall maintain accurate minutes of same.
- e. Liaise with the President and Vice President.
- f. Prepare all required press releases and submit to the President and Office Manager for media releases as required by BMHA.
- g. Submit any required, and or prepare and organize any advertising for media release to the President or as directed by the President.
- h. Liaise with the Community or adjacent Communities for promotional events for the betterment of BMHA or a directed by the President.
- i. Have charge of all Executive Committee, Board of Directors and Hockey Operations Committee records in the absence of the Executive Assistant/Registrar.
- j. Maintain and update the Bylaws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website in the absence of the Executive Assistant/Registrar.
- k. Work with the Administrator on safekeeping of all Executive Committee and Hockey Operations Reports, Minutes, Bylaws and Operational Policies, Rules and Guidelines in the absence of the Executive Assistant/Registrar.
- l. Perform such other duties as designated by the President.
- m. Report to the President.

#### **Fundraising Director**

- a. Coordinates the acquisition of sponsors (by approximately October 1<sup>st</sup> of each year).
- b. Establishes and distributes a "Do Not Touch" list (by approximately November 5<sup>th</sup> each year).
- c. Maintains accurate records regarding sponsors and contacts
- d. Obtains the necessary permits/licensing for fundraising activities undertaken by the Association.
- e. Will be chairperson for Fundraising Committee.
- f. Will coordinate fundraising activities & events as decided by the Board.
- g. Investigate and coordinate grant opportunities/applications.

- h. Report to the President.

#### **Development Director**

- a. Liaises with Hockey Alberta in the organization of all NCCP clinics to be run in Bonnyville each year.
- b. Liaises with Hockey Alberta in the organization of the Initiation Program Clinic each year. Applications for these clinics must be made to Hockey Alberta in May-June.
- c. Arranges for facilities and equipment for these clinics.
- d. Arranges for all special skills clinics as requested by Divisional Directors or the Committee (including body contact for 1<sup>st</sup> year Peewees, goaltending training sessions, etc.)
- e. Endeavours the hockey public at large in areas where they can contribute as volunteers.
- f. Endeavours to facilitate on a frequent basis, communications with Board members to update the Association's goals and identify further issues and opportunities.
- g. Endeavours to obtain and make available to coaches, players and parents information respecting outside programs, clinics, etc.
- h. Arrange and supervise a definite period of training for all coaches, and players, in order that technical knowledge is conveyed at the necessary level of instruction, that is:
  - i. approved and accredited coaches clinics;
  - ii. approved and accredited player clinics;
  - iii. approved and accredited sport medicine clinics
- i. Establish and maintain a coach mentoring system for all levels in the BMHA.
- j. Establish, as required specific camps, for BMHA.
- k. Establish random spot checks for Coaching Development throughout each hockey season.
- l. During a spot check ask the Coach to produce the practices lesson plan.
- m. Provide constructive feedback to the Coach if required.
- n. Report to the President and Vice-President.

#### **Special Events Coordinator**

- a. Coordinate volunteer committees and or individual volunteers to plan, organize and carry out Special Events as required by BMHA.
- b. Responsible for ensuring that all team apparel that is purchased complies with BMHA standards as to color and the BMHA logo. (Black, White and Gold)
- c. Coordinates and schedules team and player photographs.
- d. Order and keep an adequate supply of tournament medals
- e. Submit a written report for the AGM.
- f. Report to the President.

#### **Executive Assistant/Registrar**

- a. Attend all General Membership, Annual General Membership, Board of Director and other committee meetings as necessary and shall maintain accurate minutes of same in the absence of the Secretary.
- b. Maintain and update the Bylaws and the Operational Policies, Rules and Guidelines in both hard copy and on the Association website.
- c. Work with the Secretary on safekeeping of all Reports, Minutes, Bylaws and Operational Policies, Rules and Guidelines.
- d. Be responsible for all Executive Committee, Board of Directors and other Committee correspondence.
- e. Assist the Secretary to prepare any advertising to any media as required by the Association as directed by the President.
- f. Assist the Secretary to submit media releases to any media as required by the Association as directed by the President.
- g. Be responsible for all registration issues for all participants within the Association.
- h. Approve eligibility of all players registered in the Association in accordance with Hockey Alberta and Hockey Canada criteria (including BMHA residential boundaries and the Elite Model Development guidelines) – this eligibility will depict whether or not a player can be registered and play for BMHA.
- i. Be responsible to ensure proper registration of players, team officials and team registration with Hockey Alberta in Hockey Canada's Registry (HCR).
- j. Receive from each head coach or team manager, the criminal record checks for the head coach, assistant coaches and all other team officials
- k. Be responsible to process player releases through HCR in conjunction with the President.
- l. Provide final verification that a player within BMHA is eligible for a standard or conditional release.
- m. Be responsible for verifying player affiliations in conjunction with Head Coaches and entering player affiliations into HCR.
- n. Be responsible for intra-branch transfers and intra-association transfers in HCR in conjunction with the President.
- o. Be a liaison with Hockey Alberta and Hockey Canada with respect to player, team official and team registration in conjunction with the Vice President.
- p. Attend all zone meetings in conjunction with the President.
- q. Be responsible for ensuring all rosters are approved and send all approved rosters to the Division Directors & Team Managers.
- r. Responsible for the integrity, maintenance and updating of the BMHA website in conjunction with team officials designated to update team micro sites, and with our website designer.
- s. Issue and distribute receipts to all sponsors.
- t. Replies to routine correspondence as necessary.
- u. Maintains a supply of "standard" forms used in the day-to-day operation of the Association.

- v. Responsible for all Ice Coordination including:
  1. Purchasing and distributing ice times to all divisions with an equal and fair system that takes into account the Standards of Play.
  2. Representative from BMHA for ice allocation meetings with the C2.
  3. Coordinate refereeing with Referee in Charge (RIC) and schedule all BMHA games
  4. Securing ice for tournaments, clinics and any other special events.
  5. Be responsible to do all possible to ensure all hours of ice purchased by BMHA is used or returned to the C2 and not reported as No Show Ice.
  6. Review the No Show Ice report and report to each Divisional Director and Team Managers the time slots they are responsible for.
  7. Be the final authority from BMHA with regards to disputes over ice slots in the event there is a discrepancy with schedules.
- w. Perform such other duties as assigned by the President.
- x. Report to the President and Vice President.

#### **Past President**

- a. Provides back ground information/data/material etc. on all matters currently before the Board.
- b. Provides guidance and assistance to the President upon request.
- c. Chairs the Election Meeting.

#### **Equipment Manager**

- a. Is responsible for all administrative matters respecting hockey equipment supplied to teams by the Association. (This includes the purchase, repair, cleaning, storage and distribution of equipment to teams and the picking up of equipment after each season)
- b. Ensure that Association hockey equipment shall only be used by registered members of the Association.
- c. Prepare equipment budget for coming year.
- d. Arrange for the repair, cleaning and purchase of equipment for the upcoming season.
- e. Maintains an inventory of equipment.
- f. The Equipment Manager is the only person authorized to purchase equipment on behalf of the Association upon approval of the Board, and the Association will only be responsible for debts incurred by the Equipment Manager in relation thereto.
- g. All equipment, whether purchased, donated or obtained through sponsorship shall become sole property of the Association and is subject to all rules and regulations of the Association.
- h. Equipment requests are submitted to the Equipment Manager and consideration of such requests is determined by budget limitations and proper protection.
- i. Equipment shall be ordered by the Equipment Managers so as to be available at the start of the season
- j. At the start of the season hand out jerseys and first aid kits
- k. Jerseys & Equipment are returned to the Equipment Manager who sees that the jerseys are clean and repaired, all name bars are removed & first aid kits refurbished.
- l. Be responsible for the distribution and recovery of uniforms and equipment to and from teams on a timely basis.
- m. Be responsible for the disposal of any old or un-needed uniforms and or equipment under the direction of the Vice President and the President.
- n. Ensure all equipment is approved and ready for use prior to the commencement of the season.
- o. Report to the Vice-President.

#### **Division Directors (See Bylaws for complete individual Directors Job Descriptions)**

- a. There is one Divisional Director for each of the following divisions:
  - i. Tyke
  - ii. Initiation
  - iii. Novice
  - iv. Atom
  - v. Peewee
  - vi. Bantam
  - vii. Midget
  - viii. Female
  - ix. AA
- b. Are responsible for organizing all evaluation programs in conjunction with the Novice, Atom, Peewee, Bantam, Midget, Female Hockey, AA, and Representative Directors, and in liaison with the Vice President and Executive Committee.
- c. Ensure communication of the Associations policies and procedures for the evaluation of all players at all levels.
- d. Each Division Director is responsible for the organization, implementation and oversight of the hockey program in his division (in conjunction with the vice president) and subject to BMHA Policies & Bylaws.
- e. Each division director shall attend monthly Board meetings and other meetings as required, and sit on committees of the Association to which they are appointed from time to time.
- f. Act as Division Home Tournament Director as necessary and ensure:
  - i. BMHA's Corporate sponsors are recognized in all schedules/programs
  - ii. Ensure raffle(s) meet fundraising required guidelines

- iii. Collect 10% tournament fee surcharge on behalf of BMHA
- g. Ensure each division, Novice, Atom, Peewee, Bantam, Midget, Female Hockey, AA and Representatives follow the policies.
- h. Conduct pre-season meetings with coaches and require a team budgets be submitted mid and end of season.
- i. Report to the Vice-President.

### 3.4 Meetings

#### a) General Meetings

General and Special Meetings of the general membership of the BMHA will be called at any time by the President, or on written request of 3 Members of the Executive Committee, or upon receipt by the Executive Committee of a petition signed by 1/3 of the Members of the BMHA who are in good standing, which petition shall set forth the reasons for calling the General Meeting. Notice of the General and Special Meetings shall be provided to the general membership by notice in a Bonnyville newspaper and the BMHA website for 2 consecutive weeks prior to the meeting date.

Meetings of the Board shall be held on a regular basis (a minimum of 8 per year) and shall be set by the President to ensure the efficient operation of the Association and unless otherwise directed by the Committee. The President may call a Board Meeting when he deems it necessary, giving notice by the most efficient means. Meetings of the Board shall be open to the public except where the Executive Committee directs that all or any portion of a meeting shall be held "in camera" in which case the public shall be excluded from that part or all of the meeting.

#### b) Special Meetings

The President shall call a special meeting of the Board within fifteen (14) days of receiving a written request, signed by at least seven (7) members of the Board and shall give the notice by the most efficient means. A special meeting may be called at any time by the President when he deems it necessary, giving notice by the most efficient means. No subject shall be discussed or considered at any special meeting except that specified in the notice (unless otherwise unanimously agreed to by the Committee)

#### c) Conduct of Meeting

##### i) Rules of Operation

Save as specifically amended by the bylaws of the Association or these policies and procedures, the meeting shall be conducted in accordance with Roberts' Rules of Order.

##### ii) Order of Business

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

1. Approval of agenda;
2. Approval of minutes of previous regular and/or special meeting;
3. Reception of visitors;
4. Executive reports;
5. Committee reports;
6. New business;
7. Adjournment

If there are agenda items which require specific members to be present, and they are not present, the Chairman shall immediately have these items tabled to the end of the meeting. If at the end of all other business, these members are still not present, those items shall be tabled until the next meeting unless the Committee otherwise directs.

The Agenda shall be prepared by the President (or by the Secretary at his direction) including such items as are brought to the President's attention for inclusion on the Agenda prior to its distribution. Motions to be considered at a meeting of Board shall be included in the Agenda.

#### d) Minutes

The minutes of Board Meetings will include a record of visitors who attended the name of proposer and seconders of the motions considered, their disposition, members who wish their names recorded, a summary of verbal reports, and written reports as attachments. The minutes shall be distributed prior to next meeting.

#### e) Voting

Every member present shall vote on every matter unless he chooses to abstain or is excused by resolution of the Committee from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as contemplated pursuant to (a-f) below.

At all meetings of the Board, every motion shall be decided by a 2/3 majority of votes cast on the motion, except as otherwise set out herein or in the bylaws of the Association. In the case of equality of votes the President shall cast the deciding vote.

Members of the Board shall not vote on any question:

- a. Affecting a private company in which they are a shareholder;
- b. Affecting a public company in which they hold more than one (1%) percent of shares;
- c. Affecting a partnership or firm of which they are a member;
- d. Respecting a contract for the sale of goods, merchandise or services to which they are a party;
- e. In which they have direct or indirect pecuniary interest, except questions of general benefit to a class of which, by statute, they are necessarily members;
- f. Directly affecting the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above shall so declare before discussion of the question and shall not participate in the debate and shall be deemed absent for that specific question.

No absentee voting shall be allowed.

A member may request that his vote be recorded in the minutes.

#### g) Motions

- i) Subject to agenda requirements, each member shall have the privilege of proposing motions for consideration by the Board. Before consideration by the Board, each motion must have a seconder.
- ii) Chairman shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairman, it shall be recorded in the minutes along with the reasons stated for the ruling.
- iii) 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 an opportunity to do so.
- iv) No member shall speak more than twice to the same question, only once to a question of order and no longer than ten (10) minutes at any time. No member shall speak a second time to a question until every member choosing to speak has spoken.
- v) A proposer shall not speak against a motion, even though he shall have a privilege of casting a vote against it.
- vi) Where the right to speak on a question is itself a matter of debate, the Chairman shall poll each member to ensure opportunity has been granted.
- vii) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes, and business shall proceed as if the motion had never been proposed.

#### h) Amendments

Each member shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.

An amendment, if accepted by the proposer of the original motion and its seconder, becomes part of the motion, and it's not recorded separately in the minutes.

When an amendment is not accepted by the proposer and seconder of the original motion, all debate shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

#### i) Decorum

In debate, a member shall confine comment to the motion.

The nature or consequences of a motion may be stated or condemned in strong terms. However, a member shall not malign the motives of a proposer or other member during debate.

A speaking member shall respect the Chairman's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairman on such points.

Calling for the motion may be ruled out of order by the Chairman if, in his opinion, the motion is being made in a frivolous manner or in an attempt to suppress normal debate.

#### j) Signed Resolution

A resolution signed by all members of the Committee shall be as valid and effective as if had been passed at a meeting of the Board, duly called and constituted.

k) General Meetings

A general meeting for all members to elect the Board of the Association shall be held on or before April 30<sup>th</sup> each year. Notice of the place and date of this meeting shall be advertised in a local newspaper not less than 14 days prior to this meeting.

A quorum for a general meeting shall be 25 members eligible to vote.

The President may call an emergency or special meeting at any time, and shall do so upon a written request by at least 20 members of the Association, provided at least 14 days' notice is given by advertisement in the press. When the meeting is requested in writing by the members, such meeting shall be held within 30 days of receipt of request.

In addition to the general meeting for all members to elect the Board, the Association shall hold an Annual General Meeting on or before October 30<sup>th</sup> each year (which meeting shall be held after the general meeting to elect the Executive Committee). The agenda at the Annual General Meeting shall include the following:

- a. Establish Qualification of Members
- b. Approval of Agenda
- c. Approval of Minutes of previous regular or special meetings of the Association
- d. Approval of Financial Statements
- e. Bylaw Changes (if any)
- f. Executive Report
- g. New Business from the floor (if included on Agenda)
- h. Introduction of Incoming Executive
- i. Motion to Adjourn

### 3.5 Standard of Conduct

BMHA is committed to ensuring and emphasizing respectful behaviours and conduct, both on and off the ice, which emulates Hockey Alberta's Abuse and Harassment Policies. These values shall eliminate any disrespectful conduct and discriminatory practices including abuse, neglect and harassment from all elements of the game or events outside of the game.

Violations by any Executive Member, Director, Member, Parent, Fan, Player, Manager, Coach or other Participant of any provision of the BMHA Code of Conduct may result in disciplinary action being taken by BMHA against such an individual as provided in the Discipline Policy of the BMHA Bylaws (APPENDIX B).

The BMHA Code of Conduct shall include, but not be limited to, the following principles:

1. Players and any participant of BMHA shall abide by the Bylaws and Regulations set forth by BMHA and their behaviours shall mirror the spirit of the Bylaws and Regulations and this Code of Conduct;
2. The Fair Play Pledge as supported by BMHA and Hockey Canada;
3. All members and participants of BMHA shall respect other Members, Officials, Parents, Players, Fans, Team Officials, Volunteers, Executive Committee Members, the Board of Directors, Employees and Property of BMHA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards Game or Team Officials, Members, Parents, Players, Fans, Volunteers, Board Members, Executive Committee Members, Employees, or damage to the property of BMHA or of another Association or facility will not be tolerated;
4. All Members and participants of BMHA will follow the **24 Hour Rule**: Hockey is an emotional sport. The physical battles that players fight for control of the puck can spill on to the bench and stands and create strong reactions from coaches and members. This intense emotional aspect of hockey is one of the reasons it makes exciting entertainment, however;
  - a. For parents, it is important to separate game emotions from the best interests of their child's sports development. For this reason, the BMHA has adopted the "**24 Hour Rule**". The intent of this rule is to move an emotional and confrontational discussion away from the presence of the players, to allow the parties to "cool off", compose themselves and put the provoking incident or situation that occurred in perspective before meeting to discuss it.
  - b. A Member is not to approach a coach (or any other official / member) to discuss any situation that has provoked an adverse emotional response or a hostile situation until **at least 24 hours after the fact**. Coaches and members do not discuss any try-out related situations, game, a game incident or a situation that occurred during the game, or any other hockey related situation that has provoked an adverse emotional response or created a hostile situation, until **at least 24 hours after the fact**.
5. All Members, Fans and Participants of BMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game or of BMHA;
6. BMHA will not tolerate inappropriate behaviours by Parents or Fans, Players, Managers, Assistant Coaches or Head Coaches. Individuals exhibiting inappropriate behaviours shall be subject to disciplinary action as outlined in the disciplinary section within

Appendix B. All Players and members shall be solely responsible for their participation in which they are related to and any monetary and non-monetary damages that may occur;

7. Under no circumstances is a Parent or Fan to enter the opposing team's dressing room, unless invited by the opposing team official;
8. Coaches and other team officials, Players, Parents and Fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game at any time; and
9. Functions carried out by BMHA shall be at the sole responsibility of the teams involved, and not the responsibility of BMHA.

\*See Appendix A of the BMHA Bylaws for the full Standard Code of Conduct and Appendix B for the Discipline Policy.

### **3.6 Amendments to the Policies and Procedures Manual**

The Board shall have the power to rescind, alter, or add to its Policies and Procedures Manual by a special resolution which shall be binding on all members of the Association. Such a resolution shall be passed at any meeting of the Board by a majority of not less than 2/3 of such members entitled to vote as are present in person at such meeting, provided that notice of a special resolution is received by the President in writing at least fourteen (14) days prior to the day of the meeting.

### **3.7 Expenses**

All members of the Board shall be entitled to reimbursement for reasonable expenses incurred while engaged in business approved by the Board. The President or Financial Consultant/Treasurer shall countersign all expense claims and ensure their validity.

### **3.8 Registration and Membership**

The Association provides programs for eligible player's ages 3-17 years of age as of January 1<sup>st</sup> of the current season.

#### **3.8.1 Guidelines for Resident Players**

"Resident player" means a player whose parent resides in a residence located within the membership boundaries as outlined by Hockey Alberta.

"Import player" means any player who does not meet the above residential requirement.

#### **3.8.2 Registration and Payment of Fees**

In keeping with its overall goal, it is the policy of the Association to encourage registration of as many eligible players as possible to participate in the Minor Hockey Program of the Association. No player will be allowed on the ice without being registered and in good standing with the Association.

##### **3.8.2.1 Guidelines**

General registration fees will be established annually, including any late payment penalties. Fees and penalties shall be recommended by the Executive Committee.

Registration shall take place for the coming playing year in the spring prior to the upcoming season, as decided by the Board each year.

Payment schedules for fees will be established by the Executive Committee annually prior to registration.

The Executive Assistant/Registrar may, at her discretion, accept a registration without full payment of fees or otherwise in accordance with the generally defined payment plan where extenuating circumstances prevail and a revised payment plan is defined.

A family revoking a payment plan shall have all registrations immediately declared null and void.

##### **3.8.2.2 NSF Cheques**

On receipt of an NSF cheque, the Executive Assistant/Registrar has the option to:

In consultation with the Financial Consultant/Treasurer, revoke the registration; or

Attempt, through any reasonable means possible, to collect the funds owing (inclusive of establishing a payment plan). If the late collection appears to be the best route to pursue, the amount collected shall include any NSF or other bank charges as established by the Association.

##### **3.8.2.3 Refund of Fees**

Refunds for players withdrawing from the program will be paid, upon written application.

For the purpose of these clauses, the operation year shall be defined as the months of October through February of any season.



A minimum administration charge of \$20.00 will be deducted from all refunds.

Refunds made prior to October 1<sup>st</sup> will be 100% less the \$20.00 administration fee and the \$20.00 insurance premium.

Refunds made between October 1 – January 10<sup>th</sup> will be a prorated amount. The prorated amount will be based on registration fees divided by number of months in season.

Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.

The Executive Assistant/Registrar is charged with the responsibility of using reasonable discretion with respect to portioned months (e.g. refund request received January 10<sup>th</sup> for a player injured December 3<sup>rd</sup> and now known to be unable to return before the season end. It would seem reasonable to conclude that a refund should be based upon participation for the months of October and November only).

For players withdrawing voluntarily for personal reasons a rebate may be given depending on the amount of time in the season that has already expired.

No refunds will be issued after January 10<sup>th</sup>.

Refunds due to medical problems or injury will be assessed by the Executive Assistant/Registrar.

#### **3.8.2.4 Late Registration**

Any returning player registering after the deadline may be levied a late payment penalty of \$125.00 and will only be able to register subject to availability of space.

In a situation where a player registers after the start of the hockey season, the Executive Assistant/Registrar may use her discretion in determining what discount, if any, will be allowed. The Executive Assistant/Registrar is directed to use discretion in such cases with a view to ensuring that a hardship is not created. No registrations will be accepted after January 10<sup>th</sup> in each year without the permission of the Committee in consultation with Hockey Alberta. Again, the Committee is directed to use reasonable discretion with a view to encourage participation in the program by as many players as possible. The Committee must, however, ensure that no program is unduly adversely affected by such registration.

First time registrants in the Association program are not subject to the late payment penalty.

### **3.9 Financial Matters**

The Executive Assistant/Registrar shall receive all monies paid to the Association and shall be responsible for the deposit of same in whatever bank the Committee may direct. The Financial Consultant/Treasurer shall properly account for the funds of the Association and keep such books as may be required for this purpose. She/he shall present a full detailed account of receipts and disbursements to the Committee whenever requested (at least at the meetings of the Board) and shall present an annual statement, compiled by a duly qualified accountant, which sets out the financial position of the Association for presentation to the members at the Fall Annual General Meeting.

#### **3.9.1 Audit of Accounts**

April 30<sup>th</sup> each year shall be the fiscal year end of the Association. The Financial Consultant/Treasurer shall present the books, accounts and records, in a preliminary financial statement form, to the entire Board, at least once each year, for an internal audit. After the internal audit is performed and preliminary financial statements are accepted by the Board, the Financial Consultant/Treasurer will professionally engage a duly qualified accountant to compile a complete set of financial statements for presentation to the general membership at the Fall Annual General Meeting. The duly qualified accountant shall be appointed by the membership annually at the Annual General Meeting, failing which they shall be appointed by the Committee.

#### **3.9.2 Maintenance of Records**

Records of the Budget and Fundraising including lists of sponsors and fund raising activities shall be kept under the supervision of the Financial Consultant/Treasurer.

The financial records shall be kept and maintained by the Executive Assistant/Registrar in the offices of the Association.

#### **3.9.3 Inspection of Books and Records**

The books and records of the Association may be inspected by any member of the Association at the annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the Financial Consultant/Treasurer. Each member of the Board shall at all times have reasonable access to such books and records.

#### **3.9.4 Approval of Invoices**

All invoices shall be approved by the person/Board member initially incurring the indebtedness and the Financial Consultant/Treasurer or President and shall be detailed in the Financial Report presented to the Board at each meeting for approval. Invoices which would result in

exceeding the budget for any category require approval of the Board. All invoices pertaining to the current fiscal year should be submitted to the Financial Consultant/Treasurer no later than May 15<sup>th</sup>.

### **3.9.5 Signing Authorities**

All bank accounts of the Association shall be under the control of the Financial Consultant/Treasurer and shall require the signature of any two of the President, Financial Consultant/Treasurer, Secretary or the Vice-President.

### **3.9.6 Bank Account Name and Purpose**

The Association maintains the following bank accounts:

- a. General account
- b. Savings account
- c. Raffle accounts
- d. Casino accounts
- e. Team accounts

In order to maintain control of funds being raised and disbursed by the Association, the following guidelines must be adhered to by all members:

All team bank accounts will be opened by BMHA. No individual team will be allowed to have a separate bank account outside of the account assigned by BMHA. These accounts are opened under the name of the team and shall require the signature of at least 2 team representatives. All money left in team accounts after May 1<sup>st</sup> of each season will be deposited into BMHA general account.

\*All team budgets (revenue/expenses) must be submitted to the Division Director both mid and end of season (no later than January 15 and June 1).

## **3.10 Insurance**

The Association shall maintain adequate insurance in conjunction with the C2 as well as enforce the following policies of insurance:

Hockey Alberta/ Hockey Canada Coverage

All team officials and volunteers will be eligible for insurance through Hockey Alberta for any sanctioned team activities. Visit Hockey Alberta's website for terms and conditions. [www.hockeyalberta.ca](http://www.hockeyalberta.ca)

### **3.10.1 Association Coverage**

In addition to the coverage afforded for hockey related matters by Hockey Canada/Hockey Alberta, BMHA will maintain adequate insurance as required and as necessary for the Association.

## **3.11 Public Relations**

The Association endorses the use of local media and the Association website for disseminating information to its membership and recognizing significant achievement. The responsibility for advertising information to the membership is vested in the office of the Executive Assistant/Registrar with accountability to the Board. All print advertising for Registration, any tenders, Election Meeting, Annual General Meeting, any special meeting shall be done by the Secretary. Any material of a sensitive or controversial nature shall be referred to the President or the Committee for approval prior to publication.

## **3.12 Colors, Logo, Uniform and Supplementary Clothing**

The Association's policy provides for a standard logo for all minor hockey league teams to provide cost benefits for equipment purchases and for recognition of the Association teams. Supplementary clothing is optional; however, it must comply with the Association's logo, colors and designs and be presented and approved by the board.

### **3.12.1 Minor Teams**

All divisions shall be provided with team jerseys for distinction between teams in their respective divisions.

### **3.12.2 Supplementary Clothing**

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation is to be made by team officials regarding the purchase of supplementary clothing and no player shall be penalized for not participating in the purchase plan.

## **3.13 Sponsorship**

The Fundraising Director shall be responsible for coordinating a program whereby BMHA obtains corporate sponsorship each season.

### **3.13.1 Contact by Teams**

Teams are prohibited from soliciting funds from the “No Touch List”.

## **3.14 Equipment**

The Equipment Manager shall be responsible for maintenance of the equipment. During the season, coaches are responsible to ensure that any equipment requiring maintenance is brought to the attention of the Equipment Manager in order that the Equipment Manager might arrange for repair. Team officials are not permitted to independently arrange for repair of equipment.

### **3.14.1 Issuing and Return**

The issuance of equipment at the start of the season shall be done by the Equipment Manager. Each (Novice goalie equipment) team shall receive the following:

- a. 1 goalie stick
- b. 1 set of goalie pads
- c. 1 catcher’s mitt
- d. 1 blocker
- e. 1 chest protector/shoulder pad unit
- f. Pucks
- g. First aid kit

Each team shall be responsible for care of equipment and carrying equipment to and from games. Goalie equipment shall be issued to the coach and kept in the team’s possession.

### **3.14.2 Returns**

All equipment issued must be returned. Goalie equipment shall be returned by the person to whom it was issued.

### **3.14.3 Storage**

A central storage depot for equipment is located at the C2. It is used for taking inventory and for cleaning and repairing equipment. The storage area, under the supervision of the Equipment Manager, is used as a major distribution centre for equipment used on a seasonal basis.

### **3.14.4 Inventory**

The Equipment Manager shall annually complete an inventory of all equipment and provide it to the Board.

### **3.14.5 Jerseys**

The Equipment Manager shall be responsible for the repair and replacement of the Association jerseys.

## **3.15 Committees**

The Board may from time to time appoint Ad Hoc committees, as it deems appropriate for the efficient operation of the Association. .

### **3.15.1 Specific Committees Authorized**

- a. Bylaws/Procedures Committee

The Bylaws/Procedures Committee shall be responsible for the ongoing updating of the Bylaws and Policies & Procedures Manual.

- b. Discipline Committee

The Discipline Committee shall be made up of the Executive Committee and will be responsible for considering appropriate discipline to any member, player or team official for behavior deemed unbecoming to the Association. See Bylaws for further information and expectations around Discipline & Violations (Appendix B).

## **Part 4 - Operational Regulations – Minor Hockey Program**

## **4.1 General**

Notwithstanding any item contained in these regulations, all members of the Association (player, parent, coach, and team official or team follower) are bound by the bylaws, policies and procedures of the Association, Hockey Alberta and the Hockey Canada.

## **4.2 Tykes/Initiation Program (as applicable to each individual program)**

To operate a Tyke/Initiation program in Bonnyville designed to reflect the direction that Hockey Alberta and Hockey Canada have emphasized in their approach to introducing the young hockey player to the game of hockey.

### **4.2.1 Coordination**

The implementation and operation of the program shall be the responsibility of the Tyke or Initiation Directors.

### **4.2.2 Eligibility to Participate**

The program shall be open to children who reside within the boundaries of the BMHA and are at least 3 years old on December 31 of that current hockey season.

### **4.2.3 Registration**

All participants must be registered with the Association before participating in any on-ice activity.

### **4.2.4 Fees**

Fees shall be established annually by the BMHA.

### **4.2.5 Program Delivery**

Teams of equal skill level shall be picked by the Directors with input from the selected Head Coaches after 2 full ice sessions with all registered players.

Head Coaches will have available to them, pre-made practice plans for the first two weeks of the season. They will also be assigned a mentor from a group of experienced coaches that will attend the first 2-4 practices and offer any advice or assistants.

## **4.3 Minor Hockey Program**

To operate a hockey program open to all players registered with the Association at all times to be based upon the BMHA overall stated goals.

### **4.3.1 Guidelines for League Play**

All association teams are to be registered to play in the respective league (Highway 28, NEAHL, ECAFHL). The following is the process to follow for any association team that requests to opt out of registering in league play for a particular season.

1. Prior to tryouts commencing, a notice by the division director is to be sent out to all registrants in that level, indicating the intentions of a certain team to opt out of league play for that season. This notice must also indicate predicted additional expenses per player (include an estimated budget), time expectations and travel expectations. This notice is just a notice of intent; the board will make a final decision after tryouts.
2. Once tryouts are completed and rosters are complete, the team officials must present through the division director to the board, a letter explaining the intent to opt out of league play, including reasons why, an estimated budget showing the final expected cost per player. The team officials will include fundraising plans, the expected travel itinerary and the expected time commitment of each player. The letter is to be signed by the legal guardian of each player showing they agree to the intent and expectations. The printed name, phone number and date of the signature shall accompany each signature.
3. This letter must be presented in time to the board for a decision prior to regular league scheduling to avoid disrupting the league and other community's schedules.
4. The association board is to make the final decision in the form of a motion on the request prior to league scheduling. The division director is to respond to the team officials who made the request with the decision and reason for the decision, including any conditions that may be placed on the decision.
5. If the request is approved, the team will receive an approximate equal budgeted amount of funding for ice rental (home game time) as other association teams in the same division even if "home" games need to be scheduled in outside association arenas. The team official will be responsible for booking and paying for this ice time and coordinating repayment for this expense through the association.
6. Each request and association decision is valid for one season.

### **4.3.2 Coordination**

Implementation and operation of the minor hockey program shall be the responsibility of the Vice-President in coordination with the Division Directors.

### **4.3.3 Organization**

The minor hockey program is split into 8 major categories, each with its own Division Director.

The categories are as follows:

- a. Tyke
- b. Initiation
- c. Novice
- d. Atom
- e. Pee wee
- f. Bantam
- g. Midget
- h. AA

#### **4.3.4 Fees**

Fees shall be set annually by the BMHA.

#### **4.3.5 Import Players**

Import players may be allowed in exceptional circumstances subject to the approval of the Executive Committee.

#### **4.3.6 Program Delivery**

The program shall be presented in accordance with the Bylaws, Policies and Procedures of the BMHA for its minor hockey teams and the Bylaws of Hockey Alberta and Hockey Canada.

### **4.4 Affiliation**

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. Coaches may submit proposed player lists to the Division Director. In consultation with the coaches, the Directors will complete and submit affiliation forms to the President & Executive Assistant/Registrar for approval and registration with Hockey Alberta.

All Alberta Development Model teams will follow Hockey Alberta Guidelines. The Hockey Alberta ADM takes precedent over these guidelines.

The affiliation deadline will December 1<sup>st</sup> of the hockey season. Affiliation by division will operate as follows:

- a. Initiation – no affiliation is permitted
- b. Novice – no affiliation is permitted
- c. Atom -Atom A can affiliate from Atom B
- d. Atom B can affiliate from Atom C
- e. Atom C can affiliate from Novice A
- f. Pee Wee -Pee Wee A will affiliate from Pee Wee B
- g. Pee Wee Tier B will affiliate from Pee Wee C
- h. Pee Wee Tier C will affiliate from Atom A
- i. Bantam - Bantam A will affiliate from Bantam B
- j. Bantam B will affiliate from Bantam C
- k. Bantam C will affiliate from Pee Wee A
- l. Midget - Midget A will affiliate from Midget B
- m. Midget B will affiliate from Bantam A

#### **4.4.1 Affiliation Process**

The goal of affiliation is to provide players an opportunity to compete and develop at the higher while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player's regular team before extending an invitation to the player or the player's parents directly to attend a practice, game or tournament. Coaches on the player's regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff or tournament game commitment. Coaches must allow the player to compete with the higher level team if there is a practice or exhibition game conflict.

Disagreements shall be escalated to the Division Director and Vice President for a final decision.

### **45 Evaluations**

Players will need to indicate the position that they intend to play that season prior to evaluation process (ie. forward, defence or goalie).

All tiered divisions: Coaches will be selected by the Vice President (VP), with input from the Division Director and approval by the Executive Committee, (prior to evaluations) and will be selected based on qualifications along with player/team development in mind. The best candidate for developing the group, both on and off the ice, will be selected. Previous years coaching will be considered when making these selections.

BMHA reserves the right to administer a fee for Tier 1 evaluations.

### **Novice through Pee wee:**

Skate 1 will consist of time trials and fundamental skills, with coaches on the ice keeping times. Times will then be submitted to the head coach and VP (or evaluation committee member in the event of a conflict of interest) post skate. The group will then be narrowed down to 20-25 skaters based on evaluations and timed skills. The number of skaters kept after the first skate may vary, and will be determined by the head coach with approval from the VP and Evaluation committee.

Remaining skates will be games/scrimmages run and evaluated by the coaches, or appointed evaluators, selected by the coach. The appointed head coach will be responsible for selecting all players for his/her team with final list submitted to VP for review and approval by Executive Committee with input from the Director.

Players will be eligible to obtain a copy of the timed trials, which will include their times, along with the average times of all players who were selected to that tier.

Goal tenders at the Atom level and above will be evaluated on a separate ice session and will be ranked in numerical order. That list will be submitted to the Head coaches and Executive Committee post evaluation skate. The Head coach will then have the option of keeping no more than 3 goalies for the remainder of the evaluation process. The coaching staff will have the final decision on the remaining goalies.

### **Bantam and Midget:**

The Head coach will determine the structure of all evaluation skates and will be responsible for the selection of his/her team. It is recommended that game play be the focus of the evaluation process at this level. Head coach is to submit his/her evaluation practice plans prior to the evaluation process to the VP. Head coach will be responsible for selecting all players for his/her team with final list submitted to VP for review and approval by Executive Committee.

## **4.6 Selection of Coaches/Assistants**

The Registrar shall compile a list of potential coaches from coaching applications, coach evaluation summaries, and information on registration forms.

\*Coach Evaluations will be anonymous, distributed to each player and collected at the end of each season. The Executive Committee shall then compile the results and provide each coach with an evaluation of the season. This information will be considered in future coach placement.

### **4.6.1 Training Level Requirements**

The Hockey Canada Initiation level certification is required for all ice instructors at the Initiation level. For the Novice, Atom, Pee Wee, Bantam and Midget levels, Hockey Canada Coach level certification is required to head coach a team. In the event that not enough qualified people apply, the division director may assign coaches based on the condition that they obtain the appropriate certification by November 15<sup>th</sup> of the current hockey season. At all times one coach, assistant or manager on the bench must have the Hockey Canada Safety program. The Division Director may, with the Vice-President's approval, replace any coach who doesn't obtain the required certification. All coaches and team officials must have Respect in Sport for Coaches.

### **4.6.2 Selection of Assistant Coaches and Managers**

The head coach shall be responsible for the selection of his assistant coaches and manager. No player will be moved to a level at which they are not qualified, to meet a request for an assistant coach or manager by a head coach. All team-sheeted officials must be 16 years of age or older with primary consideration to parents on the team. All selections must be approved by the Executive Committee.

For Initiation, Novice and Atom house teams, it will be the head coach's responsibility to ensure all eligible volunteers are given equal opportunity to participate on the ice.

### **4.6.3 Record of Certification**

The Registrar, in conjunction with the Vice-President, shall maintain a record of coaches who have attained certification as Initiation Program Instructors or certification under the National Coaches Certification Program.

## **4.7 Replacement**

Coaches, assistant coaches, managers and other team officials are subject to replacement should the authority responsible for discipline, so direct.

## **4.8 Coaches' Responsibilities**

Association head coaches in the hockey program, as chief team officials, are fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged, however, ultimate responsibility for these activities rest with the head coach. Supervision over delegated responsibilities is a necessary function of the head coach.

\*Coaches of Bantam and Midget Teams are responsible to ensure that players are NOT driving themselves to and from games – this is to ensure player safety due to potential injury (eg. Concussion).

#### **4.8.1 Guidelines**

Coaches and team managers are expected to:

- a. Be 18 years of age and older
- b. be responsive to directives of the Committee and operate the team within established policy and guidelines, and pursuant to the Coaches' and Manager's manuals
- c. ensure proper supervision of the team before, during and after all games and practices, and accept reasonable responsibility for the conduct, safety and well-being of their players;
- d. develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- e. comply with normal administrative directives by:
- f. complying with established Association policies and procedures including player selection, cuts, tryout procedures;
- g. holding a parent meeting at beginning of season;
- h. submitting a budget to parents;
- i. selecting a treasurer who shall be responsible for tracking & submitting financial statements;
- j. within reasonable limits, providing fair ice time for all players.

#### **4.8.2 Zero Tolerance**

BMHA has adopted a policy of Zero Tolerance in regards to racism, abuse and harassment towards officials, players, coaches, rink staff and spectators. Any acts of racism, abuse or harassment are treated seriously and will result in removal from this facility and could result in investigation and a hearing through the Discipline Committee (see Bylaws, Appendix B).

Referees will have the authority to enforce the above.

Any use of a device for playing music (with recording capabilities) in the change room, must be in the control of a team official and in plain view. Team officials must supervise this, at all times.

#### **4.8.3 Protective Gear**

Coaches must ensure that regulation protective gear is worn by players and coaches at all times as required by Hockey Canada regulations.

### **4.9 Placement of Players on Teams**

Head coach is responsible for correct evaluation of his/her players and final roster selections. Development Director will advise as needed or requested by the head coach. Players may be moved up or down a tier level up until the date of November 15<sup>th</sup>. It is expected that this movement be kept to a minimum if any at all. All movement of players will be overseen by the Development Director, VP and need the approval of the Executive Committee.

#### **4.9.1 Movement between Levels / Player Acceleration**

Circumstances may require moving players up or down levels. While it is expected that such movement be kept at a minimum, the Executive Committee's authority is final on these decisions. It will be the responsibility of the Development Director to ensure that the player requesting the move up or down is evaluated properly and it is in the best interest for development of that player, prior to a decision being made.

The objective of the Minor Hockey model is to develop players within their specific age group, and not to displace the players from their age division by facilitating the movement of underage players. All underage players will only be considered as an exception.

- a. Underage players will only be considered if they are one year younger than the age division they are applying to participate in;
- b. A formal request/application must be submitted in writing to the Executive Committee, outlining the rationale for being considered as an underage player - prior to the Evaluation period beginning.
- c. The player must evaluate in the top third of skaters by position (eg. Top 3 forwards)
- d. The Executive Committee must approve the request.

#### **4.9.2 Placement Consideration**

Final player placement will be at the discretion of the Head Coach with guidance from the Development Director. All placements will be made final by the Executive Committee with input from the Division Director.

#### **4.9.3 Number of Players per Team**

The normal guideline for all divisions except Midget is 15 players per team. This may be varied at the division director's discretion (in consultation with the Vice-President) depending on total players in any division. The normal guideline at the Midget level is 19 players per team.

#### 4.10.1 Pee Wee, Bantam and Midget

At the Pee Wee, Bantam and Midget levels, it is recognized that players may have made a conscientious decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time. In most cases, there will be two goaltenders on a team. If this occurs, players and parents must recognize that playing time will be reduced unless the player is also willing and has the ability, to participate as a skater.

#### 4.10.2 Atom

At the Atom level, it is recognized that some players may have made a conscientious decision to play goal. Every effort will be made to place goaltenders on teams to maximize playing time, but it is also recognized that at this level it might not be in the child's best interest to play goal on a full-time basis. Further, there are number of children who may wish to play goal on a part-time basis. Therefore, the following guidelines apply:

Anyone who wishes to play goal should be given an opportunity to play goal in at least two practices and at least one game once during the season and more often if practical.

Any player who has made a conscientious decision to play goal on a regular basis should be encouraged to play a position other than goal from time to time.

#### 4.10.3 Initiation and Novice

It is the Association's policy that every player should be encouraged to play goal on a regular rotation basis. Therefore, the following guidelines apply:

Each player is expected to try the position of goal at least once per season – a player should not be forced to play goal if they do not want to;

Initiation – Complete rotation of players through goal is required in the Initiation division.

#### 4.10.4 Goal Skates and Equipment

Goaltenders cannot play any position other than goal in goal skates. The ownership of one's own goal equipment does not premeditate the continuous play as goaltender.

### 4.11 Ice Schedules

The Executive Committee shall finalize the ice allocation allotment for the minor hockey program in conjunction with the Ice Allocator. The guiding principle in ice allocation for the hockey program shall be that each division shall receive approximately the same number of ice opportunities per team per week.

#### 4.11.1 Distribution to Division Directors

The Executive Assistant/Registrar (Ice Allocator) shall, prior to October 31 in each year, deliver to the divisional directors, the ice schedule for the division. All reasonable efforts shall be made to provide the schedule for the pre-Christmas period in its entirety prior to the end of October and to provide the schedule for the balance of the season prior to the end of December.

#### 4.11.2 Delivery to Teams

The Executive Assistant/Registrar shall prepare the schedules for teams on a fair and equitable basis to ensure distribution of ice between teams and levels on a fair and equitable basis

#### 4.11.3 Practices

It is important that all teams are given ample practice time and coaches understand that practice time is meant for practices, not exhibition games.

### 4.12 Team Activities

Activities include, but are not limited to:

- a. practices on other than regularly scheduled practice ice;
- b. exhibition games
- c. dry land training
- d. any other team organized activity whether voluntary or not

A team must obtain travel permits (outside of Zone 2) as required by the Association.



#### **4.12.1 Game Limits**

Division Directors will be monitoring the number of games per season. The following maximum game limits apply to all the Association teams:

- a. Midget – 60 games
- b. Bantam – 55 games
- c. Pee wee – 50 games
- d. Atom – 40 games
- e. Novice – 30 games
- f. Initiation – 2 practice to 1 game ratio not including special events after January 1st

Play-off games are not counted in game total.

All tournaments shall be counted as three games

#### **4.12.2 Abuse of Game/Team Activity Limits**

Coaches who exceed game and/or activity limits without the prior written consent of the Division Director and Vice-President shall not be eligible to coach the following year. Division Directors are responsible to ensure that coaches are aware of this policy.

### **4.13 Game Officials**

#### **4.13.1 Home Games**

The Association shall supply game officials for home games. It is the responsibility of the Executive Assistant/Registrar to ensure that the Referee in Charge receives a complete schedule of games and is notified of any changes.

#### **4.13.2 Exhibition Games**

Registrar shall arrange for officials to be present at exhibition games by contacting the Referee in Charge . Registrar shall be responsible to pay referees for exhibition games in accordance with the fee schedule agreed upon from time to time between the Association and the Referees Association.

#### **4.13.3 Coaches Limitation**

Coaches are not allowed to contact officials directly except in emergency situations where there are no assigned game officials at the arena at the time of a game. In these circumstances, the coach shall advise the assigner after the game.

### **4.14 Over-Age Players**

Hockey Alberta prerequisites and application process will be the policy BMHA follows for Overage Player Movement. See [www.hockey-alberta.ca](http://www.hockey-alberta.ca), Services tab, Click on Forms, Click on Minor, See Overage Criteria and Form.

### **4.15 Player Releases**

It is the policy of the Association to follow the Hockey Alberta guidelines for providing player releases.

### **4.16 Team Expenses**

Each individual team shall establish a reasonable budget and be responsible for levying fees to team members sufficient to pay for the team's operations during the season. The budget shall be submitted by the coach/manager and endorsed by 3/4 majority of parents. \*All team budgets (revenue/expenses) must be submitted to the Division Director both mid and end of season (no later than January 15 and June 1). No player on a hockey team shall be required to participate in exhibition games or tournaments if he/she does not wish to do so.

See expectations around team fundraising above – "Fundraising Policy 2.8.1 – Fundraising by Individual Teams".

#### **4.16.1 Appoint Treasurer**

Teams are encouraged to appoint a treasurer (the treasurer's position may be combined with that of the team manager if desired). The coach should not be the treasurer. The treasurer is to provide a statement of income and expenses to all parents at the season mid-point and at the end of the season. \*All team budgets (revenue/expenses) must be submitted to the Division Director both mid and end of season (no later than January 15 and June 1).