

Bruderheim Minor Sports Association
Hockey Policies and Procedures

Rev. 1

Adopted:

1) Definitions

- a) "BMSA" means Bruderheim Minor Sports Association
- b) "Board" means the Executive Board of Directors
- c) "Member" means any member of the association.

2) Registrations

- a) Online hockey registrations will commence May 1st for the following season. An in-person registration will be held in a public location ideally the first week of June, but no later than the third week of June. A second in-person registration may be held if deemed necessary by the Board, but will also take place no later than the third week of June.
- b) Teams will be declared at each age level no later than July 1st to allow adequate time for players to register in a different Hockey Association should there be no team at their age level in Bruderheim.
- c) A team will be declared once 11 or more players at that age level have registered. Players will be notified via the email address provided with their registration.
- d) Registration fees will be proposed and discussed at least one meeting prior to the AGM every year. Fees will be voted on at the AGM.

3) Player Movement

- a) A Hockey Alberta Player Movement Form must be completed for all players residing in the Bruderheim hockey boundaries requesting to play for a different hockey association. This includes players registering in a different Hockey Association after it has been determined that there will be no team at their age level in Bruderheim.
- b) A player movement form (Permission to Try-Out) will be signed by the board without dispute to any Bruderheim player requesting to try out for an elite level hockey team (AA or AAA) at the Peewee, Bantam, and Midget levels. As per Hockey Alberta regulations, players may only try out for the Recruitment Area team that recruits from Bruderheim. Bruderheim falls in the Fort Saskatchewan recruitment area. If the player fails to make the elite level team, they must return to Bruderheim to play. A separate player movement form must be completed for each elite level team the player tries out for. (ie. If they are cut from a AAA team, a separate form must be completed for the AA try out).
- c) Player movement requests to play on a non-elite level hockey team (ie. House league/tiered teams) may be granted after review by the Board but only under the following circumstances;
 - i) Player must be capable of making the highest tier available in the Association they are trying out in.
 - ii) The team they are trying out for must be at least 2 tiers higher than the team in Bruderheim.
 - iii) Moving said player must not leave any team in Bruderheim with too few players to form a team.
- d) There will be no player movement at the Novice and Initiation levels, unless it is determined there is no team at one of those age levels in Bruderheim.
- e) Every effort will be made to promptly provide players with a player movement form if it is determined there will be no team in Bruderheim at the player's age level.
- f) Female players will only be moved to play on an all-female team, except where one of the above regulations apply.

- g) Player movement form will not be issued to any player unless the player is first registered in Bruderheim, even if it has already been determined that there is no team at the players age level.
- h) Player movement will not be granted to any player requesting the permission for reasons other than playing at the highest category of which he/she is capable (i.e. dislike of a coach, dislike of ice time, etc.)
- i) Player movement will not be granted to any player with outstanding fees from previous season until their account has been settled.

4) Player Release

- a) As per Hockey Alberta, the term "Release" now means the unconditional discharge of a player from a team or club registration.
- b) A Release is available to be issued, via the Standard Release Form, as a method of permanent movement for special circumstances within Minor Hockey (ie – conduct).
- c) Players will only be released after a majority vote of two thirds by the Board.
- d) To request to play in another association, please see "Player Movement".

5) Overaging of Players

- a) Overage requests may only be made by the parent or legal guardian of the player.
- b) Hockey Alberta overage form must be filled out and submitted to the Hockey Director.
- c) Only players who have never participated in organized hockey will be considered for overage application. Players who have taken a leave from hockey for one or more seasons will not be considered, even if other criteria are met.
- d) Players must be evaluated by one or more of the following before their overage application will be considered;
 - i) Coach of team at their own age level.
 - ii) Coach of team at the age level they will be overaged to.
 - iii) Hockey Director.
- e) Hockey Alberta overage criteria must be met.
- f) 1660 Hockey League overage criteria must be met.
- g) The Hockey Director has the right to refuse any overage applications.
- h) Overage applications must be approved by Hockey Alberta and the 1660 Hockey League before player will be allowed to participate on a team as an overage player.

6) Underaging of Players

- a) For player to be moved up to a higher age category, a written request must first be made to the board by the player's parent or legal guardian.
- b) No player shall be moved up to a higher age category until they have skated at least four practices.
- c) Player must be evaluated by all three of the following (should one person hold two or more of the following positions, or should one of the positions be held by the parent of the player requesting the underage application, a third impartial evaluator may be appointed);
 - i) Coach of team at their own age level.
 - ii) Coach of team at the age level they will be underaged to.
 - iii) Hockey Director.
- e) It must be agreed upon that the player's skill would be in the top half of the team they are moving to.

- f) If all parties agree that moving the player up is in the best interest of the player and Bruderheim Minor Sports Association, then the player will be moved.
- g) Underage applications will be denied without appeal if moving the player leaves the team they are moving from with fewer than 13 players.

7) Affiliation

- a) All affiliations will be team to team affiliations as opposed to player to team affiliations.
 - i) Initiation team will be affiliated to Novice team.
 - ii) Novice team will be affiliated to Atom team.
 - iii) Atom team will be affiliated to Pee wee team.
- b) Although team to team affiliation is used, only players in their second year (by birth year) of their division will be allowed to play in a higher division as an affiliate. (ie. Only third year initiation players may play as an affiliate for Novice. Only second year Novice players may play as an affiliate for Atom.)
- c) Affiliated players may not miss any of their own team's games in order to participate in the higher team's games, no exceptions.
- d) Affiliated players may participate in the higher team's practices on an as needed basis, but are not allowed to miss any of their own team's games or practices to do so.
- e) The purpose of affiliation is to fill a roster spot with an equal caliber player when a player is injured, sick, away, or suspended. An affiliated player identified by the 1660 League or Hockey Alberta as an impact player at the higher level will not be allowed to play as an affiliate at the higher level for the remainder of the season.
- f) All Hockey Alberta and 1660 League rules governing use of affiliated players, including maximum number of games an affiliate may play must be followed.

8) League Participation

- a) All teams Novice level and above will participate in the 1660 Hockey League unless otherwise authorized by the Bruderheim Minor Sports Association.
- b) There will be no league participation at the Initiation level as per Hockey Alberta rules and regulations.

9) Fundraising (see appendix iii)

- a) Fundraising is required to ensure registration fees are kept as low as possible and to improve the hockey program in Bruderheim.
- b) Fundraising deposit cheques will be collected from every family prior to the player's first ice time.
- c) Fundraising requirements for the season will be determined prior to the first ice time.
- d) A separate tournament fundraising cheque is required prior to the first ice time.
- e) Everyone has the right to opt out of fundraising.
 - i) Anyone choosing to opt out of fundraising will have their opt out cheque cashed prior to the player's first ice time.
- f) Individual team fundraising requirements will be determined by the team at their start of season parent's meeting.

10) Home Tournaments

- a) Tournaments are used as a Bruderheim Minor Sports Association fundraiser, as such, all proceeds and expenses must be submitted to the Association Treasurer.
- b) Tournament budget and expenses must be approved by the Board.

- c) Bruderheim host teams must not be charged a tournament entry fee.
- d) Tournament dates shall be determined by the Ice Allocator, Tournament Coordinator, and Hockey Director.
- e) Tournament dates shall be booked through the Town of Bruderheim at the same time all regular season ice times are booked.
- f) Home tournament blackout dates will be submitted to the 1660 league by the Ice Allocator prior to the start of the season.
- g) A tournament subcommittee may be formed by the parents of the host team. The subcommittee will work with the Tournament Coordinator and will be involved with the planning of the tournament and inviting of teams.
- h) Parents are expected to work at the tournament to fill various shifts as determined by the Tournament Coordinator and tournament subcommittee. Failure to work the required shifts will result in tournament fundraising cheques being cashed.

11) Exhibition Games

- a) Any team hosting an exhibition game (including at the Initiation level), must first obtain a Hockey Alberta sanction number.
- b) Requests for sanction numbers will be submitted to the Hockey Director a minimum of 5 days before the exhibition game.
- c) The team hosting the exhibition game is required to book and pay for referees (Referees are not needed at the Initiation level)
- d) Referees can be booked through the Referee in Chief. Requests should be made as soon as possible.

12) Travel Permit

- a) Any team participating in a tournament or exhibition game outside of zone 2 must obtain a travel permit.
- b) Requests for travel permits will be submitted to the Hockey Director a minimum of 5 days before the exhibition game or tournament.
- c) Team manager or another team official must have the travel permit with them during the exhibition game or tournament.
- d) Zone 2 boundaries can be found on the Hockey Alberta website.
- e) League play outside of zone 2 does not require a travel permit.

13) Coaches

- a) All teams will have a minimum of 3 coaches.
- b) All persons interested in coaching or assistant coaching a team must indicate so on their child's registration.
- c) If two or more people wish to be head coach of the same team, the coaches will be contacted to see if an amicable solution can be found.
- d) If no amicable solution can be found, a final decision will be voted on by the Board. If one of the potential coaches is a board member, they must abstain from the vote.
- e) If 3 or more coaches are not found for a team prior to the start of the season, a team parent's meeting will be held with BMSA executive member(s) present, and coaches will be picked.
- f) All coaches must have a criminal record check on file with Bruderheim Minor Sports Association completed within the last 3 years.

- g) All coaches must agree to have all the required coaching courses and certifications completed by November 15th of the current season. A list of coaching requirements will be provided by the Coaching Director.
- h) BMSA will reimburse coaches for all course/certification fees.
- i) Head coach will be expected to develop a seasonal plan/philosophy and present this at a parent's meeting at the start of the season.
- j) Coaches at the Initiation level must follow the BMSA Initiation Guidelines (Appendix i)

14) Managers

- a) Every team must have a manager.
- b) Managers will be selected by the parents at the start of season parent's meeting.
- c) Managers are expected to have a general understanding of BMSA, Hockey Alberta, Hockey Canada, and 1660 League policies and regulations.
- d) Managers are responsible for all team communications.
 - i) Notify parents of practice and game schedule
 - ii) Liaise between parents, coaches, league officials, opposing team managers, and BMSA
 - iii) The manager is the teams primary point of contact for parents
- e) Manager is responsible to complete and submit all game sheets to league officials.
- f) Manager must report all incidents to BMSA, Hockey Alberta, and 1660 League officials as necessary.
- g) Manager is responsible for organizing away tournaments and exhibition games, and ensuring proper travel permits and sanctions are obtained.
- h) Manager is responsible for the scheduling and coordination of all team activities.
- i) BMSA will provide training/guidance to the manager to ensure their role and responsibilities are understood.

15) Team Staff/Officials Certification

- a) The Coaching Director will be responsible for ensuring all team staff have proper certifications according to BMSA, Hockey Alberta, and Hockey Canada.
- b) BMSA will pay for any courses required by team staff in exchange for their commitment to the team for the season.
- c) Team staff will pay for the course in advance and be reimbursed by BMSA upon completion of the course.
- d) Payment receipt and proof of certification (if required) must be submitted to the Coaching Director.
- e) Team staff will be reimbursed within 30 days of receipt being submitted.

16) Parent Conduct

- a) All parents are expected to adhere to the BMSA code of conduct.
- b) Abuse, either physical or verbal, of any on ice official, off ice official, coach, player, or fan will not be tolerated. Anyone found in violation will be subject to the BMSA disciplinary policy.
- c) Parents are expected to follow the 24 Hour Respect Rule;
 - i) All parents, players, relatives, and friends must wait 24 hours prior to contacting any team manager, coach, team staff, or BMSA representative regarding any hockey concerns or issues.

- d) Please use the following communication guidelines for complaints or issues regarding hockey concerns (after the 24 hours). If your concern is not satisfied at the lowest level, please proceed to the next.
 - i) Manager
 - ii) Coach
 - iii) BMSA Hockey Director
 - iv) BMSA Vice President
 - v) BMSA President
 - vi) Hockey Alberta Zone Administration Coordinator
 - vii) Hockey Alberta Staff
- e) Under no circumstances are parents to contact any 1660 League officials with concerns/complaints. This communication will only be accepted by the 1660 league from a team manager, coach, or the appointed BMSA 1660 League Representative.
- f) Anyone found not following these rules may face disciplinary action.

17) Team Rules

- a) All teams must have a parents meeting at the start of the season. A BMSA representative must attend. All parents are expected to attend. Items that will be covered;
 - i) Introduction of coaching staff
 - ii) Seasonal coaching plan/philosophy
 - iii) Basic team rules
 - iv) Team volunteer duties (manager, treasurer, etc.)
- b) The head coach will have the final say, at the team level, regarding all team operations.
- c) Team finances must be handled in accordance with BMSA guidelines.
- d) Basic team rules will include;
 - i) Team fundraising expectations
 - ii) Cell phone usage
 - iii) team discipline policy
 - iv) Dress code, if any
- e) Team rules will not supersede any other bylaw or policy of BMSA

18) Team Equipment

- a) Goalie equipment is provided by BMSA free of charge for the Novice level only
 - i) Initiation players are not permitted goalie equipment as per BMSA and Hockey Alberta Initiation guidelines.
 - ii) Atom and higher goaltenders should have their own goalie equipment. Equipment may be available from BMSA, however it is not guaranteed to be the appropriate size.
- b) One pair of home and away socks will be provided by BMSA to every player at the start of the season. Any replacement socks needed will be the responsibility of the player. Socks are only to be worn for games, players are expected to provide their own practice socks.
- c) Home and away jerseys will be provided to every player. These jerseys remain the property of BMSA and must be returned at the end of the season. The jerseys are not to go home with players, each team will appoint a jersey keeper responsible for cleaning and storing the jerseys.
- d) All teams will be provided with pucks and pylons.
- e) Initiation team will be provided with pinnies.
- f) Any lost, damaged, or stolen equipment must be reported to the Hockey Director immediately.

19) Team Finances

- a) BMSA has bank accounts set up at the Bruderheim Alberta Treasury Branch for use by The Bruderheim Bruins Initiation Hockey Team and the Bruderheim Bruins Novice Hockey Team, these accounts are the preferred accounts to be used by the team as they support our local Bank. The team Manager and Treasurer may alternately choose to open a new account with a Bank other than the Bruderheim Alberta Treasury Branch.
- b) Obtaining Signing Authority on the existing ATB Account
 - i) The Accounts require two or three people to have signing authority, the team members that will have signing authority will be the Team Treasurer, Team Manager and/or Team Assistant Manager or co-Treasurer. The Team treasurer may change the statement address to their home address.
 - ii) The team requires a letter from BMSA stating that they have permission to use the account and the letter must designate who has signing authority and who is being removed from having signing authority from the previous year, using their names.
 - iii) The letter must be signed by two BMSA Executive members
 - iv) One signor from the previous year must also sign a form at the ATB Branch acknowledging the change in signing authority.
 - v) The funds in the bank account are to be cleared out at the end of each season less \$5.00 for service fees. The team can refund the parents if a cash call has been placed or they have contributed money to the account/team and are being reimbursed. The refund to the parents can only be in the amount the parent has contributed.
 - vi) Any monies left in the account (less \$5.00) at the end of the season must be given to BMSA
 - vii) The account is to remain opened and the statement address must be changed to the following:
BMSA
PO BOX 54
Bruderheim, AB T0B 0S0
- c) Obtaining a New bank account
 - i) The Account will require two or three people to have signing authority, the team members that will have signing authority will be the Team Treasurer, Team Manager and/or Team Assistant Manager or co-Treasurer.
 - ii) The team requires a letter from BMSA stating that they have permission to open a new account, specifying the bank of choice, the letter must designate who has signing authority, using their names.
 - (1) The letter must be signed by two BMSA Executive members
 - iii) The funds in the bank account are to be cleared out at the end of each season. The team can refund the parents if a cash call has been placed or they have contributed money to the account/team and are being reimbursed. The refund to the parents can only be in the amount the parent has contributed.
 - iv) Any monies left in the account at the end of the season must be given to BMSA
 - v) The bank account is to be closed at the end of the season.
- d) The Team Treasurer must provide the BMSA Treasurer and the team parents with a financial statement in December and at the end of the season, showing the transactions and balances in the account. The team must provide statements, deposit books and cheque stubs at the request of BMSA for audit at any time. (see Appendix ii)

APPENDIXES

1. **Appendix i: Initiation Plan**
2. **Appendix ii: Example of Financial Statement**
3. **Appendix iii: Fundraising**

Appendix I – Initiation Program

Bruderheim Minor Sports Association Hockey Initiation Program

Objective

The Bruderheim Minor Sports Association (BMSA) has agreed to implement an initiation program that follows Hockey Canada's LTPD (long term player development) model and adheres to the principles in the Hockey Alberta Initiation Hockey Operational Guide.

The emphasis of the Initiation Program is on fun and skill development. The Initiation program also allows participants to experience fitness, fair play, and cooperation.

Registration

All participants in the Initiation Program will be registered with Hockey Canada as one "team" regardless of the number of participants registered following the Hockey Alberta regulations;

General Regulations 1.3 o) "Hockey Team" or "Team" means a group of persons comprised of: (E) For Teams within the Division of Initiation, there is no maximum number of players;

Minor Hockey 3.7 Number of Players on a Hockey Team (a) All Hockey Teams may register at one time a maximum of nineteen (19) Players. Of those nineteen (19), 2 must be goaltenders. Exception: Teams within the Division of Initiation

Grouping

All initiation aged players will be placed in groups of 4-6 depending on their skill. These groups are flexible. As players will develop at different rates, re-evaluation of the groups will be necessary throughout the season. Groups will rotate through stations designed to give proper skill progression based on the ability of the group.

Curriculum

The Initiation Program will primarily use the curriculum in the Hockey Canada Initiation Skills Manual. This curriculum will be used as a guideline, as adaptations will be necessary in order to suit the skill level of the current initiation participants. Periodic skill evaluations will be necessary to ensure that each group is working on the appropriate section of the curriculum based on their skills.

Games

A variety of small area games will be played during practice times. (ie. British bulldog, Asteroids, scrimmage, etc.) A one day tournament will also be facilitated by BMSA as part of the Initiation Program. The initiation team may organize exhibition games or participate in other associations hockey tournaments provided the following rules are adhered to;

1. **No games are to be scheduled before December 15**

Appendix I – Initiation Program

2. After December 15, 3 of every 4 scheduled Bruderheim ice times should remain practices in order to provide adequate time to complete the curriculum. (ie. every second Saturday ice time should remain a practice).
3. The main focus of games must remain skill development for all participants, teams are not to be coached to win.
4. **Games are to be ½ ice or cross ice.** Rink dividers are preferred, however, pylons may be used to divide the ice. If pylons are used, additional coaches may be required on ice to shoot the puck back in to play.
5. Every effort should be made to schedule games against teams with similar skill levels. If it is found the skill level of the team being played is significantly different, other options may be explored with the opposing team. Things like reducing the number of players on the ice for one team (5 on 4, 5 on 3), trading of several players for the duration of the game, ensuring players of similar skill level are on the ice at the same time, or other options to encourage fair competition should be used.
6. Games will follow modified rules (note: these are the rules that **must** be followed for all home games. However, it is understood that away games may follow slightly different formats depending on the association being visited. Games with associations following drastically different formats are discouraged);
 - a. No offsides
 - b. No icings
 - c. No penalties
 - d. No statistics. Score is not to be put on the scoreboard or filled on a game sheet. Buzzers may be used for line changes, however, it is preferable for an on ice instructor to keep track of time and blow a whistle for line changes.
 - e. Players must rotate through all positions including goalie
 - f. No goalie equipment is to be used
 - g. Blue 4 oz pucks are to be used

Instructors

The Initiation Program will have one primary head instructor overseeing the on-ice sessions. They are responsible for evaluating the skill level of participants and placing them in appropriate skill based groups. They are also to provide the on-ice instructors with the practice schedule that will be used at each session. They are ultimately responsible for ensuring the Initiation Program guidelines are followed.

Additional on-ice instructors will assist the head instructor with delivering the curriculum to the participants. They are to help ensure the practice schedule is respected. They will provide feedback to the participants and the parents of the participants. They will help co-ordinate the orderly entrance and exit from the ice surface by the participants and ensure all equipment is brought onto and removed from the ice surface and put away.

Every effort will be made to ensure as many instructors as possible have completed the Coach 1 clinic. A minimum of 1 coach for every 10 participants **must** have this course completed. Information on supplemental coach stream clinics to help instructors will be provided by BMSA.

Appendix I – Initiation Program

As a bare minimum, all initiation instructors and on ice helpers **must** have their Respect in Sport – Activity Leader course completed by November 15 of the current season as per Hockey Alberta rules and regulations. Instructors must also have a criminal record check on file with BMSA completed within the previous three years. One team official for every ten participants must also have completed the Hockey Canada Safety Program

Appendix ii – Example of Financial Statement

An example of an acceptable statement that is to be submitted is attached in this document for team use.

Please note that AGLC Licenced fundraising revenue must be listed separately on the Team Financial Statements from other fundraising revenue.

This is just an example as the actual Income sources and Disbursements may differ, please be as specific as possible with transactions.

Bruderheim Bruins Initiation Hockey Team Financial Statement March 31, 2017

ASSETS

Community Spirit Account	1.00
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LIABILITIES

No Liabilities to Report

INCOME

AGLC Fundraising	0.00
Fundraising	2000.00
Donations	200.00
Cash Call	500.00
Team Purchases (Team Wear, Oil Kings Tournament)	<u>3000.00</u>

TOTAL INCOME

5700.00

DISBURSEMENTS

Tournament Fees	800.00
Team Wear	1500.00
Oil Kings Tournament	1500.00
Ice Rental Fees	249.00
Team Parties	1000.00
Cash Call Reimbursement	500.00
Miscellaneous	150.00
Donations	0.00

TOTAL EXPENSES

5699.00

Appendix iii – Volunteering and Fundraising

Volunteering and Fundraising

Association Fundraising

To keep registration fees affordable BMSA does fundraising to help cover costs that the registration fees do not cover, such costs are extra ice times, coaching courses and development, referee fees and training, player enhancement and development, equipment and more.

BMSA will determine the fundraising activities at the start of the season and notify parents. The parent's time is very valuable to BMSA, so BMSA strongly encourages and truly appreciates their volunteer time for working shifts at events, without these shifts being worked the total revenue is much lower and may result in further fundraising activities to meet the costs.

BMSA encourages and greatly appreciates the volunteer time of coaches, team managers, etc. however their family will still be required to participate in all BMSA fundraisers. BMSA executive and committee members who have children in hockey are also expected to participate in revenue-generating activities with the same expectations as the parents. The Coaches family will have first choice of shifts for the tournament and an exception may be made if they have no one to work their shifts for them.

Fundraising and volunteer activities are per family rather than per player, with the exception of BMSA run tournaments. Families are required to participate in all BMSA fundraisers and tournaments, or their fundraising deposit cheques will be cashed. Should an unforeseen conflict arise an exception may be made on a per case basis.

Team Fundraising

It is important to note that team fundraising does NOT account for BMSA fundraising.

The team may require parents to fundraise for team costs such as: tournaments, team wear, team building parties, etc., these requirements are above and beyond BMSA requirements, and if the team so chooses, they may collect their own fundraising cheque from parents to ensure participation. The cheques BMSA collects are for BMSA volunteer/fundraising only.

Successful seasons are built on the cooperation of all those involved: Kids, Coaches, Parents, BMSA, etc.