

BURNABY MINOR HOCKEY ASSOCIATION

POLICY

AND

**INFORMATION
MANUAL**

Revised May 31, 2016

TABLE OF CONTENTS

WELCOME	5
LOGO AND TRADEMARK.....	5
A. PHILOSOPHY.....	6
B. GOALS	6
1. Burnaby Minor Hockey Association.....	6
2. Player Development	6
3. Coaching Development	6
4. Referee Development	6
5. Parent/Guardians	6
C. INDIVIDUAL GOALS	7
1. Players	7
2. Coaches.....	7
3. Parents/Guardians.....	7
4. BMHA Executive.....	7
5. Association.....	7
D. STRUCTURE.....	8
E. BMHA EXECUTIVE COMMITTEE	10
1. Executive Meetings.....	10
2. Executive Composition.....	10
3. Executive Duties	11
F. BMHA CONTACT INFORMATION.....	12
Communication.....	12
G. REGISTRATION	13
1. General Registration Information.....	13
2. Return Registration	13
3. Goaltender Registration	13
4. New Player Registration	13
5. New Player TRANSFERS from Other Associations in B.C	14
6. New Player TRANSFERS from Other Associations in CANADA	14
7. Foreign Player Registration.....	14
8. Late Registration.....	15
9. Registration Refund.....	15
10. Refunds for Junior, Major Midget & Competitive Female Players.....	15
11. Players Trying Out for Major Midget	15
12. Players Trying out Junior	16
13. Financial Assistance.....	16
14. Insurance	16

15. Team Rosters	16
16. AGM Attendance Discount	16
17. Designation of Voters	16
H. PROGRAM GUIDELINES	17
1. Junior Bulldogs Program	17
2. Hockey 1, 2, 3, 4 Program	17
3. Recreational "C" (House) Program	19
4. Representative "A" Program.....	21
5. Referee Program	26
I. COACHING APPLICATIONS	27
Coaches.....	27
Coach Selection	27
J. TEAM PERSONNEL.....	27
Head Coach.....	27
Assistant Coach	27
Team Manager.....	27
HCSP Official	28
Non-Rostered Team Volunteers.....	28
Criminal Record Check Policy.....	28
Deadlines for Respect in Sports and Criminal Record Checks.....	28
Number of Rostered Personnel	29
Volunteer Banquet	29
K. PLAYER PROCEDURES	29
Medical and First Aid Policies	29
Dressing Room Policy	29
L. EQUIPMENT AND APPAREL	30
Jerseys.....	30
Goaltender Equipment	31
Apparel and Accessories	31
M. SPONSORSHIP POLICIES	31
N. FUNDRAISING GUIDELINES	32
O. TEAM FINANCIAL REPORTING	32
P. TOURNAMENTS.....	32
Q. CODE OF CONDUCT POLICIES.....	33
Coaches.....	33
Players Code	34
Parents Code.....	34

On-Ice Officials	35
Spectator Policy	35
Harassment Policy	36
Alcohol and Drug Policy	36
1. Players	36
2. Referees	36
3. Team Officials	36
4. Parents	37
24 Hour Rule	37
Grievance Communication Policy	37
BMHA Discipline Committee	37
Disciplinary Process	38
Complaints Re: Referees and Linesmen	38
Major Penalties	38
R. RULES AND POLICIES FOR ALL ARENAS	39
S. FIRE AND EMERGENCY EVACUATION PROCEDURES	39
T. PUBLICATION POLICY	39
U. BURNABY MINOR HOCKEY ASSOCIATION WEBSITE	39
V. GENERAL INFORMATION	39
Picture Day	39
Ice Schedule	39
Awards	40

WELCOME

The game of hockey presents our youth and volunteers with an exciting challenge that will serve them for life. A remarkable sport demanding unparalleled quickness, endurance, character, effort, commitment and teamwork, hockey is based on a healthy cooperative, yet tough, lifestyle in mind, body and spirit. These are among the finest traits adults can endeavor to transfer to youth.

The beginning of a new hockey season brings excitement and anticipation of great things to come. At this time, please review the policies and procedures regarding the Burnaby Minor Hockey Association (BMHA) program. In order to participate in the BMHA, all players, families and volunteers are required to adhere to the procedures set forth in this manual. Our policies are constructed with the intent of improving and developing our program, where our ideals can be strived for and achieved. A volunteer Association requires patience, commitment, sacrifice, civility, courtesy, caring and kindness. It is the expectation that all participants in the BMHA program strive towards developing our Association in a positive way. Please be a contributing part of helping to build the Burnaby Minor Hockey Association to the best that it can be.

On behalf of the Burnaby Minor Hockey Association Executive Committee, we welcome you to another year and hope that you find your participation rewarding. Please read this manual and remember that it is a guide, written and assembled by non-professionals. It is intended to represent the outline of what the BMHA Executive Committee feels is best for our members and the program that we have built to serve them.

USE OF BMHA LOGO AND TRADEMARK

The Burnaby Minor Hockey Association logos may NOT be used without the express written consent of Burnaby Minor Hockey Association. This includes the Burnaby Minor Hockey Association name, "Bulldogs" name or logo as it relates to the BMHA or the acronym "BMHA". The BMHA retains the ownership of all trademarks, names, logos and images. Anyone wanting to use BMHA logos, etc. should contact the Communications & Marketing representative to advise of their project and to obtain approval.

A. PHILOSOPHY

It is the philosophy of Burnaby Minor Hockey Association that all youth who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions and available volunteer coaches. It is also the philosophy of BMHA to provide an environment in which

our athletes can learn hockey skills, play at a level consistent with their aspirations, learn good sportsmanship and develop into young men and women that their parents and the community can be proud.

B. GOALS

1. Burnaby Minor Hockey Association

- To promote, foster and encourage good citizenship and sportsmanship among the members, officials and the players of the Association;
- To develop and provide opportunities for learning, enjoying and participating in the game of amateur ice hockey;
- To establish, maintain and promote the level of public interest and awareness to increase participation in amateur ice hockey;
- To develop, conduct and supervise effective ice hockey activities; and to coordinate complimentary programs in conjunction with the Burnaby Parks, Recreation and Culture Commission;
- To support initiatives to build or improve facilities dedicated to the game of amateur ice hockey;
- To recognize, encourage and support individuals and organizations that contribute to the success of youth ice hockey programs.

2. Player Development

Provide Instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere, while promoting personal growth through team development both on and off the ice.

3. Coaching Development

Provide a program that promotes the coaches' talents in leadership, youth development and hockey instruction while providing ongoing education for coaches in a defined and structured program.

4. Referee Development

Provide instructional clinics for those who wish to become referees or to upgrade their skills as referees. Ensure they can develop these skills and promote their desire to continue as referees without undo criticism from coaches, parents and players.

5. Parent/Guardians

Offer an enjoyable program that includes the involvement of parents as volunteers. We want to ensure that this involvement provides the positive energy needed to help strengthen and direct our program to higher levels and the best enjoyment of our participants.

C. INDIVIDUAL GOALS

1. Players

- Commit to develop yourself mentally and physically in hockey
- Be a selfless team player.
- Strive to improve as an athlete and as a person.
- Place sportsmanship, safety and fair play first.

2. Coaches

- Commit to improving your ability to educate and instruct the game of hockey.
- Promote the well being of the players ... first and foremost.
- Commit to the improvement of the BMHA by being a "team player".
- Promote sportsmanship, pride, leadership, self-worth and good health by being a positive role model
- Provide a safe environment for all.

3. Parents/Guardians

- Be a positive supporter of your child's efforts during both good and challenging times.
- Expect to volunteer your time to assist with your child's team, as well as with the BMHA.
- Always remember that this Association is driven by volunteers
- The opportunity to influence the direction that the BMHA takes is provided at the Annual General Meeting, which all members should attend.
- All members in good standing are encouraged to exercise their voting privileges and voice their opinions, ideas and concerns for the benefit of the BMHA as a whole.

4. BMHA Executive

- Provide a financial foundation for the maintenance and growth of our Association and youth hockey.
- Attract and support the finest youth leaders and hockey coaches.
- Hold the highest ethical standards for all decisions.
- Promote and contribute to the well being and growth of youth athletics.
- Be aware of, and receptive to, the concerns of the membership as they apply to the BMHA.

5. Association

- Make available facilities to all youth, aged 4 to 20 years of age, to be able to participate in minor hockey at a level of competition suited to the ability and aspirations of each as individuals.
- Provide a safe and controlled environment for youth to enjoy the game of ice hockey and to advance their ice hockey skills.
- Provide coaches the opportunity to advance their coaching skills through clinics and provide a library of information, which includes video aids, and

other information of interest to new and experienced coaches alike.

- Through example, teach our young athletes to always play by the rules as they apply to minor hockey, to practice good sportsmanship, to work hard to achieve the goals that they aspire to within their limitations and above all to HAVE FUN.

D. STRUCTURE

AMATEUR HOCKEY STRUCTURE

1. International Ice Hockey Federation (IIHF)

Brandschenkestrasse 50, Postfach, 8027 Zurich, Switzerland

www.iihf.com

- Oversees international competition and championships
- Oversees ice hockey competition at the Olympic games
- Administers all international player transfers

2. Canadian Amateur Hockey Association (CAHA/Hockey Canada/HC)

151 Canada Olympic Road SW #201, Calgary, Alberta T3B 6B7

www.hockeycanada.ca

- National Teams
- National Championships
- Insurance Programs
- HCOP (referees)
- NCCP (coaches)
- HCSP (safety programs)
- Centers of Excellence
- Initiation Programs
- Playing Rules
- Program of Excellence

3. British Columbia Amateur Hockey Association (BC Hockey/BCH)

6671 Oldfield Road, Saanichton, BC V8M 2A1

www.bchockey.net

- Provincial Association
- Provincial Championships
- Delivery of National Programs
- 8 Districts, 125 Associations
- Executive elected annually
- HC Insurance
- High Performance Program
- Mutual Aid Fund
- NCCP (coaches)
- HCOP (referees)
- HCSP (safety program)
- Checking Clinics
- Responsible for Match Penalty/Gross Misconduct review and discipline

- Resource Material
- Initiation Program
- Respect In Sport Program

4. Pacific Coast Amateur Hockey Association (PCAHA)

#114 – 3993 Henning Drive, Burnaby, BC V5C 6P7

www.pcaha.bc.ca

- Regional Association – Lower Mainland
- Administers local and regional competition
- Regional Championships
- Executive elected annually
- Administer all player movements within the region
- Responsible for Player/Coach/Association discipline outside of BCH jurisdiction

5. Burnaby Minor Hockey Association (BMHA)

P.O. Box 44106, Burnaby, BC V5B 1S2

www.burnabyminor.com

The Burnaby Minor Hockey Association is responsible for all minor hockey activity within the boundaries established by the PCAHA (City of Burnaby). The BMHA is one of approximately forty-four associations under the PCAHA umbrella. It is responsible to and receives its mandate from Hockey Canada through BC Hockey and the PCAHA.

All players will be placed on teams by coaches and division managers at playing levels according to the player's age, skill and experience. Every effort will be made to ensure this is achieved as fairly as possible and within the rules of "balancing" as determined by the PCAHA.

All teams in the BMHA may participate at one of the following three playing levels.

"A"-Representative Teams (REP Teams)

Players will play in a league formed by the PCAHA. These teams may also compete for the PCAHA Zone and BC Hockey Provincial Championships at the end of each season.

"C" Recreational Teams (House Teams)

Players not electing to play on or selected to play for a REP Team will play in the Recreational "C" League formed by the "President's 'C' League" administered by the PCAHA.

"Junior Bulldogs", Hockey 1, 2, 3 and 4 (Development)

Teams for all players aged 8 and younger.

E. BMHA EXECUTIVE COMMITTEE

Executive Committee Meetings

1. Executive Committee Meetings will be held at least monthly at the call of the President
2. Agenda format shall be:
 - a. Call to Order
 - b. Approval of Agenda
 - c. Adoption Previous Minutes
 - d. Correspondence
 - e. Old Business
 - f. New Business
 - g. Executive & Committee Reports
 - h. Adjournment
3. Members of the Executive Committee are permitted to attend, speak at and vote at Executive Meetings
4. Members may, by written request to the Secretary/Administrator, be permitted to attend an Executive Committee Meeting and address the Executive Committee. This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits in the agenda for the meeting.
 - a. The delegation will be allowed a maximum of fifteen minutes.
 - b. The delegation may consist of a maximum of three people unless prior written approval has been obtained from the President.
 - c. A maximum of two delegations will be heard at any one meeting.
 - d. Presentations shall not be accepted by the Executive Committee without prior approval.
 - e. Any member who attends to an Executive Committee Meeting without prior approval will be asked to leave. A refusal to do so shall result in immediate suspension from the BMHA.

Executive Committee Composition

The Executive Committee is composed of the following executive members elected annually at the AGM:

President
First Vice President
Second Vice President
Third Vice President
Head Coach

Treasurer
Director at Large
Director at Large
Director at Large

Executive Committee Duties

Duties of the Executive Committee Members are as follows:

1. President

- Oversee the daily operation of the BMHA.
- Shall act as Chair for all the meetings of the Executive Committee and at all General and Annual meetings. He or she shall perform the duties usual to the office of the President.
- It shall be the duty of the President, immediately after the close of each AGM to set the date of the first Executive Committee meeting.
- The President shall have the power to suspend any team, player, team official or referee for unsportsmanlike conduct on or off the ice, abusive language to any of the officials, or for failure to comply with the Burnaby Minor Hockey Association Constitution, Bylaws, and Regulations pending review of the incident by the Discipline Committee.

2. First Vice President

- Shall assume duties allocated to him or her by the President. In the event the President is absent or should resign or is unable to remain in office for any reason, the First Vice President shall assume the duties.
- Shall oversee all the "A" divisions.

3. Second Vice President

- Shall assume duties allocated to him or her by the President. In the event the First Vice President is absent or should resign or is unable to remain in office for any reason, the Second Vice President shall assume his or her duties.
- Shall oversee the "Junior Bulldogs" and Hockey 1 to Hockey 4 divisions.

4. Third Vice President

- Shall assume duties allocated to him or her by the President. In the event the Second Vice President is absent or should resign or is unable to remain in office for any reason, the Third Vice President shall assume his or her duties.
- Shall oversee the Bantam "C", Midget "C" and Juvenile divisions.

5. Treasurer

- Shall be responsible for all monies handled by the Association.
- Shall maintain a continuous proper record which must at all times be up to date.
- Shall prepare financial statements as required by the BMHA Executive Committee.
- Shall present complete financial statements to the AGM prepared in

accordance with generally accepted accounting principals. These statements must contain a review/audit report prepared by an external accountant/auditor.

- Shall chair the Finance and Sponsorship Committees.
- Shall hand over all books and records and bank accounts to his or her successor.

6. Immediate Past President

- Shall serve in an advisory capacity to the BMHA Executive Committee.

7. Head Coach

- To chair the Coach Selection Committee and to recommend to the BMHA Executive Committee the appointment of all "REP" and "C" team coaches.
- To work and communicate with BMHA teams and to coordinate training programs as deemed appropriate by the Executive Committee for all coaches, players and team officials.
- To establish, ensure and maintain an effective line of communication between all BMHA team coaches and the BMHA Executive Committee.

8. Director at Large (3 positions)

- To assume responsibilities as assigned by the BMHA President
- May be assigned oversight of Female Hockey, Atom "C", PeeWee "C", etc.

F. BMHA CONTACT INFORMATION

Communication:

- A wealth of BMHA information is available from our website.
- If you have a general suggestion, complaint or observation about the BMHA, please communicate it in writing to the Executive Committee. Please ensure there is a name and phone # included so that a response can be made. If there is a specific team related issue please refer to section S-6 for proper procedures.
 - Your first point of contact should be our Executive Administrator. He can be reached at admin@burnabyminor.com.

Mailing Address:

P.O. Box 44106
Burnaby, BC
V5B 1S2

Website: www.burnabyminor.com

G. REGISTRATION

1. General Registration Information

- No player may participate in any BMHA activities unless he/she is properly registered. A player is registered when a completed registration form has been filed with the BMHA Registrar and registration fees have been paid in full.
- Incomplete registration forms will be returned to the member for completion.
- Any requests for special consideration regarding payment of registration fees must be submitted in writing to the BMHA Registrar for consideration. Any member failing to return appropriate forms and fees before the deadline shall be deemed as not returning and will not have a place reserved for them.

2. Returning Player Registration

The BMHA will accept ONLINE registration ONLY starting June 1 or on a date established by the BMHA Registrar. The date will be posted on our website.

- Payment may be made by credit card only (Visa or MasterCard).
- Deadline for early registration is June 30. Returning players registering after June 30, for any reason, must pay full fees.
- Once early registration is complete, new players will be able to register in-person until each division is full. Our in-person registration dates will be announced. Please watch our website for details.
- Once the divisions are full, the BMHA Registrar will accept names for a "waiting list" and will register these players as spots become available on a "first-come" basis.
- No player will be permitted to participate before receiving confirmation from the BMHA Registrar that his or her application has been accepted.
- Registration deadline for REP Tryouts is August 1
- Final acceptance of all player registrations, either as a returning player or new player, is subject to space availability.

3. Goaltender Registration

- From time to time we have a surplus of goaltenders at some levels.
- Every effort will be made to accommodate all goaltenders who apply, but sometimes registration has to be cut off and goaltenders are placed on a waiting list.
- In general, the priority for goaltender registration is on a "first-come" basis.
- From time-to-time, REP goaltender release decisions or other issues may require BMHA Executive Committee input with regard to goaltender placement that is NOT strictly a "first-come" basis.
- The BMHA offers a \$200.00 registration fee discount for goaltenders with their own equipment. This is applied at time of registration.

4. New Player Registration

- New player registrations will only be accepted after July 1.
- In-person registration dates will be posted on our website.

- Registration deadline for REP Tryouts is August 1

Please bring the original and two extra copies of the following identification and “proof of residence” documents. These are **MANDATORY** for registration:

- 1) Player’s Birth Certificate
- 2) Two **current** “proof of residence” documents
These must include “fixed” utility bills: BC Hydro bill, gas bill, MSP bill, telephone landline bill, internet bill or property tax notice
We CAN NOT accept cellular phone bills or credit card statements as identification
- 3) Player’s MSP number
- 4) Registration fees are due and payable in full **by credit card** at the time of registration (no other form of payment will be accepted)
- 5) Transfer documents (PCAHA “Player Movement Form”) and any outstanding monies owing (if applicable)

Registration will not be accepted until the BMHA is provided with ALL of the above.

The BMHA Registrar will notify the parent/player, coach or coordinator and provide him/her with the player’s name and telephone number.

*THE PLAYER IS **NOT** PERMITTED ON TO THE ICE UNTIL THE REGISTRAR HAS GIVEN FINAL APPROVAL.*

5. New Player TRANSFERS from Other Associations in B.C.

- Players who have played hockey for another Association in B.C. at any time must complete appropriate documentation before their application for registration is accepted.
- A fee for the transfer is required by the PCAHA at the time of registration. This is payable to the BMHA by credit card.

6. New Player TRANSFERS from Other Associations in CANADA

- Players who have played hockey for another Association in Canada at any time must complete appropriate documentation.
- A fee for the transfer is required by the PCAHA at the time of registration. This is payable to the BMHA by credit card

7. Foreign Player Registration

- Applications for a foreign player must be completed in full along with the requirements of BC Hockey and Hockey Canada for entry into Canada and the BMHA.
- Generally, any foreign player is only be eligible to play on a Recreational “C” team and is not permitted to play on any Association Representative “A” teams.

8. Late Registrations

- Player registrations may be accepted at any point during the current season based on available space and applicable regulations.

9. Registration Refund

- a) All requests for registration fee refunds must be made in writing to the BMHA Registrar. A reason for refund must be given but will remain confidential.
- b) Refunds requested by August 15 will be given a full refund minus a \$50 administration fee.
- c) Refunds requested after August 15 but before September 30 will be at 75% of the registration fee.
- d) Refunds requested October 1 to October 31 will be refunded at 50% of the registration fee.
- e) Refunds requested November 1 to November 30 will be refunded at 25% of the registration fee.
- f) The request date is the date of the e-mail or the post-mark date if mailed or couriered.
- g) Refunds will not be processed during the period of August 15 to September 30.
- h) Refunds cheques will be mailed. Generally, refunds are not processed through credit card.
- i) No refunds will be issued after November 30.
- j) No refund will be given for Special Player Movement transfers to the Burnaby Winter Club Minor Hockey Association (BWC). This does not apply to the BWC Hockey Academy programs.
- k) If the BMHA is unable to form a team or division due to low registration numbers, those who have pre-registered for that team or division will receive a full refund by cheque within one month following posting of the specific notification.
- l) The REP Tryout Fee is not refundable unless due to a medical condition that is substantiated with appropriate documentation from a licenced medical professional.

10. Refunds for Junior, Major Midget & Competitive Female Players

Any registered player who obtains a release from the BMHA by October 31 to play for a Junior, Major Midget, or a competitive Female team shall receive a 100%, refund including the REP Tryout Fee if applicable and if the player has not attended any REP Tryout session. No release will be granted from the BMHA to any player with outstanding financial obligations to the BMHA.

11. Players Trying Out for Major Midget

Any player trying out for Major Midget must first register with the BMHA and a "permission to skate" form must be signed by the Registrar and submitted to the Major Midget team that they are trying out for. This process is for both insurance purposes as well as saving a spot for the player with the BMHA in case he/she is released from Major Midget. If a player is released, they will be placed at their established level of play from the previous season and will be assessed from that point.

12. Players Trying Out for Junior

Players trying out for Junior teams are not required to register with the BMHA first, however the BMHA **strongly recommends** that they register in order to **guarantee a playing spot if they are released**. Players do not need to register with the BMHA for insurance purposes, as they do for Major Midget tryouts, as Junior teams have their own insurance for this purpose. Once a player is released from a Junior team, they will be placed at their established level of play from the previous season and will be assessed from that point.

13. Financial Assistance

In cases of financial hardship, members may apply for a subsidy program. Members will be required to contact the Registrar in writing to discuss their specific situation. Members are solely responsible for communicating with the granting organization and ensuring they are eligible for such funding.

14. Insurance

As of 2004, Hockey Canada has taken responsibility for insuring all participants associated with Hockey Canada and their affiliates above and beyond what is already covered by MSP. **You must have MSP coverage before Hockey Canada can insure you. If you do not have MSP coverage, you are not covered by Hockey Canada insurance.**

For further information, visit that Hockey Canada website at www.hockeycanada.ca. Information is updated frequently.

15. BMHA Team Rosters

- Team Roster submission deadlines to the BMHA Registrar shall be at the direction of the Registrar in order to meet PCAHA deadlines. These will be announced early in September. Deadlines will vary by division.
- Failure to provide rosters to the BMHA will result in teams being suspended from commencing league play as per PCAHA rules.

16. BMHA AGM Attendance Discount

All playing members, whose parent(s) or legal guardian(s) attend the **entire** BMHA Annual General Meeting (AGM) will receive one \$50 registration discount per family for the season immediately following the AGM attended. Discount will be issued by assigning a \$50 credit to the playing members Hockey Canada Registration (HCR) account. Credit will be applied at time of registration.

17. Designation of Voters

As per BMHA By-Laws, each family will be entitled to a maximum of two votes at BMHA's General Meetings. These individuals **MUST** be either a parent or legal guardian. Listing of the two voters full names will be required and **ONLY** these individuals will be eligible to attend and vote at our Annual General or other meetings. If at least one proper name is not provided, your family will not be permitted to attend or vote at BMHA meetings.

H. PROGRAM GUIDELINES

1. Junior Bulldogs Program

For beginning players aged four years (2012 birth year). As the introductory stage to organized hockey, this program emphasizes skill development and FUN! No hockey experience is required but players must be able to stand up and walk on their skates on the ice and/or have their "Gliders 1" level of skating proficiency. This program offers trained and certified hockey instructors. Parents are encouraged to offer on-ice assistance within this program as it is also a good initial training ground for future BMHA coaches.

2. Hockey 1, 2, 3, 4 Program

Through guidelines established by Hockey Canada, the BMHA's program will emphasize the three following areas:

1. **Fun** - The participant must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is the BMHA's belief that the child will come to a greater enjoyment for the sport of hockey.
2. **Athletic and Skill Development** - In a carefully structured and fun environment, the BMHA will educate our beginners in the importance of athleticism and good sportsmanship.
3. **Positive Environment** - Through a caring and personal approach, the BMHA wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of the BMHA's ultimate goals, to foster good life skills.

The BMHA Hockey 1, 2, 3 and 4 program is divided into four levels of age and skill.

Approximate ages for each are:

- Hockey 1 - 5 years old (2011 birth year)
- Hockey 2 - 6 years old (2010 birth year)
- Hockey 3 - 7 years old (2009 birth year)
- Hockey 4 - 8 years old (2008 birth year)

Although skill level is taken into consideration, age is generally the defining factor in player placement in the Hockey 1, 2, 3 and 4 program.

*Note: In general, movement between age divisions (up or down) is not encouraged with the exception of Hockey 3 and Hockey players who are in their first year of organized hockey. Reasons are not only based on a player's skill level, but also on the attitude and maturity level of the player. BMHA encourages players to participate within their peer group as much as possible.

Note:

Players may be moved to a different level as player numbers and skill level are taken into consideration. At no time will "lobbying" to move divisions be accepted. Should a parent or player disagree with their placement, a formal

request may be made in writing to the Hockey 1,2,3 or 4 Division Manager. If approved, the President must then make application to the PCAHA President's "C" League "Overage Committee" for their approval.

No player movement will occur without the approval from all involved in the process.

Hockey 1

- Age - Introduction to hockey generally for five and six year olds
- Ice – two times per week
- Coaches – require appropriate certifications as per BMHA's governing bodies
- No teams or formal games. Jamborees permitted at the end of the year
- No dressed goaltenders
- Equal ice time required
- No use of scoreboard and no standings kept
- No out of district travel
- Parents can offer on-ice assistance with BMHA approval

Hockey 2

- Age - Generally six years old in their second year of hockey (or Hockey 3 and Hockey 4 players in their first year of hockey – subject to evaluation)
- Ice – two times per week
- Coaches - require appropriate certifications as per BMHA's governing bodies
- Teams not formed earlier than November 1st
- Six league assigned games after Christmas
- Generally, all scheduled games occur on smaller ice surface (half-ice or cross-ice)
- Twenty five game total with a maximum of two tournaments during the season
- Two minute buzzer required
- Use of dressed goaltenders allowed
- Equal ice time is required
- No use of scoreboard and no standings kept
- No out of district travel
- Optional "Pond Hockey" program offered for interested players

Hockey 3

- Age - Generally seven years of age
- Ice – two times per week
- Coaches - appropriate certifications as per BMHA's governing bodies
- Teams not formed earlier than October 15th
- Thirteen league assigned games after Remembrance Day
- Thirty game total during the season
- All games before Christmas occur on smaller ice surface (half-ice or cross-ice)
- Two minute buzzer required
- Use of dressed goaltenders allowed
- Equal ice time is required

- No use of scoreboard and no standings kept
- No out of district travel
- Optional skill based development sessions with professional coaching included once per week
- Optional "Pond Hockey" program offered for interested players

Hockey 4

- Age - Generally eight years of age
- Ice – two times per week
- Coaches - appropriate certifications as per BMHA's governing bodies
- Teams not formed earlier then October 15th
- Thirteen league assigned games after Remembrance Day
- Thirty five game total during the season
- Two minute buzzer optional
- Use of dressed goaltenders allowed
- Equal ice time is required
- Use of scoreboard permitted using the mercy rule of five goals
- Standings not kept
- Out of district travel permitted
- Optional skill based development sessions with professional coaching included once per week
- Optional "Pond Hockey" program offered for interested players

** Important Note: Please be aware that the BMHA operates under the rules and regulations of the Pacific Coast Amateur Hockey Association which mandates the requirement to "balance" teams within each age group. As such, evaluation sessions will be conducted and teams will be formed based on a balancing formula determined by the appropriate BMHA Executive Committee member and BMHA Division Manager of the particular age group. Coaches will be assigned to teams which will include their child (where applicable). There will be no "lobbying" for particular players to play together and there should be no expectation that groups of players are kept together on a team except under extenuating circumstances. This approach ensures fairness for all players and broadens every family's hockey experience.

3. Recreational "C" (House) Program

This program is the type played by the majority of amateur players. It is fun hockey with the emphasis on fitness, relaxation and fellowship. The objectives are:

- To promote a game to fit the need of the participants
- To be open to all ages
- To allow players equal ice time
- Deemphasize the importance of winning
- Allow enjoyable participation
- Assist in an individual's physical development
- Create a social environment
- Allow an individual to participate freely in other sports and activities
- Provide alternative types of hockey

- It is expected that all effort should be made to attend all team practices and games
- Maximum numbers may occasionally be exceeded based on registration numbers and ability to form joint teams
- Players will be evaluated during the month of September and assigned to their "C" team. Due to PCAHA team balancing requirements, one or more player movements between BMHA teams may be required after the initial evaluation and placement

Atom

- League - participate in league play within PCAHA
- Teams - maximum of fifteen skaters and two goaltenders
- Age – nine and ten year olds
- Minimum of two ice times per week (one practice and one game slot provided by the BMHA). There will also be scheduled away games in other local arenas.
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Tournaments - Not to conflict with league schedule
- Practice - Emphasis on basics and team tactics.
- Games - No fixed power play or penalty killing units
- Development of players is emphasized over winning
- Automatic rotation of all players required
- Equal ice time is mandatory
- Goaltenders - specific to position

Pee Wee

- League - participate in league play within PCAHA.
- Teams - maximum of fifteen skaters and two goaltenders
- Age – eleven and twelve year olds
- Minimum of two ice times per week (one practice and one game slot provided by the BMHA). There will also be scheduled away games in other local arenas.
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Tournaments - Not to conflict with league schedule

Bantam

- League - participate in league play within PCAHA
- Teams - maximum of fifteen skaters and two goaltenders
- Age – thirteen and fourteen year olds
- Minimum of two ice times per week (one practice and one game slot provided by the BMHA). There will also be scheduled away games in other local arenas.
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required

- HCSP - certified team official required
- Tournaments - Not to conflict with league schedule

Midget

- League - participate in league play within PCAHA.
- Teams - maximum of seventeen skaters and two goaltenders
- Age – fifteen, sixteen and seventeen year olds
- Minimum of two ice times per week (one practice and one game slot provided by the BMHA). There will also be scheduled away games in other local arenas.
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Tournaments - Not to conflict with league schedule

Juvenile

- League - participate in league play within PCAHA.
- Teams - maximum of twenty three skaters and two goaltenders
- Age – eighteen, nineteen and twenty year olds
- Minimum of two ice times per week (one practice and one game slot provided by the BMHA). There will also be scheduled away games in other local arenas.
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Tournaments - Not to conflict with league schedule

*Note: The formation of a Juvenile team as noted above at either the REP "A" or "C" levels will be dependent upon player registration numbers and demand. The number of practice and game times may be adjusted.

4. Representative "A" Program

Representative (REP) or "A" Level Hockey is for players who have the skill and desire to play at the most competitive level offered by the PCAHA. REP teams are formed by evaluating and selecting players in an effort to form a team of the highest quality of players to represent BMHA.

While the skill level is higher and a greater level of commitment is expected, it shares many of the same objectives as the other BMHA programs.

The objectives are:

- To provide an environment for elite-level hockey players to develop to their greatest potential
- To develop skills on a physical, social and personal level
- To improve overall physical health, coordination and fitness of players
- For players to learn how to participate in a team environment
- To develop good relationships with parents & coaches and all members of

the hockey community

- To prepare young people for everyday life by teaching responsibility, commitment and work ethic
- To learn how to maintain self discipline in a competitive environment
- To become more self-directed and acquire leadership skills
- Registration deadline for REP Tryouts is August 1

Evaluation Criteria

Players will be evaluated based on the following on-ice and off-ice skills, according to the Hockey Canada Player Evaluation and Selection Guidelines, including the following:

Skating	Shooting
Passing	Positional Play
Puck Control	Checking

In addition, a player's attitude will be taken into consideration.

Attitude includes work ethic, commitment, desire, determination, discipline, respect for all participants and coachability. Playing REP "A" is a privilege and it is expected that players treat it as such and conduct themselves in a manner consistent with the objectives of the BMHA.

Refer to www.hockeycanada.ca for further details.

Evaluation & Selection Process

Prior to each season, the BMHA Executive will determine the number of REP teams in each division.

Players wishing to play REP hockey will pay a "tryout" fee at the time of registration and attend REP tryouts. Registration deadline for REP tryouts is August 1. The REP fee covers the first round of tryouts only. Players advancing to the second round of tryouts are eligible to play further inter squad and exhibition games at the discretion of the REP coaches. REP tryouts are traditionally held during the last two weeks of August, depending on ice availability. Exact dates will be posted on the BMHA website.

The first round of the tryout process consists of on-ice skills evaluation sessions and inter-squad evaluation games.

Players and goaltenders will be evaluated by a committee appointed by the BMHA Executive for each division. Generally, evaluators will be made up of the "A" Head Coaches and "A" Assistant Coaches and may include third party evaluators at the discretion of the Executive.

Supplemental evaluation sessions will be held for goaltenders. External evaluators are typically contracted to assist the evaluation committee in this process.

After the first round of tryouts, players are assigned to the REP "A" Pool or

assigned to the House "C" pool. It is intended that these first round assignments are made prior to Labour Day and posted on the BMHA website.

Players assigned to the "C" pool will then attend the House "C" evaluations.

Players assigned to the "C" pool will be evaluated during the month of September and assigned to a "C" team. Due to PCAHA team balancing requirements, one or more player movements may be required after the initial evaluation and placement.

The second round of tryouts continues with the players assigned to the REP "A" pool continuing to be evaluated through a number of scrimmage games, practices and exhibition games through the month of September. Ideally, the REP "A" coaches will assess and mutually agree on the initial team rosters by the end of September.

Players in the REP "A" pool may be moved between the A1, A2 or A3 (if applicable) rosters until the PCAHA deadline for player movement.

No player will be assigned directly from the REP "A1" team to a House "C" team without the approval of the executive.

Protocol for Assigning Players

Following the first round of assignments, the names of players continuing on to the second round will be posted on the BMHA website. Assignments will typically be made prior to Labour Day. Players whose names do not appear on the list will be contacted by Division Managers for "C" hockey.

The second round of reassignments will be done by the REP "A" coaching staff in person and in private. Releases are done with the utmost care, sensitivity and respect for everyone involved. Having said that, parents must also do their part and reflect the same respect and be supportive of their child, whatever the result from the evaluation process.

Coaches have an extremely difficult job in the final selection process and there will undoubtedly be some who will disagree with the decisions that are made. Please remember that coaches look at many different aspects when making their decisions. Although hockey talent and skill is a very important part of forming a team, coaches will also assess a player's attitude, team play and potential for development over the length of the season. Attitude includes work ethic, respect for the coaches and other players, manners and coach-ability.

FAQ's

What if a player is a late cut from Major Midget or Junior?

If a player is released from Major Midget or Junior hockey and wants to return to the BMHA, they will be returned to their established level of play. They must be

registered and have paid the REP tryout fee. Currently placed Midget players must be aware that returning players may displace other players in the REP pool up until November 1.

Does the player have to attend all evaluation sessions?

100% attendance is expected. The BMHA Executive reserves the right to make special consideration on extenuating circumstances. Players not attending due to special circumstances (injury, junior camps, family issues, etc.) should contact the BMHA 1st Vice President in charge of REP hockey in advance.

What happens if the player gets injured during try outs?

Any player injured during the tryout process, but before the Evaluators have had sufficient time to complete their evaluation, will remain in the REP pool to be re-evaluated when able to return to play.

Does it cost extra to play REP "A" hockey?

The basic BMHA registration fee is the same for REP "A" players and House "C" players. This includes one practice ice time and one game time per week. The extra costs incurred by teams beyond this may include the following:

- Additional practice ice times
- Conditioning or dryland training
- Tournaments
- Paid coaches as determined by the BMHA Executive

This additional cost is collected directly from the player's parents and administered by the Team Manager.

When does the REP "A" season start and end?

Generally, REP "A" tryouts start in mid August and the Provincial Playoffs must finish by the end of March.

How committed do I have to be to play REP "A" hockey?

Playing REP "A" hockey is a privilege and full attendance is expected. Acceptable reasons for missing any practice, game or team functions, is limited to injury, illness or immediate family crisis. Out of respect for all participants, any vacation time scheduled during the hockey season and all other activity commitments (sports/clubs/lessons) should be addressed with the coaching staff prior to the formation of the team. Players may participate in other activities, but REP level players should prioritize their attendance at hockey events in case of conflicts.

Can I play non-body checking REP "A" hockey?

No. From the Bantam division and up, REP hockey is full body checking.

How far do I have to travel to play REP "A" hockey?

Depending on where the PCAHA places your team for league play, you may play any teams in the PCAHA. This ranges to the west to Whistler and the Sunshine Coast, to the east to Chilliwack and to the south to Seattle.

Atom REP "A" (Introduction to REP)

- League - Participate in league play within PCAHA
- Teams – Typically fifteen skaters and two goaltenders
- Age – nine and ten year olds
- Ice – two full ice practices per week (the team pays for the additional one)
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Games – approximately two games per week
- No fixed power play or penalty killing units
- Development of players is stressed over winning
- Automatic rotation of players
- Goaltenders are rotated every other game

Pee Wee REP "A"

- League - Participate in league play within PCAHA.
- Teams – Typically fifteen skaters and two goaltenders
- Age – eleven and twelve year olds
- Ice – two full ice practices per week (the team pays for the additional one)
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Games – approximately two games per week
- Can use fixed power play and penalty killing units
- Promote fairness to all players

Bantam REP "A"

- League - Participate in league play within PCAHA
- Teams – Typically fifteen skaters and two goaltenders
- Age – thirteen and fourteen year olds
- Ice – two full ice practice per week (the team pays for the additional one)
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Games - approximately two games per week
- Can use fixed power play or penalty killing units
- Promote fairness to all players

Midget REP "A"

- League - Participate in league play within PCAHA
- Teams – Typically seventeen skaters and two goalies
- Age – fifteen, sixteen and seventeen year olds
- Ice – two full ice practice per week (the team pays for the additional one)
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Games - approximately two games per week
- Can use fixed power play or penalty killing units
- Promote fairness to all players

Juvenile REP "A"

- League - Participate in league play within PCAHA
- Teams – Maximum of twenty three skaters and two goaltenders
- Age – eighteen, nineteen and twenty year olds
- Ice – one full ice practice per week provided by BMHA
- Coaches - appropriate certifications as per BMHA's governing bodies
- Manager - certified team official required
- HCSP - certified team official required
- Games - approximately two games per week
- Can use fixed power play or penalty killing units

*Note: The formation of a Juvenile team as noted above at either the REP "A" or "C" levels will be dependent upon player registration numbers and demand. The number of practice and game times may be adjusted.

5. Referee Program

- The BMHA is committed to encourage any person who wishes to dedicate him or herself to an officiating career. The BMHA will assist individual referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the BMHA Referee-in-Chief. We will provide opportunities to develop skills through practical training, on ice training sessions, as well as actual game situation training.
- Referees are required to re-certify through BC Hockey every season.
- Ideally, the first year of refereeing would be focused on working with the Initiation teams to familiarize the new referee with positioning, the basic rules and to gain on-ice experience, in a two-man system to ensure exposure to making penalty calls, off-sides, etc. Ideally, the second and subsequent years would focus on the three-man system, with equal time spent rotating between referee and linesman positions, in order to increase the level of confidence with both positions and the increasing responsibility associated with the higher levels of hockey.
- Every effort will be made to ensure that, prior to moving to higher levels of responsibility, the new referee would have demonstrated the confidence and dependability commensurate with the increased responsibility.

- As per BC Hockey requirements, all officials ages eighteen years old and older must obtain a criminal record check. The BMHA will reimburse the officials for any cost for the criminal record check once five games or more have been officiated. Generally, these criminal record checks are free of charge utilizing the form letter provided on the BMHA website.

I. COACHING APPLICATIONS

Applications are to be completed through the BMHA website.

COACHES

- You must obtain a criminal record check/police information check with vulnerable sector check. A form letter is available on the BMHA Website to obtain this criminal record check free of charge in person or Criminal Records Review Program (CRRP) online. Please refer to the BMHA website (www.burnabyminor.com) for online link and access code.
- You must indicate your qualifications on your application (coaching certifications, Respect in Sport, etc.)
- All REP "A" and House "C" coaches and Assistant Coaches must have their coaching certifications completed by December 1.

COACH SELECTION

- The BMHA chooses coaches through their Coach Selection Committee. All coaches receive final approval from the BMHA Executive. The criteria in selecting coaches includes: coaching level attained through formal clinics, background and coaching experience, references, parental evaluation forms, coaching philosophy compatible with BMHA philosophy and other BMHA policies.
- The Coach Selection Committee will contact and interview the coach applicants. The Committee will then meet after the interviews have been completed and make one recommendation for each REP team. These recommendations will then be brought before the BMHA Executive, who will discuss and vote on the selections.
- A monetary stipend will be provided to each non-parent volunteer coach as determined by the BMHA Executive Committee.

J. TEAM PERSONNEL

Head Coach:

- Train and instruct individual players and the team
- Oversee all team operations and be held responsible for all team actions

Assistant Coach:

- Assist the head coach with coaching of the team
- In the absence of head coach, will assume that role

Team Manager:

- Act as intermediary between parents and coaches
- Under coach's direction, schedule all out-of-league games
- Arrange for minor officials at all home games as required

- Secure dressing room and key for all games
- Complete gamesheets for all games
- Maintain records of team finances or a team treasurer may be appointed
- Requires Respect in Sport and a criminal record check
- Responsible for team jerseys received from the BMHA Equipment Manager
- More detailed information available on the Team Manager's Manual which can be found on the BMHA website under the tab MANAGERS: THE OFFICE

HCSP Official (Hockey Canada Safety Program)

- Obtain HCSP certification through Hockey Canada/BC Hockey
- Requires current "Respect in Sport" and a criminal record check
- Implement an effective risk management program with your team that strives to prevent injuries and accidents before they happen
- Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advise players and parents regarding the purchase of protective equipment
- Promote proper conditioning and warm-up techniques as effective methods of injury prevention
- Maintain accurate medical history files on all players and ensure this information is available at all games using ePACT
- Maintain a fully stocked first aid kit and ensure that it is available at all games and practices
- Responsible for receiving an appropriate medical certificate from a player, stating that he/she is able to resume hockey activities after missed games due to severe illness, injury or fracture
- Implement an effective emergency action plan with your team and practice it regularly to ensure all persons involved understand their roles
- Be responsible to be aware of all Hockey Canada, BC Hockey, PCAHA and BMHA risk management policies

Non-Rostered Team Volunteers

- Each team is allowed up to two non-rostered volunteers on each team to be certified for the Respect in Sport and HCSP certification. Their course costs will be reimbursed by the BMHA.

Criminal Record Check / Police Information Check Policy

- Only Criminal Records Review Program (CRRP) online and/or police provided Criminal Record Checks with Vulnerable Sector search will be accepted by the BMHA
- All outside instructors and company employees who interact with BMHA players must have a Criminal Record Check with a Vulnerable Sector search done prior to their use. Where applicable, registration with BC Hockey as an "Associate Member" may be required. Please refer to the BC Hockey website at www.bchockey.net.
- All BMHA volunteers – rostered or unrostered – who interact with players must have a Criminal Record Check with a Vulnerable Sector search completed

Deadlines for Respect in Sport and Criminal Record Checks

- All coaches, assistant coaches, managers and HCSP personnel must complete the Respect in Sport program and obtain their criminal record checks by December 1. Failure to obtain these requirements may result in

the individual being removed from the team roster and not permitted further participation.

Number of Rostered Personnel

- The BMHA pays a fee to the PCAHA for all rostered personnel
- The BMHA will pay for five rostered personnel on teams **Atom and higher**
- BMHA will pay for ten rostered personnel in **Hockey 1 through Hockey 4**
- After those amounts, individual teams are responsible to pay the BMHA for their registration to the team.

Volunteer Banquet

- Each year, the BMHA hosts a Volunteer Banquet for rostered personnel, Executive members, Division Managers, and committee members
- In addition, two non-rostered volunteers, who have made a significant and consistent contribution to their team, may be nominated by the team to attend this banquet event.

K. PLAYER PROCEDURES

Please refer to Pacific Coast Amateur Hockey Association (PCAHA) Constitution, Bylaws, Rules and Regulations.

Medical and First Aid Policies

- A minimum of one member of each team must have completed the HCSP course as per Hockey Canada regulations
- All first aid kits remain the responsibility of the team or HCSP official
- Each player/parent is required to complete E pact medical information and share this information with the BMHA with the following information: player's full name, date of birth, medical number (MSP) and other pertinent medical history i.e. allergies, existing medical conditions etc.
- These forms are to be kept with the HCSP and remain confidential
- Any missed ice time due to injury, illness or fracture that requires medical assistance will require a doctor's note of fitness before resuming play

Dressing Room Policy

BMHA is proud to have and promote a program where female and male players have an opportunity to participate together. It is the belief of the BMHA that the commingling of both genders in the dressing room is easily handled through the use of common sense and a respect for individual modesty.

To assist with this situation, Hockey Canada recommends the following dressing policy for teams with both male and female players:

A. Initiation Hockey 1, 2, 3, 4 and Atom Divisions

- All players should wear no less than athletic gym shorts and t-shirts at any time in the dressing room. If it is not possible to wear gym shorts and a t-shirt, other dressing options should be sought

B. Peewee, Bantam, Midget and Juvenile Divisions

- Females participating on male teams will dress in a separate dressing

- room. If no separate dressing room is available, the BC Hockey and Hockey Canada policies shall be followed stating the minority player will dress and undress FIRST in the team dressing room, followed by the rest of the team
- Males of such teams will be ready ten to fifteen minutes prior to game time to allow females entrance to the dressing room for pre-game activities
 - Female players will be allowed in the dressing room after the game for the post-game discussion. Female players will then proceed to her dressing room to change and male players will change after she has left. If no separate room is available, the female shall undress in the room first, as per BC Hockey and Hockey Canada policies. When she has finished dressing and left the room, the males will be allowed in to undress.
 - Parents or guardians of the female player should not leave her unsupervised in the dressing room
 - If no separate dressing room is available, BC Hockey and Hockey Canada policy will be followed:
“Minority player dresses or undresses FIRST in team dressing room, then leaves for the rest of team to dress/undress”

C. All Divisions

- **BMHA requires the “Two-Deep Method” at all times**
- **So that, when any and all players under the age of 19 are in the team dressing room before, during and after a game or practice, a minimum of two adults (either team officials and/or parents with Respect in Sport certification shall be present in the dressing room or immediately outside the dressing room with the door ajar.**
- **Players are NOT to be left unattended at any time.**

L. EQUIPMENT & APPAREL

- The BMHA-approved colour of choice for team equipment items such as gloves, helmets, pants, etc. will be BLACK. This is to ensure consistency and fairness to all teams and members within the Association.

Team Player Jerseys

A jersey deposit of \$200 per player will be collected by the team manager and given to BMHA at the time of jersey pick up. The deposit cheques will be returned when the jerseys are returned.

- All players MUST wear BMHA-issued jerseys while participating in all games (including exhibition, league, playoffs and tournaments) while representing the BMHA. This is to ensure consistency and fairness to all teams and members within the Association. Any other “third-jerseys” may only be used for practices.
- BMHA provides each team, from Atom up, with two sets of BMHA jerseys.

- The numbering of BMHA team jerseys is to be consistent at all levels as follows: 1 - 20 and 30-35. In general, sweater numbers 1 and 30-35 are larger sizes for goaltenders.
- When jerseys are issued, they are cleaned and ready for use. When returning jerseys at the end of the season, the Manager is responsible to see that all jersey sets are complete; NONE missing and they have been carefully washed, hung on wire hangers and are ready for storing.
- All jerseys must be returned to the Team Manager.
- ALL BMHA EQUIPMENT MUST BE RETURNED BY APRIL 15th

Goaltender Equipment

- The BMHA will make goaltender equipment available upon request. The Goaltender Equipment Manager will allow equipment to be signed out to the parent of a goaltender.
- Goaltenders at the Atom level and higher will receive a **\$200.00 refund** of their registration fees for the current season if they have their own goaltender equipment. In the event that a goaltender changes to a skater position during the season, the Registrar must be notified and the discounted balance of skater fees paid.
- Refunds will be forthcoming on receipt of the written approval from the BMHA Equipment Manager to the Treasurer that the players' equipment has been checked and passed.
- All arrangements to have the goaltender equipment checked should be made by contacting and arranging a convenient time with the Goaltender Equipment Manager.
- Equipment checks should be completed by November 11 and no equipment checks will be performed after this date.
- Off season rental of goalie equipment is available (\$200.00). It is up to the discretion of the Goal Equipment Manager to decide whether or not he/she wishes to check out the equipment for a non-sanctioned event.

Apparel & Accessories

- As stated in the "Use of BMHA Logo and Trademark", with ownership of all trademarks, names, logos and images, the BMHA reserves the right to decide on official exclusive licensed suppliers/vendors for items containing our logos, etc. (i.e. team apparel and equipment).
- The BMHA will have approved suppliers who are able to provide team apparel, equipment and accessories using BMHA logos.

M. SPONSORSHIP POLICY

BMHA does seek sponsorships as an Association, either on behalf of an Association as a whole, a division, or an individual team level. These sponsorships arranged by the Association can be recognized through means such as advertisements on the website, newsletter, tournament programs, participation in Association events, placement of sponsor badges on jerseys, or any other suitable recognition. The amount or type of recognition is dependent on the amount provided to the

Association by the respective sponsor. The term, rates and approval of sponsors will be set out by the Communications & Marketing representative and Executive.

N. FUNDRAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, of the BMHA, of the City of Burnaby and of minor hockey in general.

From time to time, parents and players will be expected to make direct contributions to meet team and BMHA expenses through fund raising efforts.

- Direct public support can be requested through various activities such as 50/50 draws, etc., provided that they are in good taste. Alcoholic beverages may not be used as prizes. A gaming license is required BY EACH TEAM
- All fund raising programs must be well supervised and controlled
- All profits from fundraising programs are deemed to belong to the team
- Fundraising programs should be carried out mainly within the City of Burnaby boundaries
- All plans for team fundraising must be discussed and approved at a parent meeting
- Team management is responsible for ensuring that BMHA guidelines and City of Burnaby bylaws are followed
- Teams may plan, budget and fundraise for the necessary funds to manage the team
- If a team wishes to make a larger team purchase, the decision must be handled democratically

O. TEAM FINANCIAL REPORTING

Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

- EACH team is responsible for obtaining its own gaming license if it wishes to engage in 50-50 draws or similar raffles etc.
- The team shall comply with the BC Gaming Branch rules and guidelines.

P. TOURNAMENTS

Minor Hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your BMHA Executive expects ALL teams to participate in and support tournaments at home. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the BMHA Executive in charge of Tournaments for approval.

- All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA and BMHA rules and regulations
- Tournament entry fees are paid through team budgeting and funding
- Teams may enter only officially sanctioned tournaments
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in

the rinks and elsewhere

1. Well in advance of departure, the teams must arrange the following:
 1. Through the Ice Coordinator and your PCAHA League Manager, rescheduling of any games and referees during the away period.
 2. Through the BMHA Executive, travel permission MUST be obtained if going to the United States
 3. Through your PCAHA League Manager, obtain a Tournament Permission Number. Failure to obtain such a number may result in your team being banned from play upon arrival at the tournament due to the fact that without this number, the players may not be covered by insurance to play
 4. If necessary, travel insurance and extended medical coverage to suit the situation, should be obtained.
 5. Travel arrangements must include appropriate adult supervision

Q. CODE OF CONDUCT POLICIES

Coaches

Remember that a child does not care how much you know, until he/she knows how much **you care**.

- Be a positive role model for your players
- Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun
- Display emotional maturity
- Be alert to the physical safety of players
- Be generous with your praise when it is deserved
- Be fair and just, do not criticize players publicly
- Teach good sportsmanship, respect parents, opponents and officials
- Be patient and understanding, be "upbeat" and encourage fun
- Familiarize yourself with the rules, techniques and strategies of hockey
- Be an effective communicator; do not just yell at the players or officials
- Recognize your influence on players; be honest and consistent
- Teach the importance and value of teamwork
- Emphasize the development of the fundamental skills of hockey
- Adjust to personal needs and problems of players
- Maintain open lines of communication with your players' parents. Explain the goals and objectives of the BMHA.
- Never verbally or physically abuse a player or official
- When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are "towering" over the individual so that there is an intimidation aspect to your actions. (This would include standing on the bench with your foot on top of the boards. This posture may incur a bench minor penalty) Eye level is best.
- Give all players the opportunity to improve their skills, gain confidence and develop self-esteem

- Organize practices to be fun and challenging for your players
- Be concerned with the overall development of your players. Stress good health habits and clean living
- Never use profanity around players, parents, or officials

Players Code

- Play for the fun of it, not just to please your parents or the coach
- Respect your coach, your teammates and your opponents
- Play by the rules
- Never argue with the officials' decisions. Let your team captain or coach ask any necessary questions.
- Control your temper – no "mouthing off", breaking sticks or throwing equipment
- Work equally hard for yourself and your team - your team's performance will benefit and so will you
- Be a good sport. Cheer all good plays, whether your team or your opponents.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a "show-off" or always try to get the most points or penalties
- Cooperate with your coach, teammates and opponents, for without them you do not have a game

Parents Code

- Encourage, do not force an unwilling child to participate in sports
- Remember children are involved in organized sports for their enjoyment, not yours
- Insist that your child always plays by the rules
- Realize the importance of practice in developing your child's necessary hockey skills
- Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never yell at your child for making a mistake.
- Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- Do not publicly question an officials' judgment and never their honesty
- Support all efforts to remove verbal and physical abuse from children's sporting activities
- Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- Do not discuss other team players as to their ability or aptitude in front of your own child

- Should you have concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time. Refer to the “24 Hour Rule” below for proper procedure.

On-Ice Officials

- Act in a professional manner at all times and take your role seriously
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills
- Know all playing rules, their interpretations and proper application of them
- Remember that officials are teachers too. Set good examples
- Make your calls with quiet confidence, never with arrogance
- Control games only to the extent that is necessary to provide a good experience for all participants
- Violence must never be tolerated
- Be fair and impartial at all times
- Answer all reasonable questions when requested properly
- Adopt a “Zero Tolerance” attitude towards verbal or physical abuse
- Never use profanity when speaking to players, coaches or parents
- Use honesty and integrity when answering questions
- Admit your mistakes when you make them
- Never openly criticize a coach, player or other official
- Keep your emotions under control.
- Use only Hockey Canada approved officiating techniques and policies
- Maintain your health and physique through a physical conditioning program
- Dedicate yourself to personal improvement and maintenance of officiating skills
- Respect your supervisor and his critique of your performance

Spectator Policy

It is BMHA policy to require parents/spectators to maintain a sportsmanlike and supportive atmosphere before, during and after all BMHA events. On-ice officials will stop the game when parents/spectators, displaying inappropriate and disruptive behavior, interfere with the other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators’ viewing/game area. Once these are removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include, but not be limited to:

- Use of obscene or vulgar language in a boisterous manner to any one at any time
- Taunting of players, coaches, officials or other spectators by means of “baiting”, ridiculing or threatening physical violence or actual physical violence
- Throwing of any object in the spectators viewing area,

players' bench, penalty box or on the ice surface, directed in any manner as to create a safety hazard

At no time are spectators allowed to have any direct contact with the on-ice game officials, either before, during or after the game. The coach is then required to file a letter of incident within seven days to the BMHA President. The Disciplinary Board will then review the letter and make recommendations.

Harassment Policy

At the BMHA, harassment in any form will not be tolerated. Harassment includes, but is not limited to, unsolicited remarks, gestures, physical contact, slander or libelous acts. Specifically forbidden is harassment of a sexual, religious, racial and/or ethnic in nature. Additionally, retaliation and/or intimidation against any individual who has made a complaint will be considered harassment. If you are the victim of harassment or know of someone who is, the BMHA encourages you to contact a member of the BMHA Executive for further action.

Alcohol and Drug Policy

Alcohol, drugs and cigarettes (traditional or electronic) have no place in youth sports. The BMHA is committed to providing all of our players with an alcohol and drug free environment. The BMHA's Alcohol and Drug Policy will be strictly enforced.

1. Players

Any player suspected of being under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behavior related to hockey.

2. Referees

Any official suspected of being under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the Disciplinary Board. This includes documented off-ice behavior related to hockey

3. Team Officials – Coaches, Assistants, Managers and HCSP

As role models, coaches are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by coaches should be limited to adult establishments. Under no circumstances should a coach interact with the team or a player if under the influence of alcohol. Any official suspected of being under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs; or attempting to distribute alcohol and/or drugs will be immediately suspended until a hearing with the BMHA Discipline Committee. This includes documented off-ice behavior related to hockey. Additionally, coaches should not engage in any alcohol consumption around

the players, including at hotels during tournament travel.

4. Parents

The BMHA asks all parents to observe the high standards set forth in the BMHA Parent's Code at the rink, hotels, and during any BMHA event. If you are consuming alcohol in or around the rink, or enter the building in an intoxicated state, it will not be tolerated. Violation of this policy will result in disciplinary action and potential serious consequences.

"24 Hour Rule"

Please note, if you have any issues as a parent with coaching, we mandate that you respect the "24 Hour Rule". This requires that if you have any issue or concern with any coaching decision you wait a minimum of twenty-four hours before contacting the coach to voice your concern. If you feel you have not received a fair resolution by the coach, you may make your concern known to the Division Manager.

If you do not respect this rule we may consider it bullying behaviour. The BMHA has a zero tolerance against bullying.

The following will be dealt with by suspension of parents or players:

- Not respecting the 24 hour rule
- Interfering with the team during practices or games
- Confronting/yelling at coaching staff during practices, games or any other team related activities
- Making threats towards coaching staff
- Damages to property of coaching staff or other BMHA members

Grievance Communication Policy

Given the competitive nature of the game of hockey, the expectations of its participants and the individuality of the Players, volunteers and Members of the Association, the Association acknowledges that disputes will arise from time to time amongst those involved with the Association. It is important to the Association that all such complaints are dealt with in a manner that is fair to all involved.

The Association strongly encourages the parties to disputes, where appropriate, to seek resolution through direct discussions or voluntary mediation and the exercise of common sense before resorting to the formal complaint and discipline procedures set out in the BMHA By-laws (Section 14).

The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities. Parents/guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines.

1. Parents/guardians will not approach coaches immediately after a game to discuss a grievance
2. To prevent further escalation and poor communication, parents **must observe a "24 Hour Rule" cooling-off period**
3. Individuals in violation of this may be brought before the BMHA Discipline Committee

Any formal complaint against any Member, Team, Player, team official, referee or Director must be reported in writing to the President within seven (7) days from the date on which the complaint arose.

BMHA Discipline Committee

The Association will establish and maintain a discipline committee as a standing committee of the Association. The discipline committee will consist of Persons appointed by the Executive from time to time and will be governed by the terms of reference and such discipline policies and procedures as are established by the Association.

The duties of the discipline committee are to review and determine all matters referred to the committee by the President or the Executive, including any interim suspensions ordered by the President under the BMHA By-Laws.

- Special disciplinary committees may be set up from time-to-time when circumstances dictate that the usual discipline committee may have a conflict of interest with the parties brought before them.
- Appeal of rulings of the Discipline Committee shall follow the BMHA Bylaws

Disciplinary Process

1) Coaches/Team Officials

Policy violation about a Coach, Assistant, HCSP or Manager must first be addressed to the ***Division Manager*** in writing.

Depending on results of this review, the matter could be referred to the BMHA Executive.

2) Players

Game violations subject to PCAHA, BC Hockey and Hockey Canada Rules and Regulations.

Non-game violations subject to review by the BMHA President and/or Disciplinary Committee.

3) Player Suspensions (Atom and up)

A coach may suspend, for discipline, any player for up to two consecutive games. Suspensions of more than two games must have the approval of the BMHA Executive.

Complaints Re: Referees and Linesmen

Refer to current PCAHA Constitution, Bylaws, Rules and Regulations

Major Penalties

Refer to current PCAHA Constitution, Bylaws, Rules and Regulations

R. RULES AND POLICIES FOR ALL ARENAS

- All players will dress in the dressing rooms
- All dressing rooms must be cleaned up after use
- Vandalism by any individual in or around the arena may result in an immediate suspension from the BMHA pending a review by the Discipline Committee and the incident may be reported to the police
- Arena personnel inspect all dressing rooms immediately after use. Any vandalism found during these inspections will be the responsibility of last team utilizing the room. Any exceptions will be reviewed on a case-by-case basis.

S. FIRE AND EMERGENCY EVACUATION PROCEDURES

In the event of an emergency or activation of emergency alarms, all persons and participants within the arena must evacuate the premises immediately. This includes all skaters and coaches. Exits are clearly marked and located throughout the arenas. Refer to posted procedures in all arenas and follow the instruction provided by arena staff and emergency personnel.

T. PUBLICATION POLICY

In order to protect the integrity of the BMHA's youth program, it's officials, coaches, players and parents/guardians, no individual or group may represent the BMHA's Executive, coaches, players or parents/guardians in any public medium without the expressed consent of the BMHA Executive. Provincial Privacy Act guidelines are to be followed. Violation of this policy may lead to disciplinary action and/or expulsion by the BHMA Executive.

U. BURNABY MINOR HOCKEY ASSOCIATION WEBSITE

The BMHA maintains a website www.burnabymenor.com which will be utilized to provide information to our members and to the general public.

V. GENERAL INFORMATION

Picture Day

Approximately late November/ early December
Instructions will be provided

Ice Schedule

Coaches and Division Managers will be provided with their team's ice schedules as well as a Special Events Calendar.

If possible, ice times lost to special events (such as figure skating events, speed skating events, etc...) or due to unforeseen circumstances will be replaced.

Awards

- Nominations are received by the Awards Committee in late February of each season and presented at the Players Banquet and/or at the Volunteer Appreciation Banquet and/or at the BMHA Annual General Meeting.
- All awards are nominated by the membership, with the exception of the President's Award which is selected by the current president.
- Winners are selected by the Awards Committee

*** ALFRED BALFRY MEMORIAL AWARD**

- Established by the BMHA Executive in 1980-1981 from donations received in memory of Alfred Balfry, a former playing member of the Association.
- This Bursary Award is to be presented annually to a player displaying team play, character, sportsmanship and hockey ability.
- The award will be presented to a Grade 12 student who is currently or has at some time been a member of the BMHA - \$1000.00
- Being a bursary, it is intended for a member intending to participate in post-secondary education.

*** GARY BOYLE MEMORIAL AWARD**

- Established by the BMHA Executive in 1974-1975 from donations received in memory of Gary Boyle, a former player of the Association. This award is to be presented annually to a player displaying Sportsmanship, Character and Hockey Ability.

*** MOST VALUABLE FEMALE PLAYER AWARD**

*** MOST VALUABLE "REP" GOALTENDER AWARD**

*** JACK GILROY AWARD – OUTSTANDING GOALKEEPER – ATOM DIVISION HOUSE LEAGUE**

- Donated by Jack Gilroy in 1965-1966, son of Mrs. Bette Gilroy, the first Registrar of BMHA, and an original founding member. Jack, who had always played goal, was the goalkeeper on the first Hockey Canada registered team to REPresent BMHA. His purpose in donating this trophy was to encourage players to become goalkeepers.

*** TERRY MCLEAN MEMORIAL AWARD – MOST VALUABLE HOUSE GOALTENDER**

- Established by the BMHA Executive in memory of Terry McLean, a former goaltender of the Association.

*** MOST VALUABLE FEMALE GOALTENDER AWARD**

*** OUTSTANDING SENIOR REFEREE AWARD**

*** OUTSTANDING JUNIOR REFEREE AWARD**

*** FRED HUME – MOST SPORTSMANLIKE REP TEAM AWARD**

- Donated by the Corporation of the District of Burnaby in 1967-1968, in memory of Fred Hume, deceased community activist in Burnaby. This is presented annually to the Representative team which displays outstanding Sportsmanship throughout the playing season.

*** MOST SPORTSMANLIKE FEMALE TEAM AWARD**

*** MOST SPORTSMANLIKE HOUSE TEAM AWARD**

*** PRESIDENT'S AWARD**

- Nominated by the BMHA President for Outstanding Contribution to the Association. Established in 1968-1969

*** DON BOYD MEMORIAL AWARD**

- Service to the Association

*** REP COACH OF THE YEAR**

*** HOUSE COACH OF THE YEAR**

*** FEMALE COACH OF THE YEAR**

*** THE TONY MARZITELLI MEMORIAL AWARD - MANAGER OF THE YEAR**