

TITLE	MISSION
POLICY #	Organizational – 1.0
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 MISSION

Our Mission is to provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive, and quality programs for all members of the hockey community.

2.0 VALUES AND BELIEFS

- 2.1 We believe that honesty, integrity, and fairness must be demonstrated in all aspects of our Association.

- 2.2 We believe that respect and open communication will be the foundation of our Association.

- 2.3 We believe that through cooperation and commitment, we will be an Association that we are proud of.

- 2.4 We will strive to be creative and flexible to meet the needs of all stakeholders.

- 2.5 By demonstrating the values and beliefs of the Association we will be accountable and responsible to all stakeholders.

- 2.6 Emotional and physical safety is paramount in all aspects of our operations.

People – Teammates – Community – Members – Athletes - Hockey Players

3.0 PURPOSE AND OBJECTIVES

- 3.1 To promote, govern, and improve minor hockey in Banff and surrounding areas.

- 3.2 To foster a community spirit among Members, supporters, and teams.

3.3 To increase the interest in the game of hockey in Banff.

4.0 POLICY AND PROCEDURE

4.1 When referring to the contents of this document, a “policy” will be a consistent guide to be followed under a given set of circumstances.

4.2 A “procedure” is a sequence of steps for completing a given activity.

TITLE	RESPECT MATTERS
POLICY #	Organizational Policies - 2.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 STATEMENT OF PRINCIPLES

1.1 Membership and participation in Banff Minor Hockey Association (BMHA) is a privilege, not a right.

1.2 BMHA is firmly committed to creating and fostering a positive minor hockey environment for all of its members.

1.3 BMHA is committed to be a progressive minor hockey association, leading the way in its efforts to enhance the minor hockey experience for all of its members.

1.4 Every member of BMHA is responsible to create and maintain a respectful minor hockey environment. It is expected that all members respect the game of hockey and behave in an acceptable manner.

1.5 BMHA expects its members to engage with others in an appropriate manner. Interactions should be respectful and absent of intimidation, sarcasm, harassment or discrimination.

1.6 Where a member has violated this policy, appropriate action will be taken which could include education, training and/or disciplinary action up to and including expulsion from BMHA.

2.0 DEFINITIONS

BMHA: Banff Minor Hockey Association

BMHA Discipline Committee: Committee that is chaired by the current elected BMHA President whose responsibility is to investigate Respect Concerns.

BMHA Member: As defined in Article III of the BMHA Bylaws.

Complainant: Person(s) making a formal complaint to BMHA of a breach of this policy.

Position of Trust & Authority: A member of BMHA that occupies one or more of these positions:

- i. Executive Committee Member
- ii. Board of Directors Member
- iii. Operations Committee Member
- iv. Administrative Staff
- v. Head Coach
- vi. Assistant Coach
- vii. Team Manager

Respect Concern: An incident or allegation of an incident constituting a breach of Section 6 of this policy that is appropriately reported to BMHA.

Subject(s): Person(s) who are the subject of any review or investigation by the BMHA Discipline Committee as to their role in a breach of any section of this policy.

Witness(es): Any person(s) who is not directly involved in an alleged incident however may have had occasion to witness and provide material facts to the BMHA Discipline Committee.

3.0 PURPOSE

BMHA recognizes that minor hockey is a unique and special environment where the thrill of youth competing in sport is always present. This environment, however, has the potential to create emotional circumstances for its members and this policy is intended to ensure such emotional circumstances remain suitable at all times and that Members keep their BMHA experience within an appropriate perspective.

3.1 It is the purpose of this policy to:

3.1.1 Promote positive cheering behaviours for spectators;

3.1.2 Increase the level of understanding among spectators of the importance of creating a positive and supportive environment for minor hockey participants;

3.1.3 Reduce or eliminate abusive behaviour directed to all players, coaches, assistant coaches, managers, officials, volunteers, and BMHA Board members;

3.1.4 Reduce or eliminate abusive behaviour from BMHA sanctioned activities; and

3.1.5 Foster an environment of mutual accountability within BMHA.

3.2 It is the purpose of this policy to ensure that all Respect Concerns are:

3.2.1 Promptly and impartially investigated and resolved; and

3.2.2 Preventative and sustainable measures are put into practice to maintain a respectful minor hockey environment for all members.

3.3 This policy is based on education, training and early resolution of Respect Concerns. Respect Concerns involving serious or repeated behaviours may result in progressive discipline.

4.0 SCOPE

4.1 This policy applies to all BMHA members, as defined in the BMHA Bylaws Article III.

4.2 This policy applies to all locations where BMHA sanctioned activities are carried out, including but not limited to local hockey facilities, out of town hockey facilities, Dryland facilities, team bonding venues, hotels, busses, vehicles, and meeting rooms.

5.0 BMHA DISCIPLINE COMMITTEE

5.1 The BMHA Board of Directors will make every attempt to form a Discipline Committee for each BMHA season.

5.2 The BMHA Discipline Committee shall be chaired by the current elected President or a current standing member of the Executive.

5.3 The BMHA Discipline Committee shall be comprised of a total of three (3) Members including the chair.

5.4 The chair will report to the Executive at the start of each season in writing as to who will be the other two (2) members of the BMHA Discipline Committee and their relevant qualifications to be a part of such committee.

5.5 The chair will select a panel of no less than three (3) members of the Discipline Committee to review/investigate Respect Concerns.

5.6 All Respect Concerns brought forward to the BMHA Discipline committee shall be reviewed/investigated as soon as is practicable, however, the investigation shall commence no later than seven (7) days after receiving the Respect Concern.

5.7 The subject(s) of any Respect Concern review/investigation by the BMHA Discipline Committee shall be notified in writing that they are the subject of said review/investigation at commencement of said review/investigation.

5.8 The BMHA Discipline Committee has the authority to request that a subject(s), complainant(s), and/or witness(es) be present or provide written documentation to address the nature of the Respect Concern. Nobody can be compelled to provide documentation and all involvement with an investigation shall be voluntary.

5.9 When reviewing/investigating a Respect Concern, the BMHA Discipline Committee shall consider the following factors:

5.9.1 nature and security of Respect Concern;

5.9.2 the physical nature of Respect Concern;

5.9.3 whether the Respect Concern is an isolated incident or part of a pattern;

5.9.4 BMHA history of the subject(s);

5.9.5 the nature of the relationship of the parties involved;

5.9.6 the age of the subject(s), complainant(s), and witness(es); and

5.9.7 the post incident behaviour of the subject(s). i.e. Have the subject(s) appropriately accepted responsibility and expressed a genuine desire to change the behaviour in the future.

5.10 Upon review or investigation of the Respect Concern by the BMHA Discipline Committee, the BMHA Discipline Committee shall present its findings via written report to the President of BMHA with a copy of the report also provided to the subject(s). The report shall contain:

5.10.1 all elements of paragraph 5.9

5.10.2 a summary of the relevant facts;

5.10.3 a determination as to whether the alleged Respect Concern constitutes a breach of this policy and is sustained or not sustained; and

5.10.4 recommended corrective and/or discipline action to be taken, if any. The standard of proof required to conclude a Respect Concern or allegation will be a balance of probabilities.

6.0 RESPECT CONCERNS

6.1 Abuse of Authority: The improper use of one's power and authority inherent to their position in BMHA that interferes with another's performance or that may be seen to endanger, threaten, or influence a member's position, or office. Behaviours could include yelling, belittling, intimidation, coercion, blackmail, unwanted sexual advances, favouritism, inappropriate reprimands in front of others and improperly withholding information a member requires to perform effectively.

6.2 Abuse of Game Officials: Game Officials include on-ice referee(s) and linesman(s) as well as off-ice timekeeper(s), scorekeeper(s) or other off-ice official(s). Disrespectfully disputing or arguing any decision made by a game official. Entering an official's dressing room is prohibited by coaches, team officials, players, parents and fans. Creating confrontation with officials during or after a game.

6.3 Bullying: A pattern of inappropriate behaviour that lowers a person's self-esteem or causes them anguish, torment or dejection. An act that badgers another with threats or intimidation. This may be in the form of abusive, aggressive or obnoxious behaviour. Jokes or hoaxes that create anxiety are deemed to be a form of bullying. This includes harmful actions that are communicated via written or electronic media on-line and have a connection to BMHA.

6.4 Cause Disturbance: The use of obscene or vulgar language in a boisterous manner at anyone at any time. The throwing of articles in a deliberate or aggressive manner.

6.5 Damage to Property: Vandalism or deliberate destruction of another person or entities equipment or property.

6.6 Discrimination: Treatment of a person or group in a way that illegally or unreasonably distinguishes them from other people, or denies legitimate opportunities to that person or group, based on a characteristic not pertaining to BMHA requirements.

6.7 Harassment: Conduct, comment, gesture, deed or physical contact that is unwelcome, offensive, intimidating, hostile, or demeaning, or causes embarrassment to an individual or group of individuals. Specific types of harassment include; but are not limited to:

6.7.1 Electronic Harassment: Harassment via electronic transmission including email, fax, voice mail, texting and computers or phones via social media.

6.7.2 Racial Harassment: Any action, including jokes, that expresses or promotes racial intolerance, prejudice, discord or hatred or racially offensive material. It also includes refusing to cooperate with a person based on race, colour, and place of birth, citizenship, ancestry, or ethnic background.

6.7.3 Sexual Harassment: Any conduct, comment, gesture, or physical contact of a sexual nature that is unwelcome, offensive, intimidating, hostile, humiliating, demeaning to any person or that may on reasonable grounds be perceived by that person as placing a condition of a sexual nature on any opportunity for BMHA related activities. This includes written materials, jokes and images of a sexual nature.

6.7.4 Systemic Discrimination: Where the application of policies, practices, procedures, action or inaction has an adverse effect by excluding or discriminating against individuals or groups for non-hockey-related reasons.

6.7.5 Gang Related: Any conduct that is intimidating, hostile or threatening due to gang related threats and/or wearing gang related names, signs, symbols or other representations used by gangs, to bully others, will not be tolerated.

6.8 Threats: Direct or implied expressions that may reasonably be perceived as an expression of intent to inflict harm or point out consequences that are out of proportion with the cause or circumstances. Includes written or verbal threats.

6.9 Violence: Attempted or actual exercise of physical force by a person against a member that causes or could cause physical injury to the member. Violence includes:

6.9.1 Threatening physical acts such as shaking fists, throwing objects, property damage; or

6.9.2 Physical contact such as hitting, shoving, pushing or kicking.

7.0 KEEPING RECORDS

7.1 BMHA shall continuously maintain an effective electronic database that will appropriately record all the details and results of all formal Respect Matters reviews/ investigations. This database will be referred to as the “BMHA Respect Concern electronic database” and within the BMHA office the Discipline/Suspension shared folder.

7.2 The current Discipline/Risk Management Coordinator is responsible for the proper and continued maintenance of the pre-existing BMHA Respect Concern electronic database and will provide the BMHA Registrar information that can be added to their Hockey Canada Registry (HCR) profile in the event of a suspension.

7.3 The information contained within the BMHA Respect Concern electronic database is strictly confidential and is on a need to know basis as determined by the Executive Committee.

7.4 The purpose of the BMHA Respect Concern electronic database is:

7.4.1 Allow BMHA to identify emerging trends of behaviour contrary to this policy.

7.4.2 Allow BMHA to provide support and guidance to person(s) who are part of emerging trends to facilitate changes in behaviour prior to it becoming a discipline issue.

7.4.3 Allow BMHA to track specific details of historical Respect Concerns breaches that will be considered by the BMHA Discipline Committee in determining appropriate sanctions to impose upon a subject(s).

7.5 Database Threshold

It is recognized that each and every Respect Matters breach will have its own specific set of circumstances. Specifically, some will be more serious than others.

7.5.1 On Ice Matters

All serious and flagrant on-ice incidents will be added to the database.

7.5.2 Off Ice Matters

All sustained serious Respect Concerns will be added to the database.

7.5.3 In the event that a suspension is handed out by the Disciplinary Committee then this information will also be added to the HCR, to help monitor.

8.0 POSSIBLE SANCTIONS

8.1 The resolution of a Respect Concern may involve non-disciplinary and/or disciplinary sanctions:

8.1.1 Non-disciplinary

May include Respect training, counselling, coaching, mediation, conflict resolution, facilitated discussion, and/or offering an apology to the affected person(s).

8.1.2 Disciplinary

Disciplinary action may be instituted where non-disciplinary action has not been effective, or immediately. Disciplinary action may be initiated and include the following sanctions:

- a.** Formal written reprimand to be placed in individuals file and on the database and within HCR.
- b.** Letter of Expectation.
- c.** Suspension from certain BMHA events, which may include suspension from the current game or competition or from future competitions
- d.** Suspension from certain BMHA activities such as competing, coaching, managing, officiating, etc. for a designated period of time.

- e. Suspension from all BMHA events and activities for a designated period of time.
- f. Expulsion from BMHA.
- g. Other sanctions as may be considered appropriate given the totality of the circumstances.

9.0 SUSPENSIONS/EXPULSIONS

Suspensions and/or expulsions that are imposed upon a member by the President of BMHA are binding. There is no internal BMHA appeal process.

Failure to abide by the terms of the suspension shall constitute grounds for progressive suspensions or expulsion.

An ex-BMHA member who fails to abide by an BMHA expulsion and continues to attend BMHA sanctioned events will be deemed to be a trespasser, and Police may have lawful authority to remove the expelled ex-member from the facility. The ex-member may also be charged pursuant to the Trespass to Premise Act at the discretion of the Police.

10.0 REPORTING PROCEDURE

10.1 Any BMHA Member who is aware of or affected by a Respect Concern is encouraged to take appropriate action.

10.2 If an BMHA Member is experiencing a Respect Concern, there are three categories of response options available. They are summarized below:

10.2.1 Independent Response Procedure

10.2.1.1 Whenever practicable, members are encouraged to resolve their Respect Concern directly with the person that is the cause of the concern.

10.2.1.2 The Independent Response Procedure is an effective and immediate avenue for resolution where all parties are encouraged to examine their own behaviour to ensure it is conducive to a respectful environment.

10.2.1.3 Where the Independent Response Procedure is not practical or has not been effective in resolving the Respect Concern, members may use the other procedures as listed below.

10.2.2 Assisted Response Procedure

10.2.2.1 Any BMHA member who is aware of or affected by a Respect Concern may use an Assisted Response Procedure to resolve the Respect Concern. The first step in the Assisted Response Procedure is for the member to contact the first person from the list below that he or she feels is an appropriate resource and support:

- (a)** Assistant Coach;
- (b)** Head Coach;
- (c)** Team Manager;
- (d)** Stream Director (BMHA Board); or
- (e)** BMHA Discipline/Risk Management Coordinator (BMHA Board)

10.2.2.2 The BMHA Member and the person contacted will determine the appropriate procedure to be followed.

10.2.2.3 Where the person contacted believes there may be a perceived or real conflict in his or her ability to be objective regarding the Respect Concern, he or she will find an alternate person to assist in resolving the Respect Concern. Strong consideration should be given to involving the BMHA Discipline/Risk Management Coordinator at this point.

10.2.2.4 Any Respect Concern involving criminal behaviour or systemic discrimination must be brought to the attention of the BMHA Discipline/Risk Management Coordinator.

10.2.3. Alternate Response Procedure

10.2.3.1 Anonymous reports will be considered under this policy.

- (a)** Anonymous reports of a Respect Concern can be made to a Division Coordinator or the BMHA Discipline/Risk Management Coordinator.

(b) The person receiving the anonymous report will determine if the concern warrants action and if so, who will be notified of the concern.

(c) Anonymous reports are subject to inherent constraints which may limit BMHA's ability to take action.

(d) Anonymous reports will be documented and tracked by the BMHA Discipline/Risk Management Director.

11.0 INTERFERENCE / REPRISAL

11.1 BMHA Members shall refrain from:

11.1.1 Behaving in any manner that attempts to unduly influence or interfere with an ongoing Respect Concern;

11.1.2 Attempting to or actually coercing or intimidating any witness; and

11.1.3 Soliciting, threatening, or acting in reprisal against any person that is engaged in proceedings under this policy.

11.2 BMHA Members who believe they have been subjected to reprisal by any of the methods identified above may refer the matter to their Division Coordinator or BMHA Discipline/Risk Management Coordinator.

11.3 All reports of interference and reprisals will be taken seriously and investigated under this policy. Should an investigation confirm that an interference or reprisal has occurred, the persons responsible will be held accountable and may be subject to disciplinary action.

12.0 BAD FAITH / FALSE COMPLAINTS

12.1 Bad faith and false complaints will be seen as a serious violation of this policy.

12.2 Where it is deemed that a Respect Concern was filed with malicious intent, or if it was filed and was known to be false, the person(s) responsible may be subject to disciplinary action.

13.0 CONFIDENTIALITY

13.1 Confidentiality is not the same as anonymity. In order for the policy to be effective, steps will be taken to ensure that every stage of the process is conducted with as much confidentiality as can practically be afforded.

13.2 The nature of the Respect Concern and any subsequent investigation may require that other parties are made aware of the concern.

14.0 CRIMINAL MATTERS

When the Respect Concern brought forward is determined potentially to constitute a criminal offence subsequent to an BMHA Discipline Committee review/investigation, the BMHA Discipline Committee will detail the specifics of the situation and make recommendation to the BMHA President what BMHA action should be taken. Possible recommendations include:

14.1 Advise the complainant(s) that their Respect Concern is believed to be criminal in nature and encourage the complainant(s) to report the incident outside of BMHA to the appropriate police agency.

14.2 In the most serious cases, contact the appropriate police agency to file a third party complaint alleging a criminal offence requiring police intervention/investigation. Respect Concerns constituting criminal offences that are being investigated by Police in no way precludes BMHA from enforcing its own internal sanctions as necessary.

15.0 GAME PLAY

Serious and flagrant game play violations of this policy may be reported to the BMHA Discipline/Risk Management Coordinator.

BMHA maintains the authority to provide supplemental discipline beyond that of Hockey Alberta mandatory minimum suspensions.

The following penalties are considered as serious and flagrant violations of this policy:

- All Match penalties;
- All Abuse of Official penalties;

16.0 LEGAL CONSIDERATIONS

16.1 It is essential to recognize that BMHA is legally responsible for creating a safe environment for all of the children who participate in BMHA activities. BMHA representatives and persons in positions of trust or authority are fundamentally liable with their interactions with children.

16.2 BMHA is bound by The Alberta Child, Youth and Family Enhancement Act which makes it legally mandatory for BMHA to report any and all incidents where it is believed on reasonable and probable grounds that a child is at risk of child abuse. Section 4(1) of the legislation reads as follows:

***4 (1)** Any person who has reasonable and probable grounds to believe that a child is in need of intervention shall forthwith report the matter to a director.*

***(1.1)** A referral received pursuant to section 35 of the Youth Criminal Justice Act (Canada) is deemed to be a report made under subsection (1).*

***(2)** Subsection (1) applies notwithstanding that the information on which the belief is founded is confidential and its disclosure is prohibited under any other Act.*

***(3)** This section does not apply to information that is privileged as a result of a solicitor-client relationship.*

***(4)** No action lies against a person reporting pursuant to this section, including a person who reports information referred to in subsection (3), unless the reporting is done maliciously or without reasonable and probable grounds for the belief.*

***(5)** Notwithstanding and in addition to any other penalty provided by this Act, if a director has reasonable and probable grounds to believe that a person has not complied with subsection (1) and that person is registered under an Act regulating a profession or occupation prescribed in the regulations, the director shall advise the appropriate governing body of that profession or occupation of the failure to comply.*

***(6)** Any person who fails to comply with subsection (1) is guilty of an offence and liable to a fine of not more than \$2000 and in default of payment to imprisonment for a term of not more than 6 months.*

16.3 All BMHA members who are in a position of trust or authority are bound by the statutes of the Criminal Code of Canada. The age of sexual consent is 16 years of age in Canada, however, when a person maintains a position of trust and authority over a child, sexual consent cannot be given. Section 153 (Sexual Exploitation) of the Criminal Code of Canada reads as follows:

153. (1) *Every person commits an offence who is in a position of trust or authority towards a young person, who is a person with whom the young person is in a relationship of dependency or who is in a relationship with a young person that is exploitative of the young person, and who*

(a) for a sexual purpose, touches, directly or indirectly, with a part of the body or with an object, any part of the body of the young person; or

(b) for a sexual purpose, invites, counsels or incites a young person to touch, directly or indirectly, with a part of the body or with an object, the body of any person, including the body of the person who so invites, counsels or incites and the body of the young person.

TITLE	COACH / PARENT / PLAYER CONTRACT
POLICY #	Organizational Policies - 2.2
APPROVED DATE	April 25, 2024
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OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will provide the framework around a coach/parent/player contract. This contract's purpose will be to align the coaches, players and parent's commitment to the team, association and sport.

2.0 POLICY

2.1 The contract will be applicable to Pond, House and Competitive teams.

2.2 Annually, Players, Coaches and Parents will be required to reinforce their commitment by signing a contract. Ideally this contract will be presented at the initial parent/coach meeting upon formation of teams.

2.3 The Coach/Parent/Player Contract can be found on the Banff Minor Hockey website

2.4 The completed contracts will be kept by the Team Manager for the duration of the season.

TITLE	ICE TIME POLICY
POLICY #	Organizational Policies - 2.3
APPROVED DATE	April 25, 2024
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OWNED BY	Executive Committee

1.0 OVERVIEW

The following document outlines BMHA’s Ice Time Policy so that all stakeholders understand the mandate set out by BMHA’s Executive Committee and Board of Directors in relation to communicating the Association’s vision of ice and playing time for members of Banff Minor Hockey Association (BMHA).

Key Factors/ Principles Leading to the Creation and Implementation of this policy.

1.1 Support the Coaches

1.2 Reward hard work, effort and success of players

1.3 To achieve a balance between competitive player development and team effectiveness

BMHA’s Vision of Hockey Canada’s Fair Play Code: Everyone working together to create success

2.0 POLICY GUIDELINES

Communication is key, and coaches are expected to discuss their coaching philosophy regarding ice time at the beginning of the season, to ensure that all players and parents understand what the expectations are for the year.

During games coaches will provide ice opportunities for all players, regardless of ability, throughout the season. Please note however that fair ice is NOT always equal ice. Throughout the course of a game, situations will arise which may result in the coach choosing to support line consistency and a specific line of players may have to be adjusted. Coaches will strive to ensure that all players receive similar amount of playing time in games.

During both practices and games, coaches will do their best to maximize the number of teachable moments for all players. Coaches will offer individual and collective praise where due; correction where required – with demonstration or explanation of the appropriate action expected of the player. All players will be given the opportunity to train in all situations during practices.

With all of this in mind, BMHA supports the following guidelines for our coaches to follow in regard to Ice Time directives for each division and stream:

2.1 RHL

2.1.1 The expectation is to roll lines throughout the whole game, allowing and giving everyone fair ice time and opportunity to play in every scenario of the game.

2.1.2 Coaches can only sit a player for disciplinary reasons. (see 3.0)

2.2 CAHL

2.2.1 BMHA is committed to having as many players as possible play at a level of competition suited to their skills and abilities. Therefore, BMHA recognizes that there are intrinsic differences between competitive and recreational hockey streams and that coaches may need to make reasonable adjustments to player ice times during games to ensure that a proper balance between competitive player development and team competitiveness is achieved over the course of the season.

2.2.2 Coaches should attempt to have all players receive fair ice times; however, several circumstances may require a coach in the competitive stream to adjust ice times to make the team or players more effective.

Some examples of these may include, but are not limited to:

- **Special Teams:** Penalty Kill and Power Play lines. Coaches should wait until the second half of the season to determine if this is even a strategy that would truly benefit the team and if so, then they should also adjust

the PK and PP lines throughout the season based on players efforts and attitude, sometimes less skilled players can oftentimes surprise, especially when they are having a great game.

- Important face off situations
- Overtime/shootouts
- Adjusting lines to competitively match an opposing teams' strengths/weaknesses
- Adjusting lines in the final minutes of a play-off/championship game to ensure a competitive advantage is maintained
- Adjusting starting goaltender rotations

If any of these strategies are going to be used during the season, the coaching staff must have a discussion with the parents and players, at the beginning of the season, to make it clear that should such a decision be made, it's for the net benefit of the team in those instances.

Throughout the season, coaches also need to ensure that the strategy is communicated on a regular basis to the players affected to help minimize any bad feelings.

The goal is to win, but our purpose is to develop young athletes into great people.

2.2.3 While reasonable ice-time adjustments may be necessary to ensure the competitiveness of the team, the coach must ensure that all players receive exposure to, and the opportunity to develop in, as many tactical and situational aspects of the game as possible.

2.2.4 This approach may result in some players finishing certain games with more ice time than others, but it is expected that coaches will endeavour to ensure that all players receive equitable ice over the course of the season.

2.2.5 The intent of the BMHA ice time policy for these divisions is to provide a reasonable degree of fair ice time to all players, in consideration of the factors outlined above in this section, while ensuring that, throughout the course of a

season, their players are adequately exposed to, and prepared for a future in, competitive hockey.

2.2.6 Coaches can also sit a player for disciplinary reasons. (see 3.0)

2.3 Goaltenders (All Divisions)

Goaltenders will start and play every second game.

Younger divisions U11 may choose to split games or other arrangements, like goalies playing out when not in net.

The method of sharing games will be clearly communicated to the players and parents at the start of the season.

3.0 DISCIPLINE

A player's ice time can be reduced for disciplinary reasons, repeated violations of the Players Code of Conduct are a good starting point. As well, repeated penalties involving risk of injury (i.e. checking from behind, head contact, cross check or slash, etc.) and "bad taste" penalties (i.e. unsportsmanlike, roughing after the play, etc.) may be considered disciplinary reasons to sit a player for a period of time.

Examples of behaviour that might warrant a disciplinary ice time restriction may include but is not limited to:

- Bullying of teammates either on or off the ice
- Excessive or inappropriate penalties
- Disrespectful language directed towards a coach, team official or teammate
- Disrespectful language directed towards an on-ice official
- Inappropriate displays of unsportsmanlike behaviour
- Violence or other behaviour which is likely to cause injury to another player

Duration of discipline must be dependent on, and directly proportional to, the behaviour. For example: a "bad taste" penalty could result in sitting for a single shift, whereas a disrespectful behaviour toward team personnel or a teammate could result in sitting for the remainder of the game.

Following an instance where disciplinary related ice time restriction is imposed, coaches and parents of the player concerned are encouraged to discuss the situation in a timely manner. Coaches are encouraged to notify their Division Coordinators in the event of a chronic pattern of such behaviour.

The best method for coaches, players and parents is to clearly define the limits at the start of the season of what will be acceptable behaviour and what is not and could therefore lead to consequences of disciplinary measures of lost ice time.

4.0 INTERPRETATION

Overall, it is expected that by the end of the year, every player will have played in all situations, such as power plays and penalty kills, and ice time would be fair in comparison to their peers.

BMHA recognizes there will be instances when a player will not receive “equal” ice. We realize that minute for minute playing time is not a reality due to the complex nature of the game of hockey and there will be practical instances throughout the season where ice time will be different amongst players in any given game. Although BMHA expects the spirit of the ice time policy to be adhered to, one must consider the following situations that can arise to affect a player’s ice time, just to name a few:

4.1 All teams traditionally have more players playing forward position than defence position. While teams at younger age divisions are encouraged to rotate players through positions, teams at older divisions normally have players in set positions for the season. In this instance, the defence players will obviously have more playing time than the forward players, and for that matter a single goalie on a team will have the most playing time.

4.2 For games with numerous penalties, line rotations can sometimes be difficult to organize or maintain, and because of these circumstances it’s not uncommon for some players to arbitrarily end up with more or less playing time.

4.3 Depending on the skill level of the opposing team, players can sometimes get “boxed in” to their defensive end or alternatively, generate sustained pressure in the offensive zone. Both of these situations can make it difficult to change lines within the expected shift length set by the coach (i.e. 45 sec to 1 min shift maximums)

4.4 Other factors, could include:

- Player fatigue
- Injuries, illnesses, absences or other factors resulting in an uneven roster
- One goalie vs two goalies
- Equipment failure

5.0 ACCOUNTABILITY AND MANAGEMENT

Banff Minor Hockey will continue to rely on our coaches to use their best judgment relative to the Ice Time Policy. Based on the complexity of the game of hockey and the countless scenarios that arise we trust our coaches, players and parents to work together and to communicate as often and openly as possible.

However, if you have concerns regarding ice times, first and foremost, take the time to determine if your concerns are warranted, always allow a minimum of 24 hours to pass before taking any action with your coach.

5.1 Ask yourself if the ice time may have varied beyond the control of the coach.

5.2 Consider the examples listed above in section 4.0.

5.3 If you still have concerns after 24 hours, then ask to speak to the Head Coach and/or Team Manager to try to find a resolution at the team level.

Keep in mind that BMHA is very fortunate to have a number of dedicated volunteer coaches in our association that openly welcome questions and the opportunity to discuss concerns in a respectful and considerate manner.

The work of a volunteer coach is very busy during the game and it may simply be the case that they were unaware there were inequalities in ice time. The coach deserves an opportunity to discuss and explain in a mutually respectful manner; and be given an opportunity to address and correct in the future, if an inequality indeed exists.

5.4 If a resolution is not achieved at the team level:

It is recommended that you document the inequality and then contact the applicable Division Coordinator to discuss further.

5.4.1 If required, the Division Coordinator will communicate the concern to the Stream Director, who in turn may discuss with the Executive Committee.

5.4.2 They will investigate the concern and determine a resolution.

5.4.3 Resolution will be communicated back to parent, player and coach with in a timely manner.

5.5 After an investigation, if a coach is found to have violated the ice time policy, the following discipline may apply:

1st offence - A verbal warning

2nd offence - A written warning

3rd offence - Released from their position as Head Coach with Banff Minor Hockey

5.6 If a parent confronts or harasses a coach about playing time and does not follow the steps outlined above, that parent will be subject to discipline under Banff Minor Hockey's Respect Matters Policy #2.1.

TITLE	BYLAW AND POLICY CHANGES
POLICY #	Administration - 3.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will outline how Bylaws and Policy changes occur.

2.0 POLICY

Bylaw changes can only be done by Special Resolution at the Annual General Meeting or at the written request from one third of the Members, to call a special meeting.

Notice of any such meeting will be given in writing to all membership at least 21 days in advance of the meeting.

Changes will be presented to the membership at the time of notice of meeting to ensure there is time to review the proposed changes.

2.2 Policies/Procedures

Policies and/or procedures can be changed at any time. The policy/procedure owner may make suggested updates and/or edits at regular Executive Committee meetings.

2.2.1 The proposed changes will be added to the meeting agenda and provided prior to the regular meeting for the Executive Committee to have an opportunity to pre-read and understand the proposed changes.

2.2.2 The Executive Committee is the only body who can approve policy/procedure changes, by majority vote.

2.2.3 The Secretary of the Executive Committee will record all approved changes to the policies and procedures indicating the revision date.

TITLE	ANNUAL GENERAL MEETING
POLICY #	Administration - 3.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will provide additional guidelines regarding the Annual General Meeting (AGM), in addition to the information in the BMHA Bylaws.

2.0 POLICY

2.1 Board position nominations will be posted with the AGM notice, a minimum of 21 days prior to the AGM. Nominations will be taken through an online form accessible on the BMHA website. Nominations may also be accepted at the AGM.

2.2 Questions will be submitted prior to the AGM, through an online form on the BMHA website. The questions and answers will be presented at the AGM. In the interest of time, there will be no open question period at the AGM.

2.3 An interim budget will be presented at the AGM.

2.4 As per the BMHA Bylaws. Board positions will serve a two (2) year term and be eligible for re-election in subsequent years. If a person gets appointed to a position midterm, they will assume the position until the next AGM.

TITLE	BOARD MEMBER
POLICY #	Administration - 3.3
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will list the minimum requirements of holding a Board member position.

2.0 POLICY

This policy applies to all members of the BMHA Executive Committee, Board of Directors and Operations Committee of the association.

3.0 MEETINGS OF THE BOARD

It is expected that members of the Executive Committee and BMHA Board will attend a minimum of 65% of the meetings called during the year.

In the event that an Executive or Board member cannot make a meeting due to extenuating circumstances, it is up to the member to let one of the Executive Committee know in advance and arrange to get minutes of the meeting after the fact.

Calling into the meeting, if a Board member cannot physically be there, is also acceptable but should be limited to under 50% of the total meetings.

4.0 BEHAVIOUR AND EXPECTATIONS

As a member of the BMHA Board, it is understood that they will act in the best interests of BMHA and that they will abide by the Code of Conduct Policy #4.1 and the Respect Matters Policy #2.1.

Upon accepting the position on the Board, it is up to the member to learn what is expected of them and to ask questions of their peers, the Executive Committee, and the BMHA staff to ensure they are meeting the goals and expectations of their position on the board.

5.0 NON-COMPLIANCE

Any Director or Officer may be removed from the Board upon a majority vote of all the Executive Board members from office for any cause, which the Board may deem reasonable. Any member who has been asked to resign may appeal the decision by requesting a hearing within 7 days of receiving notice to resign.

A member of the Board shall be deemed inactive if absent from three or more consecutive meetings and can be removed from the Executive Board by resolution of the Executive Board.

TITLE	SUSPENSION / TERMINATION OF BMHA MEMBERSHIP POLICY
POLICY #	Administration - 3.4
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will list the minimum requirements for suspending or terminating membership of an BMHA member.

2.0 POLICY

This policy applies to all members of BMHA as defined in the Banff Minor Hockey Association Bylaws.

3.0 SUSPENSION AND TERMINATION OF MEMBERSHIP

3.0 Any Member may resign from the Association at any time by notifying the President or Executive Committee in writing.

3.1 Any Member who, in the opinion of the Executive Committee, fails to maintain an acceptable standard of conduct may have their membership suspended or terminated by the Association. Unless the conduct was of an extraordinary nature, such action would only occur after the Member has failed to heed the written warning. A decision to suspend or terminate will result in the loss of voting privileges.

3.2 Any Member who, in the opinion of the Executive Committee, fails to comply with the BMHA Bylaws may have their membership suspended or terminated by the Association. Such action would only occur after the Member has failed to heed the written warning. A decision to suspend or terminate will result in the loss of voting privileges.

3.3 Any Member who has had their membership suspended or terminated will receive notice of the decision in writing. The Member may exercise the right to appeal the

decision to the Executive Committee, provided a written request is received by the Executive Committee within seven (7) days of the Member receiving notice of suspension or termination.

3.4 The Executive Committee has the right to bar any resigned, suspended, or terminated Member from any or all facilities where Association functions including meetings, games, or practices are taking place for such time as it deems appropriate.

3.5 A person who ceases to be a Member shall forthwith forfeit all rights and interests arising from membership in the Association. This means the person cannot coach or manage a team or hold an elected or appointed position with the Association until reinstated.

3.6 A Member can be suspended or terminated for any time period deemed appropriate by a discipline committee and ratified by the Executive Committee on appeal.

3.7 If a member is given a permanent release they are not allowed to vote in the upcoming year's Annual General Meeting (AGM).

TITLE	LOGO USE POLICY
POLICY #	Administration - 3.5
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will provide guidelines regarding all the logos associated with BMHA. This includes, but is not limited to, the association logo, jersey logo and apparel logo. The logos for BMHA were created by and for BMHA, who has ownership and control of the use of the logo to maintain consistency and integrity of the logo brand and where it is used.

1.1 The following policy outlines the use and reproduction of BMHA logos.

1.2 All inquiries regarding the use of the BMHA logos should be directed to the BMHA Executive Committee or staff (if applicable.)

2.0 LOGO DEFINITIONS

Logo packages can be found at the end of this policy, please reference by the definition number. Note that there are also some approved variations of what has been included in the policy, all are available via the complete branding package.

2.1 Association Logo – When representing a team or communicating on behalf of the association, Banff Minor Hockey Association must be included with the image. There are currently 2 designs available.

2.2 Jersey Logo – Single bear head with Banff Bears located below the head.

2.3 Apparel Logo – This logo is to be used for retail items that won't be used for team apparel orders. There are variations of the apparel logo which allows for many apparel options.

3.0 POLICY

3.1 The BMHA logo use or reproduction is restricted to BMHA, unless otherwise provided for in this policy. Authority for approval of the use of the BMHA logo for custom orders must have prior written approval from the BMHA Executive board or delegate.

3.2 BMHA will enter into preferred vendor relationships with apparel suppliers who will be authorized to use the BMHA logos. Members will be encouraged to use the preferred

vendors for apparel/gear but if it isn't financially viable, alternate suppliers will be considered. Purchases will be made directly with the suppliers.

3.3 Certain levels of sponsors may be given permission to use the logo on their website or promotional material in order to associate themselves with BMHA. This is determined by the Executive Committee.

3.4 Unauthorized use of the BMHA logos may result in legal action.

2.1 – ASSOCIATION LOGO (3 options)



2.2 JERSEY LOGO



2.3 APPAREL LOGO



TITLE	APPAREL POLICY
POLICY #	Administration - 3.6
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Banff Minor Hockey Association (BMHA) is proud of our association and wants to ensure teams are proud of their home association as well. To promote this, BMHA will be regulating various aspects of team apparel/logo and what will be approved for teams to use. Players are not required to purchase team apparel, but should a team choose to, we ask that you stay within this policy.

Banff Minor Hockey Association (BMHA) is also in support of our members wearing apparel that represents the culture of our association. This apparel/gear/swag and logo use will be approved by the Executive Board, please refer to Policy 3.5 for details.

2.0 POLICY

This policy will apply to all divisions within BMHA (Pond, U7 to U18)

3.0 VENDORS AND LOGOS

Vendors will be selected and be issued the BMHA logo including. These vendors will be communicated at the start of each season.

4.0 SPONSORSHIP

BMHA recognizes that sponsors are an important part of the Association and for teams. Sponsorship logos are permitted on BMHA branded clothing but must be within applicable guidelines. BMHA's logo must be the prominent logo.

5.0 APPAREL

BMHA will set up an apparel order in early season giving all members the opportunity to purchase approved apparel at bulk pricing. These items may change based on availability and trends but our mission will be to provide options our members would like to wear.

5.1 Hoodies/T-shirt's

Both items may be available via the association apparel order but if a team wishes to create their own, designs must be presented to the Executive Board for proofing and approval.

5.2 Track Pants

The BMHA logo should be on the front lower right leg of plain black pant shells.

5.3 Track Jacket

The BMHA logo should be on the front left chest of plain black jackets.

5.4 Warm Up Shirt/Shorts

Same logo and placement as track pants and jackets

5.5 Socks

Team socks can be either wool or nylon but should be consistent throughout the team. Custom logoed socks are available as an option with vendors.

5.6 Hats and Toques

Both items may be available via the association apparel order but if a team wishes to create their own, designs must be presented to the Executive Board for proofing and approval.

5.5 Practice Jersey's

Practice Jersey's must contain the BMH jersey logo on the chest or shoulder. Sponsor logo can go anywhere, including center front, if BMHA logo is on the shoulder(s). Jerseys can have players name and number. Jerseys can only be used for practice.

6.0 LOGO SIZES AND PLACEMENT

The logo size can be determined by the vendor, with BMHA's logo being more prominent. Suggested sizing are listed below but these are approximate and will change based on which logo you will be using.

APPAREL	BMHA LOGO PLACEMENT	SIZE
Track Jacket	Left chest	2.75" H x 3.75"W
Dress Jacket	Left chest	2.75" H x 3.75" W
Track Pants	Left front upper leg	2.75" H x 3.75" W
Practice Jersey	Front chest; or shoulder	11.50" H x 9.75" W; or 4" H x 3" W
Pant Shells	Lower left leg	2.75" H x 3.75" W
Hoodies	Front Center; Left chest	Center varies, chest 2.75" H x 3.75" W

TITLE	COMMITTEES POLICY
POLICY #	Administration - 3.8
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will govern the procedures to follow for all the standing and ad hoc committees of Banff Minor Hockey (BMHA), except to the extent pre-empted by the BMHA Bylaws.

2.0 POLICY

2.1 All committees within BMHA will be Chaired by the applicable Coordinator that was either voted in at the most recent Annual General Meeting (AGM) or appointed by the Executive Committee (EC).

2.2 The Committee Chair is the leader of the committee. As leader, the Chair is responsible to guide the committee in its work as outlined by the committee’s Terms of Reference (ToR) and as directed by the EC.

2.3 The committee has the authority to make decisions with respect to items outlined in their ToR and for any decision outside of those they will refer to the EC.

2.4 The committee Chair will facilitate all committee meetings and report any updates to the EC monthly.

2.5 The committee Chair is the primary communication link with BMHA staff concerning the activities of the committee.

3.0 PROCESS

3.1 All Committees will appoint members to specific roles each year after the AGM.

3.2 These members will be accountable to the Chair of the applicable committee.

3.3 Each season the Committee or the EC will need to review/edit their ToR and set goals for the season.

This document will be shared with the EC and BMHA staff.

3.4 Every committee within BMHA will have an Executive member either on the committee or attached to the committee for support and direction.

3.5 All Committee Terms of reference should contain the committees:

- purpose
- what positions will be included in the committee
- if they have a budget or if all spending needs to be approved by the EC first -
- number of votes to make a decision to recommend to the EC for approval
- etc.

TITLE	WEBSITE POLICY
POLICY #	Administration - 3.9
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will govern the procedures to follow for operating a website for Banff Minor Hockey (BMHA).

2.0 POLICY

2.1 BMHA has a website: banffminorhockey.com and it will be the main website that BMHA and all teams will use for information.

2.2 No teams shall create their own website.

2.3 Teams can use the Team Snap app to communicate with each other, list their rosters, practices, games and photos.

2.3 Teams can create their own social media pages and operation of them will fall under the BMHA policies with respect to online behaviour. (2.1 Respect Matters and 10.5 Social Media)

TITLE	CODE OF CONDUCT
POLICY #	Discipline and Conduct - 4.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

BMHA, and its employees, Executive, Directors, Coordinators and Volunteers must, at all times, comply with all applicable laws and regulations. Annually, they will be asked to read and sign the BMHA Code of Conduct, at the first organizational meeting after the Annual General Meeting.

As a not for profit organization with significant community involvement, our members, employees, Executives, Directors, Coordinators, and Volunteers need to be cognizant that they are representing BMHA and support the Associations mission:

Mission is to provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.

2.0 CODE OF CONDUCT

The code of conduct form can be found under Forms 4.1a on the website.

TITLE	DISCIPLINARY COMMITTEE
POLICY #	Discipline and Conduct - 4.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Committee that is chaired by the current elected BMHA Vice-President whose responsibility is to investigate Respect Concerns and discipline issues.

2.0 POLICY

The Disciplinary Committee may suspend, expel and/or impose sanctions and conditions of participation on any Association Member, player or team official who fails to comply with the policies, bylaws and/or regulations of the Association, Hockey Alberta or Hockey Canada or whose conduct shall be deemed to be improper or unbecoming of a Member, player or team official of the Association.

A suspended member, player or team official may appeal a suspension before the Executive Committee by giving written notice to the Executive Committee within seven (7) days of the date of their suspension.

3.0 PROCESS

The Disciplinary Committee will be established as per the Respect Matters Policy #2.1 and the disciplinary process will commence after a written complaint/report of incident is prepared by game officials, the Division Director, a Member or any other interested individual. The written complaint/report of the incident must be received within ten (10) days of the incident by a member of the Disciplinary Committee.

The Disciplinary Committee will be made up of the Disciplinary/Risk Management Coordinator and at least three members of the Association plus at least one Executive Committee member(s).

In the Disciplinary/Risk Management Coordinators absence, they will delegate one of their Disciplinary Committee members to be the interim Coordinator while they are away.

Once the Disciplinary Committee is established it will let the Executive Committee and BMHA staff know who all is on the committee.

Further the Disciplinary Committee shall establish the process/manner in which it will review and investigate the reported incident on a case by case basis, however the following steps should be implemented for most situations:

3.1 Acknowledge receipt of the complaint within 48 hours of receipt of it and give the complainant an approximate time frame for followup.

Serious Complaint:

- Suspend all parties involved until an investigation can be done

Not Serious Complaint

- Start the investigation and maybe suspend as you learn the facts

3.2 Following its review and investigation, the Disciplinary Committee shall notify any individual receiving sanctions, of such sanctions including suspension and/or conditions of participation, in writing and get their acknowledgement of receipt either in writing or via electronic means.

Any suspension imposed by the Disciplinary Committee shall, upon the Disciplinary Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all games or activities to which the suspension applies during the term of such suspension.

3.3 All documentation on the investigation should be kept with the Disciplinary/Risk Management Coordinator with copies of letters provided to the BMHA office for record keeping and if applicable, suspensions/notes will be added to the Hockey Canada Registry (HCR).

4.0 APPEALS

A suspended person may appeal any suspension imposed or ratified by the Discipline Committee before an appeal committee consisting of the President of the Association and two

other Executive Committee members (the “Appeal Committee”) by giving written notice to the Executive Committee within seven (7) days of the date of the suspension.

Such appeal shall be heard by the Appeal Committee within seven (7) days of receiving written notice of the appeal.

No member of the Discipline Committee may also sit on the Appeal Committee for the matter being appealed.

5.0 GOVERNING BODIES SUSPENSIONS

Automatic suspensions imposed by the constitution, bylaws, regulations or rules of Hockey Canada or Hockey Alberta shall take effect in accordance with such rules without the requirement of any ruling by the Disciplinary Committee.

Reference “**Appendix V – Minimum Suspensions**” of the Hockey Alberta Bylaws & Regulations manual.

TITLE	VOLUNTEER SCREENING
POLICY #	Record Checks 5.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will provide the framework for our organization to screen potential volunteers and coaches to work with our membership. This screening policy will also give us a consistent procedure for dealing with items that appear on vulnerable sector criminal record checks.

2.0 POLICY

2.1 All BMHA coaches - volunteer or paid, within the organization must complete a Vulnerable Sector Verification which includes a Canadian Criminal Record Check (CRC) through the RCMP, Local Police or a third-party provider at a minimum of every three years.

2.2 In the event that the information contained in the CRC changes, after it has been submitted to BMHA, it is the responsibility of the person to obtain a new CRC and provide it to the BMHA office so that we can keep on top of any situations that should be dealt with.

2.3 At any time, BMHA can request a volunteer to obtain a new CRC if they suspect that the individual has not followed 2.2. If the individual is not willing to provide an up to date CRC, this could be grounds for immediate suspension from their position within BMHA.

2.4 If a CRC lists outstanding offences, the BMHA Screening Committee will review the particulars and decide if BMHA will allow the individual to continue to volunteer in their position.

2.4.1 Provided a pardon has not been granted, the following examples are considered to be offences that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:

2.4.1.1 If imposed in the last three years:

i) Any offence involving the use of a motor vehicle, including but

not limited to impaired driving

- ii) Any offence for trafficking and/or possession of drugs and/or narcotics
- iii) Any offence involving conduct against public morals
- iv) Any offence involving theft or fraud

2.4.1.2 If imposed in the last ten years:

- i) Any crime of violence including but not limited to, all forms of assault
- ii) Any offence involving a minor or minors

2.4.1.3 If imposed at any time:

- i) An individual's conviction for any of the following Criminal Code offenses:
 - a. Any offence of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offence involving trafficking of illegal drugs
 - d. Any offence involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offence

3.0 PROCESS

3.1 All CRC's will be handed into the office at the beginning of each season

3.2 If the CRC is clear, the BMHA office staff will add the Issue Date of the CRC information to the Hockey Canada Registry system and keep a hard copy of all CRCs until they expire after three years, then they will be destroyed.

3.3 The Screening Committee will review any CRC's in question. This committee will be made up of the President, Discipline/Risk Management Coordinator, and a minimum of one other board member.

3.4 If there are any offences, as listed above in 2.4, these CRCs will be submitted to the Screening committee to decide if they can volunteer or not. If not, then the individual will be notified by the Screening Committee that they will have to step down as volunteer.

TITLE	ACCOUNTING STANDARDS
POLICY #	Financial 6.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy provides a framework for the accounting standards as it relates to the preparation and presentation of the financial statements of BMHA.

2.0 SIGNIFICANT ACCOUNTING POLICIES AND FRAMEWORK

Financial Reporting Framework: Canadian Accounting Standards for Not-For-Profit Organizations as set out in Part III of the CPA Handbook – Accounting, as issued by the Accounting Standards Board in Canada.

3.0 BASIS OF PRESENTATION

BMHA will follow the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

4.0 QUARTERLY REPORTING

Quarterly financials must be presented to the Executive Committee and should include:

4.1 Income Statement (Profit/Loss)

4.2 Balance Sheet

These must be available monthly, by the 15th of the next month.

5.0 RECONCILIATIONS

Bank reconciliations must be performed monthly

6.0 ANNUAL REPORTS

Annual financial reporting must be completed within one to three months of the fiscal year end, which is June 30th.

7.0 MAINTENANCE OF ADEQUATE RECORDS

The Association shall at all times maintain and have available for review by its Members at all reasonable times and upon reasonable notice, adequate financial records and shall ensure that the books, accounts and records of the Association are audited at least once each year by a duly qualified accountant. Any paper documents will be filed in the BMHA office and will be kept for 7 years.

The records shall be moved onto an online cloud type accounting system so that the President/Treasurer and office Admin can view anytime.

TITLE	INVESTMENT POLICY
POLICY #	Financial 6.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy is to establish investment principles and guidelines appropriate for the purpose for which the investment is maintained.

2.0 POLICY

The Executive Committee is responsible for the Fund Management and has the following responsibilities:

- Developing investment policy and amendments.
- Establishing investment structure and selecting low risk investment strategies.
- Monitoring investment results.
- All investment decisions must be approved by the Executive Committee.

2.1 It is the Executive Committee's responsibility to ensure that sufficient financial resources exist to properly maintain the ongoing operations and financial contingencies.

2.2 The primary objectives of the policy are:

- Maintaining the safety of capital.
- Effectively using the accumulation of assets and cash flow available. Maximizing return at an acceptable (low) level of risk.
- The funds are utilized in a socially responsible manner.

2.3 All monetary investments must be approved by the Executive Committee at a committee meeting (in person only) and must be reflected in the meeting minutes.

No transfers or investment changes will be made by email or phone call.

TITLE	EXPENSE POLICY
POLICY #	Financials 6.3
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

During the conduct of normal business, expenses may be incurred by individuals. The Executive Committee will control and monitor these expenses through budgeting and reimburse reasonable and authorized expenditure amounts based upon fair principles.

2.0 POLICY

2.1 The Executive Committee will reimburse the BMHA members, staff, volunteers expenses incurred in the conduct of approved Association business.

3.0 PROCESS

3.1 Expenses must be pre-approved by the BMHA board to ensure reasonableness and within budget.

3.2 Expense claims must be remitted to the BMHA office within thirty (30) days of the date of the incurred expenses relating to the Association's business.

3.3 The appropriate Executive must approve expense claims for expenses.

3.4 The BMHA office staff will then process an E-transfer or cheque for reimbursement.

3.5 Travel arrangements must be booked as early as possible to obtain the maximum available discounts.

3.6 GST must be identified separately and will be indicated when input into the reconciling software.

3.7 Mileage claims for driving personal vehicles will be calculated at \$0.58 per kilometer.

Note: Carpooling is expected. BMHA reserves the right to decline mileage claims if reasonable efforts are not made to carpool.

3.8 While traveling on BMHA business, meal expenses may be incurred by individuals. The Executive will control and monitor these expenses through budgeting and reimburse reasonable and authorized expenditure amounts based upon fair principles.

TITLE	FEES & DATES
POLICY #	Registration 7.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

All players must be registered with BMHA before participating in any on-ice activity.

2.0 FEE POLICY

2.1 Fees

Each year the Executive Committee will do an analysis of our costs for each separate level and division to determine the registration fees for the upcoming season. These will then be posted on the website for our membership.

These will be the costs that members will have to pay to play hockey in the upcoming hockey season. This fee cost analysis will also include items like pre-season prep skates, tournaments, installment plan fees, etc.

If a family is in need, they can make use of organizations like Banff Access, KidSport, Jumpstart and/or Hockey Canada Assist Fund after letting the office know and showing proof of applying for funding.

2.2 Late Fees

Based on cut off dates to help with planning the Executive Committee will determine a Late Fee for existing members registering after a certain date. If you are new to Banff, then you will not pay a late fee. The late fee determined each season as part of the fee analysis and is non-refundable and based on numbers, you may be put on a waitlist.

2.3 Payment Options

At the time of registration, a member can pay in full or elect to choose a payment plan option which will be set out each year at the time of registration opening.

2.4 Unpaid or Overdue Balances

If all applicable fees for a player are not paid in full or arrangements made, with the BMHA staff by November 30th, the player will no longer be allowed on the ice until payment in full is made or a scheduled payment arrangement has been set up.

2.4.1 If a scheduled payment arrangement becomes unpaid or overdue, the player will not be allowed on the ice until further arrangements are made.

3.0 DATE POLICY

3.1 Each year the Executive Committee will decide on the dates to open and close registration for existing members.

3.1.1 Opening date of registration

3.1.2 Last day for regular registration fee

3.1.3 Date that late registration fee starts

3.1.4 Last day for existing members to register

TITLE	PLAYER RELEASE POLICY
POLICY #	Registration 7.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will govern the procedure of when and how we will release players from BMHA. The President will make decisions regarding the release of players in conjunction with the Executive Committee (EC).

2.0 POLICY

2.1 ALLOWED RELEASES

2.1.1 When a player is let go during tryouts of our AAA or AA teams, we will permit that player to try out or to go for a second tryout at a location given to us by Hockey Alberta or their league. If the player makes that team, that association will request a transfer through the Hockey Canada Registry (HCR) and we will release the player for one year.

2.1.2 After the BMHA Evaluations are complete, if a player requests a release to another MHA, we will provide them a one-year release if the team they will be moving to is considered a higher-level team.

2.1.3 We will make exceptions, for last year's U18 players requesting to be released so they can play at another association and a permanent release will be given.

2.2 RELEASES NOT GIVEN

2.2.1 In general, player releases are not granted for players to go to another MHA in Alberta; when BMHA has an appropriate level team for the player to play on here in BMHA.

2.2.2 If releasing a player from BMHA will cause a detriment to the division (i.e. Not enough players or goalies to make the teams), BMHA will NOT release the player.

2.3 EXCEPTIONS

2.3.1. If a Permanent Release is granted and there are multiple children in the family, then a Permanent Release may be granted for all children, not just the player requesting the release.

TITLE	REFUND POLICY
POLICY #	Registration 7.3
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will govern the procedure of when and how refunds will be given to members. Decisions regarding refunds will be made by the Executive Committee.

2.0 POLICY

2.1 All requests for refunds must go to the BMHA Registrar.

2.2 The date in which the refund is requested will be considered the date for a refund. Exceptions may be granted by the Executive Committee due to injuries or on a case-by-case basis.

2.3 No refunds will be given after December 31st, with the possible exception for Medical Reasons.

2.4 Requests for refunds based on a league suspension or other disciplinary action will NOT be provided.

2.5 Refunds will not be made to players or teams in the event of ice cancellations that are out of Banff Minor Hockey’s (BMHA) control. BMHA will attempt to reschedule any canceled ice if there is ice available in the current season, but if ice is canceled by the town or for some other unforeseen reason and BMHA is not able to reschedule, they will not be obligated to refund members or teams.

2.6 Refund requests may be reviewed by the BMHA Executive Committee.

REGISTRATION FEES	
Date of Request:	Refund Amount: *
Up to August 15 th	100%
August 16 – September 15 th	70% less \$50 Administration Fee
September 16 – December 31 st	70% less \$50 Administration Fee
After December 31 st	No refund.

TITLE	END OF SEASON ICE
POLICY #	Registration 7.4
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will provide clarity when it comes to the end of the season and how ice and dryland sessions will stop.

2.0 POLICY

2.1 When a team is finished with their regular season and playoffs their practice ice and dry land sessions will stop.

2.1.1 In the event a team is out of playoffs before the end of February BMHA will continue to offer practice ice times until the end of February.

2.2 If a team is planning on attending a tournament after they are out of playoffs; they will need to budget team funds to be able to purchase ice time for practices at the team's own expense.

TITLE	PLAYER EVALUATIONS
POLICY #	Operational - 8.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Banff Minor Hockey Association (BMHA or the Association) recognizes that the evaluation process is important to players, parents/guardians, evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey ability and skills through a fair unbiased process, to group our athletes, so that we can provide them with a meaningful competition for the season.

This policy covers the evaluations process for skaters being evaluated within the U9 to U18 divisions

The intent of the BMHA Player Evaluation Policy is to accurately place players on appropriate teams based on skill and ability through a fair, unbiased, professional and fun evaluation process.

2.0 POLICY

2.1 All registration fees must be paid in full, or arrangement made to pay by payments prior to the player attending evaluations.

2.2 During evaluations players will be assigned a numbered jersey or pinnie and all BMHA evaluations shall be completed utilizing that players number to identify them. Every effort should be made to ensure a player remains anonymous to evaluators during evaluations.

2.3 All skaters must participate in all levels of evaluations according to the schedules that will be emailed out prior to and during the evaluation process. The player evaluation process is based on assessing player skills, abilities and knowledge as they apply to the game of hockey.

These steps could include:

2.3.1 Player Evaluation Skill Skates (maximum of 2 per skater).

2.3.2 Scrimmage Games (maximum of 2 per skater).

2.4 For all Evaluation Skill Skates and Scrimmage Games, BMHA commits to have a few volunteer evaluators made up of parents and potential coaches from various divisions as well as community members, non-BMHA members, to observe the skates and to rank the players

2.4.1 Evaluators should have experience with player evaluation.

2.4.2 Suitable background in hockey either as a player or coach.

2.4.3 Evaluators must not have a player in the age group being evaluated.

2.4.4 If possible, the ability to evaluate for the full-time frame to help with consistency and continuity.

2.4.5 Community Members, non-BMHA members, are subject to approval by the Coaching Coordinator

2.5 All data from Evaluation Skill Skates and Scrimmage Games will be input into the designated Software or Excel to rank the players using the data collected. No player should be contained in any other application besides the designated Software.

2.6 All questions concerning the decision or process of the Evaluation Committee shall be directed to the Coaching Coordinator. Player evaluation and placement is not subject to the right to appeal. (See Operational Policy – 8.1.2 Evaluation Grievance Policy)

3.0 GENERAL INFORMATION

3.1 Although it is impossible to eliminate all subjectivity, or previous coach/player experiences, the selection process will attempt to only reflect on-ice performance during the evaluation period based on the data provided by the evaluators.

3.2 Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players on their individual skills. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee. The Evaluation Committee will be composed of

the Coaching Coordinator, President, Registrar and two more individuals either from the BMHA executive or qualified BMHA coaches.

3.3 Any Evaluator or member of the Evaluation Committee will remove themselves from any discussions or decisions that are required to be made regarding the division (age group) of their own child.

3.4 Any injury, illness or other absence which prevents a player from completing the evaluations will be dealt with by the Evaluation Committee via the Operational Policy – 8.1.1 - Injured Player Policy. The Evaluation Committee shall be entitled to utilize prior season evaluations, prior season level of play and prior coach reviews in deciding of placement. Please note however that all players are strongly encouraged to make every effort to attend evaluations as relying on previous season information is not as accurate and may result in your child being placed in a lower tier than expected.

3.5 The numbers gathered in the Evaluations process will be the data used to place players on teams, note that injured players may cause changes in the data and/or placement.

3.6 Attendance during the Evaluations is mandatory. Failure to participate in any scheduled evaluation session will result in the following unless it is due to an injury, an extenuating circumstance (requires Evaluation Committee approval) or serious illness and then you would refer to the Operational Policy 8.1.1 - Injured Player Policy.

3.6.1 If a player misses an Evaluation Skills Skate or Scrimmage Game, they will be automatically placed in the lowest group

4.0 EVALUATION PROCEDURES

4.1 All skaters will have a minimum of one Evaluation Skills Skate and a minimum of one Scrimmage Game.

4.2 During the Evaluation Skills Skate all players will perform the same drills, measured in the same manner, throughout the division. Skills tested may include skating (forwards and backwards), shooting and passing. Drills will be division specific and based on the expected proficiency of each age group.

4.3 For U11 and up Scrimmage Games will be 5 on 5, run-time game play, with 60 to 90 second shifts, live puck depending on division. For the U11, being non-positional, all skaters must play all positions during each Scrimmage Game. For U9 Scrimmage Game

play will be 4 on 4, with a player in net, half ice, run-time game play, with 90 second shift intervals, live puck.

4.3 During the Scrimmage Games the evaluators will be ranking the players top to bottom in U9 and U11 and positionally (top to bottom Forwards and Defense) for U13 and up. It is possible that players may be asked to sit out of evaluation skates and or games if it is clear to evaluators that the player will be locked onto a team. This is a tool the evaluations team may (or may not) utilize to assist in identifying applicable players for the teams.

4.4 When in the “war room” discussing the rankings of each skater the Coaching Coordinator will mediate the room and will need to deal with any “Red number/outside of the standard deviation” rankings that come up. They will need to either remove them if it is not detrimental to the skater or have more discussion as to why the evaluator ranked them as such and make notes beside the player for later discussion and information.

4.5 After all of the Scrimmage Games the final movements will be made and then the Evaluations committee will move to Team Creation process considering any Injured Players, etc. *(See Operational Policy 8.4 – Team Creation)*

TITLE	INJURED PLAYER POLICY
POLICY #	Operation - 8.1.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy covers how to deal with injured players at the beginning of the hockey season for Evaluations, whether the player was injured during evaluations or before they started.

2.0 DEFINITION OF ‘INJURED’

A player shall be designated INJURED when the following conditions apply:

- 2.1** Substantial injury has been sustained, and;

- 2.2** Participation in Evaluations is not possible or would be at a level recognizably below expectation,

- and;

- 2.3** Medical documentation advising against participation in on-ice activity has been obtained.

- Recognized injures include, but are not limited to:
- Broken bones
 - Concussions
 - Hospitalizations
 - Quarantine requirements

Illnesses, such as a cold or stomach flu are not considered injuries unless accompanied by medical documentation.

Medical documentation of the injury is required. A letter from a physician or AHS stating the extent of the injury, duration of recovery and expected return date for sport participation should be sent to the Coaching Coordinator as soon as possible after the injury.

3.0 DURATION OF INJURY

3.1 An injury obtained pre or mid-evaluations does not preclude the player from returning.

3.2 Once a player is placed on the injured list, they shall remain there until notification of clearance is sent to the Coaching Coordinator. A player designated under the policy must return to the evaluation process upon clearance of documented injury.

3.3 The duration of the injury and recovery shall be determined by a medical professional and submitted to the association for determination of placement. In the event that a range of dates is provided (i.e. 4 to 6-week recovery), the association will always default to the maximum recovery time.

3.4 An injury resulting in an expected Return to Sport date beyond November 30th will void the injured player's placement on any CAHL team. In this instance, upon clearance by a medical professional, the player may be placed on an RHL or Pond team, availability dependent.

4.0 ASSESSMENT OF INJURED PLAYER

4.1 Player Completes 1 or more Evaluation Skates Prior to the Injury

A player who has completed any Evaluation Skates or Scrimmage Games within the evaluation process shall be ranked and placed on a team according to the data recorded and previous head coach recommendations. Just like all other skaters, at the completion of all Evaluation skates, injured players will achieve an Overall Rank Value, placing them within the Overall Ranking list with all skaters. Placement on teams is based on the Overall Ranking list as long as the player will have a Return to Play date prior to November 30th as stated in 3.4.

4.2 Player Injured Prior to Start of Evaluation

Injured players are assessed on a case-by-case basis. A player injured prior to the start of Evaluations shall have the following criteria considered prior to team placement

- Previous season evaluations
- Previous season level of play/team placement
- Previous head coach recommendation and/or review

Team placement is at the discretion of the Executive Committee as long as the player will have a Return to Play date prior to November 30th as stated in 3.4. In this situation, placement of injured players may cause lower ranked skaters within the system to experience Overall Rank Value adjustments.

5.0 REALIGNMENT POLICY

In the event that team placement is blatantly incorrect, and the injured player is obviously on a team too strong, it is possible to move him/her down a team and move the top player from the lower team up. This would only be done in extreme cases. Under no circumstances would an injured player be moved up after the team creation process is complete.

TITLE	EVALUATION GRIEVANCE POLICY
POLICY #	Operational 8.1.1.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy is intended to be utilized when the outlined evaluation process is not followed and a decision is rendered which impacts the placement of a player or goaltender to a program, tier and/or level of play as a result.

Grievances concerning the improper conduct of any BMHA personnel associated to the evaluation process will be dealt with in accordance with BMHA Respect Matters #2.1 policy.

2.0 POLICY

In all instances the 24-hour rule shall be adhered to prior to the submitting of a grievance associated to the evaluation process.

In all circumstance’s evaluation notes, scores, rankings and any other material associated to the evaluation process will not be released, unless deemed absolutely necessary by the individuals assigned to investigate the grievance.

At no time shall a player or goaltender be re-assessed, reevaluated or re-ranked regarding any on-ice evaluation in response to an evaluation grievance.

Evaluation grievances will be addressed as quickly as possible.

A response to the grievance will be provided in written form.

Evaluation grievances must be received within one week of the conclusion of the BMHA evaluation process and team creation. Grievances obtained outside of this period will not be acted upon.

3.0 GRIEVANCE PARAMETERS

Individuals wanting to submit an evaluation grievance are required to review and understand this policy.

3.1 The Evaluation Process

The Evaluation Process could involve sessions of timed skates, skills skates, games and tryouts. Each session is observed by a group of evaluators. At the conclusion of each session the evaluators meet and rank the observed players and/or goaltenders. To determine the player and goaltender rankings, the evaluators utilize group discussion, notes, and/or software programs.

In all circumstances the process is to be adhered to with the exception of circumstances involving an injured player or goaltender. (see Injured Player Policy #8.1.1)

3.2 The Evaluation Decision

The Evaluation Decision is the final placement of a player or goaltender to a specific program, tier or level of play based on the evaluation process.

Only grievances associated to the Evaluation Process which impact the evaluation decision will be acted upon.

Grievances based solely on the Evaluation Decision which places a player or goaltender to a specific program, tier or level will not be acted upon.

4.0 GRIEVANCE PROCESS

4.1 Grievances are to be made in writing and submitted to any member of the BMHA Executive Committee.

4.2 The following must be included in the written grievance:

- The Division(s) for which the grievance relates;
- The exact aspect(s) of the Evaluation Process being grieved;

- Any supporting documentation or information;
- The contact information of the individual submitting the grievance;
- Any resolution(s) being sought.

4.3 The Executive Member receiving the grievance will call a special meeting of the BMHA Executives to evaluate the submission to determine if the grievance meets the requirements of this policy and/or merits the necessity of an investigation.

4.4 If the BMHA Executives determine that the grievance will be acted upon, they will appoint a member of the BMHA Board, who is unrelated to the nature of the grievance, to investigate.

4.5 The member of the BMHA board appointed to conduct the investigation may obtain the assistance of up to two BMHA related individuals (with the approval of the Executive Committee Member who received the grievance) to conduct the investigation. The additional individuals may include an unrelated Parent of an BMHA player/goaltender, BMHA Staff, BMHA Committee Member, BMHA Directors, BMHA Coordinators, etc.

4.6 The BMHA Board Member assigned to investigate the grievance may contact the individual who submitted the grievance to obtain clarity and/or further information. In most cases this contact is encouraged.

4.7 The investigation will be thorough, complete and timely.

4.8 The investigation results and recommendations will be provided to the Executive Committee Member who received the grievance for review and final decision.

4.9 The Executive Committee Member who received the grievance will provide a response in writing to the individual who submitted the grievance.

4.10 The response provided by the Executive Committee Member is final. Appeals will not be acted upon.

TITLE	INTRO TO HOCKEY EVALUATIONS
POLICY #	Operational 8.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Banff Minor Hockey Association (BMHA or the Association) recognizes that the evaluation process is important to players, parents/guardians, evaluators, and the Association. All efforts are directed at ensuring that the evaluation process allows a player to demonstrate their hockey ability and skills through a fair unbiased process.

This policy covers the evaluation process for skaters being evaluated within the Intro to Hockey U7 and U9 divisions.

2.0 POLICY

2.1 All registration and tryout/evaluation fees must be paid in full, or arrangements made to pay by payments prior to the player attending Intro to Hockey evaluations.

2.2 If timed trials are utilized, a reasonable effort will be made to ensure that an independent company will be hired to facilitate the time trial session through a variety of different age-appropriate drills.

2.3 During evaluations players will be assigned a numbered pinnie and all BMHA evaluations shall be completed utilizing that player's number to identify them. Every effort should be made to ensure players remain anonymous to evaluators during evaluations.

2.5 All skaters will also need to wear either plain black or white socks during the evaluation process.

2.6 All players must participate in all skates of the evaluations according to the schedules that will be emailed out prior to and during the evaluation process.

These steps include:

2.4.1 Evaluation Skates (maximum of 2 per skater/stream)

2.4.2 Evaluation Game (maximum of 1 per skater/stream)

2.7 For all Evaluation Skates, BMHA commits to have a few volunteer evaluators made up of parents and potential coaches from various divisions to observe the skates and to rank the players.

2.9.1 Evaluators need to have some experience with player evaluation.

2.9.2 Background in hockey either as a player or coach.

2.9.3 Preferably from a different division than they have children in.

2.9.4 If possible, the ability to evaluate for the full-time frame to help with consistency and continuity.

2.8 All data from evaluation skates and games will be input either into the designated Software or Excel to rank the players using the data collected. The Time Trial data will rank the players from top to bottom and this data will be used to divide the players up into groups for the evaluation skates.

2.9 The teams will be created after the evaluation skates and approved as per the Team Creation section 5.0 below.

2.10 All questions concerning the decision or process of the Evaluation Committee shall be directed to the Division Coordinator. Player evaluation and placement is not subject to the right to appeal. (See Grievance Policy #8.1.2)

3.0 EVALUATION PHASE

3.1 No evaluation skates prior to or during the first week of school.

3.2 Must provide a minimum of 4 skates before the evaluation begins, this will be in the form of the Prep Skates included in the registration fee.

3.3 Must provide a minimum of 2 evaluation skates before grouping of players on teams.

4.0 GENERAL INFORMATION

4.1 Although it is impossible to eliminate all subjectivity, or previous coach/player experiences, the selection process will attempt to only reflect on-ice performance during the evaluation period based on the data provided by the evaluators.

4.2 Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players on their individual skills. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee. The Evaluation Committee at each level will be comprised of the applicable Director and Coordinator of the Division, Evaluations Coordinator, BMHA Executive, and Staff.

4.3 Any Evaluator or member of the Evaluation Committee will remove themselves from any discussions or decisions that are required to be made regarding his or her own child.

4.4 Any injury, illness, or other absence which prevents a player from completing the evaluations will be dealt with by the Evaluation Committee on an individual circumstance basis. The Evaluations Committee will look to the Operational Policy – 8.1.1 Injured Player Policy for guidance, however with players new to hockey or players that were not ranked at the end of the past season, it will be hard to use the software, therefore for the Competitive U9 teams the Evaluations Committee may use prior season evaluations, prior season level of play and prior coach reviews in making a determination of placement. Please note however that all players are strongly encouraged to make every effort to attend evaluations as relying on previous season information is not as accurate and may result in your child being placed in the City league.

4.5 Attendance during the Evaluations is mandatory. Failure to participate in any scheduled evaluation session will result in the following, unless it is due to an injury or serious illness and then you would refer above or to the Operational Policy 8.1.1 – Injured Player Policy.

4.5.2 If a player misses an Evaluation skate, they will fall one group for the next

evaluation skate.

5.0 EVALUATION PROCEDURES

5.2 The Evaluation Games will be 4 on 4, with a player in net, half ice, run-time gameplay, with 60-second shift intervals, and live puck. All skaters must play all positions during each evaluation skate.

5.3 During the Evaluation Skates the Evaluators will be ranking the players from top to bottom. At the conclusion of each division's skates for the day, the Evaluations Committee will then decide based on the ranking numbers, given by all evaluators, that were input into the designated Software, how many skaters will move up or down for the next skate based on the mathematical breaking point. There could be anywhere from 0 – 8 players approximately move groups after each skate.

5.4 When in the “war room” discussing the rankings of each skater the Evaluations Coordinator will mediate the room and will need to deal with any “Red number/outside the standard deviation” rankings that come up. They will need to either remove them if it is not detrimental to the skater or have more discussion as to why the evaluator ranked them as such and make notes beside the player for later discussion and information.

5.5 After the two Evaluation Skates, the players will be ranked top to bottom. Each season based on registration number analysis, the Executive Committee will determine the number of teams for each division. The top players will be placed on the Black Bear team, striving for 18 players per team and the rest of the players will be divided up into the remaining number of Grizzly Bear teams

TITLE	GOALTENDERS EVALUATIONS
POLICY #	Operational 8.3
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Banff Minor Hockey Association (BMHA or the Association) recognizes that the evaluation process is important to players, goaltenders, parents/guardians, evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a goaltender to demonstrate their goaltending ability and skills through a fair unbiased process.

This policy covers the evaluations process for goaltenders being evaluated within the U11 to U18 divisions at the CAHL and RHL levels.

The intent of the BMHA Goaltender Evaluation Policy is to accurately place goaltenders on appropriate teams based on the goaltender’s skill and ability through a fair, unbiased, professional and fun evaluation process.

2.0 POLICY

2.1 All registration fees must be paid in full, or arrangement made to pay by payments prior to the player attending evaluations.

2.2 During evaluations goaltenders will be assigned a numbered jersey or pinnie and all BMHA evaluations shall be completed utilizing that players number to identify them. Every effort should be made to ensure a player remains anonymous to evaluators during evaluations.

2.3 Individuals that are wanting to be evaluated as a goaltender are required to supply their own goaltender equipment which meets the appropriate standards for safety, fit and condition. Goaltenders observed with improper or inadequate equipment will not

be able to participate in the evaluation process until their equipment is deemed appropriate.

2.4 All goaltenders must participate in all levels of evaluations according to the schedules that will be emailed out prior to and during the evaluation process. The goaltender evaluation process is based on assessing goaltender skills, abilities and knowledge as they apply to the game of hockey.

These steps could include:

2.4.1 Goaltender evaluation skill skates (maximum of 2 per goaltender)

2.4.2 Scrimmage Games (maximum of 2 per goaltender)

2.4 For all Evaluation Skill Skates and Scrimmage Games, BMHA commits to have a few volunteer evaluators made up of parents and potential coaches from various divisions as well as community members, non-BMHA members, to observe the skates and to rank the players

2.4.1 Evaluators should have experience with player evaluation.

2.4.2 Suitable background in hockey either as a player or coach.

2.4.3 Evaluators must not have a player in the age group being evaluated.

2.4.4 If possible, the ability to evaluate for the full-time frame to help with consistency and continuity.

2.4.5 Community Members, non-BMHA members, are subject to approval by the Coaching Coordinator

2.5 All data from Evaluation Skills Skates and Scrimmage Games will be input into the designated Software or Excel to rank the players using the data collected. No player should be contained in any other application besides the designated Software.

2.11 All questions concerning the decision or process of the Evaluation Committee shall be directed to the Coaching Coordinator. Player evaluation and placement is not

subject to the right to appeal. (See Operational Policy – 8.1.2 Evaluation Grievance Policy)

3.0 GENERAL INFORMATION

3.1 Although it is impossible to eliminate all subjectivity, or previous coach/goaltender experiences, the selection process will attempt to only reflect on-ice performance during the evaluation period based on the data provided by the evaluators.

3.2 Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank goaltenders on their individual skills. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee. The Evaluation Committee will be composed of the Coaching Coordinator, President, Registrar and two more individuals either from the BMHA executive or qualified BMHA coaches.

3.3 Any Evaluator or member of the Evaluation Committee will remove themselves from any discussions or decisions that are required to be made regarding the division (age group) of their own child.

3.4 Any injury, illness or other absence which prevents a player from completing the evaluations will be dealt with by the Evaluation Committee via the Operational Policy – 8.1.1 - Injured Player Policy. The Evaluation Committee shall be entitled to utilize prior season evaluations, prior season level of play and prior coach reviews in deciding of placement. Please note however that all goaltenders are strongly encouraged to make every effort to attend evaluations as relying on previous season information is not as accurate and may result in your child being placed in a lower tier than expected.

3.5 The numbers gathered in the Evaluations process will be the data used to place players on teams, note that injured goaltenders may cause changes in the data and/or placement.

3.6 Attendance during the Evaluations is mandatory. Failure to participate in any scheduled evaluation session will result in the following unless it is due to an injury, an extenuating circumstance (requires Evaluation Committee approval) or serious illness and then you would refer to the Operational Policy 8.1.1 - Injured Player Policy.

3.6.1 If a goaltender misses an Evaluation Skate or Scrimmage Game, they will be automatically placed in the lowest group

3.7 It is the BMHA's intention that every U11 and up team has at least one goaltender listed on their roster. As with players, some 'blue' skilled goaltenders may be required to play on a 'red' skilled team as a result of the goaltender's ranking and the described need.

4.0 EVALUATION PROCEDURES

4.1 All goaltenders will have a minimum of one Evaluation Skills Skate and a minimum of one Scrimmage Game.

4.2 During the Evaluation Skills Skate all goaltenders will perform the same drills, measured in the same manner, throughout the division. Skills tested may include skating, positioning, movement, save selection and game scenario drills. Drills will be division specific and based on the expected proficiency of each age group.

4.2.1 Drills will not be provided to the goaltenders prior to the skill session in which they are being utilized. This is done to ensure goaltenders are not 'training' specific drills leading up to the goaltender evaluation process. However, the drills will not be complex, overly demanding and/or overly confusing. The drills will usually consist of one or two movements followed by a save selection.

4.2.2 Goaltender Evaluations Skill Skates may happen at the same time on the same ice as Player Evaluation Skills Skates

4.3 The Scrimmage Games will consist of:

- 5 on 5
- Short warm up
- 60-minute run time games
- Live puck
- Full ice

4.3.1 Goaltender rotation templates will be utilized to accommodate the number of goaltenders per group and the specific amount of scrimmage time to ensure

that all goaltenders receive equal playing time at both ends of the rink and against all players.

4.3.2 If required, the goaltenders will be rotated into play from the penalty box

4.3.2 At the conclusion of each session of scrimmage skates the goaltender evaluators will, if required, make recommendations concerning the movement of goaltenders from one group to another for the upcoming scrimmage session.

In all instances, the movement of a goaltender from one group to another is not indicative of that goaltender's ranking during the scrimmage skates. The movement of goaltenders is only a mechanism which the evaluators can (or may not) utilize to reach their final rankings at the completion of the entire evaluation process.

4.4 After all of the Scrimmage Games the final movements will be made and then the Evaluations committee will move to Team Creation process considering any Injured Players, etc. *(See Operational Policy 8.4 – Team Creation)*

TITLE	TEAM CREATION
POLICY #	Operational - 8.4
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will help give direction to the BMHA Division Coordinators to create tiered teams as required in our CAHL/Competitive leagues and to create parity teams for our RHL/City leagues. The objective is to place all players on the team for which they are best suited and best for their development, in a manner that is standardized, fair, and transparent using our evaluation policy and processes.

2.0 PRE-EVALUATIONS

Based on the number of registrations in each division at the start of the season, the Executive Committee along with the BMHA staff will determine how many teams will be viable in each division and stream for the upcoming season.

At the end of this document, find a table listing the number of teams/players/goalies for the past season to use as a guide in making future decisions.

Once the Executive Committee has finalized the number of teams we will be offering, then we will run our players through the evaluation process.

3.0 TEAM FORMATION POLICY

For Competitive teams and based on registration numbers the teams will be made up of:

DIVISION	FORWARDS	DEFENCE	GOALIES
U18	10 or 11	7 or 6	2

DIVISION	FORWARDS	DEFENCE	GOALIES
U15	10 or 11	7 or 6	2
U13	9	6	2
U11	9	6	2

For RHL teams, based on the number of registrations and players that are released from CAHL/Competitive Evaluations, the teams will be created with the intention of parity teams within the division. If the draft process doesn't create equal teams, the subsequent Parity skates are used to identify misplaced players and adjustments made as required.

4.0 APPROVAL PROCESS

After the final skate, the Stream Director and Division Coordinator, along with the Evaluations Coordinator, who is knowledgeable with the designated Software, Coaching Coordinator, a member of the BMHA Staff, and assigned Head Coaches will review the teams.

Once confident in the rankings, the team lists will be printed off, dated, and signed off by the Executive Committee VP, Stream Director, Division Coordinator, and Evaluations Coordinator to acknowledge approval of the team. This can be done via email in the event someone is not available to sign and then the email will be printed off and attached to the team printout and maintained in the BMHA office. If any of those signers are not able to sign a different member of the Executive Committee will be able to sign off on their behalf.

If there are any issues a member of the Executive Committee will be consulted prior to approval. After the teams are approved, the Stream Director and Coach Coordinator will assign Head Coaches, who have previously been interviewed and approved to be Head Coach and assign them their teams.

5.0 TIMELINE

5.1 CAHL/Competitive Teams

After the final skate for CAHL/Competitive teams, an email will go out within 24 hours informing the players that they have successfully made a Competitive team and another email will go out to the released players telling them they are moving to the RHL/City tryout process.

Then, within 48 hours of the first email, the CAHL/Competitive teams will be approved, and a communication will go out from the Head Coach. If no Head Coach has been assigned to the team, an email from BMHA letting the players know which team they are on and requesting a Head Coach to step forward will be sent out.

5.2 RHL/City Teams

After the final parity skate for the RHL/City teams, any final movements will be made and then within 48 hours, a communication will go out from BMHA to the players informing them of which team they are on, including the team name and who their Head Coach is. Alternatively, the Head Coach may send a welcome communication prior to the first practice.

TITLE	COACH SELECTION
POLICY #	Operational - 8.5
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This document will serve as the guidelines for selecting coaches for both our paid and volunteer positions each season. The main purpose of this policy is to provide for fair, transparent and consistent selection processes of selecting Head Coaches that best exemplify the goals of BMHA.

2.0 COACH ELIGIBILITY

For our volunteer coaches, only people who apply and register each year will be considered to coach within BMHA for that upcoming season.

Coaches with a wide range of experience and coaching background will be eligible for Head Coach roles. Coach interviews will take place with the Coaching Coordinator and other members of the BMHA Coach Selection Committee.

All BMHA Coaches must complete, at a minimum, the Respect in Sport Activity Leader course and provide a clear RCMP Criminal Record Vulnerable Sector Check as per Policy #5.1 Volunteer Screening. Head Coaches will/may be required to obtain more Hockey Alberta courses based on the level of hockey they will be coaching. Refer to the Hockey Alberta website for Coach Education Requirements and deadlines to have the courses completed by.

3.0 COACHING SELECTION COMMITTEE

The committee may consist of the following: - 1 or 2 Executive Board Members including the Coaching Coordinator

4.0 RANKING PROCESS

Applicants will be ranked based on their interview, their previous training, their current Hockey Alberta coach certifications, experience, and results from previous coach surveys.

5.0 TEAM STAFF

The minimum volunteer staff of each team in every category will be 3.

- Head Coach – Selected by the Coaching Selection Committee
- Assistant Coach – Selected by the Head Coach
- Team Manager – Selected by the Head Coach

Each team can roster up to 6 coaches, 1 Head Coach and 5 Assistant Coaches and more with BMHA approval, however a team can only have a maximum of 5 team staff on the bench for a game.

It is recommended to not have a husband and wife be a Head Coach and Team Manager of the same team.

6.0 All Coaches must commit to participate in the start of the season Coach Meetings/Symposium, Evaluations of their or other divisions, and Coach Development Clinics held throughout the season.

TITLE	TEAM MANAGEMENT
POLICY #	Operational 8.6
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

The Team Manager (TM) is a central figure in creating the flow of communication, not only between the team coaches, parents and players, but also between the team and BMHA, other teams, associations, referees, etc.

Ultimately, the TM will need to ensure all of the off-ice tasks are completed. This does not mean that the TM has to do it all; they just need to ensure that it gets done through delegation.

By taking on the operational aspects of the team, the TM enables the coach to focus on player development and on-ice instruction to provide the players with a rewarding hockey experience.

This policy will cover the requirements that a TM will need to ensure is happening for their team over the duration of the hockey season.

2.0 POLICIES AND PROCEDURES

There are a number of things that the TM must do each year. Here are some items:

2.1 Start of the season Team Meeting

2.1.1 Request parents to take on Volunteer Positions, such as:

- Treasurer to co-sign a team bank account
- Jersey Parent
- Apparel person, if required to organize and order any apparel needed possibly team socks
- Someone to organization Score box volunteers for games
- Data entry person for home game sheets

- Team Photo
- Fundraising
- Tournament Coordinator
- Snack or food person for games, if required
- Etc.

2.1.2 Decide and Vote, on # of Tournaments to attend

2.1.3 Decide and Vote, if purchasing extra apparel

2.1.4 Hand out Player Contract and Medical forms

2.2 Open a Team bank account with the Treasurer

2.3 Set a Budget and communicate it to all parents, sending a copy to the TM Coordinator by Nov 30th and then a follow up year-end by March 15 reflecting all actual income and expenses

2.4 Collect Team fees

2.5 Collect completed Player/Parent/Coach Contract, if applicable

2.6 Collect and ensure the Player Medical Forms are brought to all games

2.7 Set up RAMP app for your team

2.8 Find Tournaments

2.9 Other operational items like Exhibition and Travel game permits, booking hotels, etc.

3.0 INITIAL PARENT/COACH MEETING

As early as possible you should have a mandatory meeting of at least one parent of each player and all the coaches. The Head Coach (HC) can discuss their plans, strategy and philosophy for the season and the TM can try to solicit volunteers to take on some of the roles needed to have a smooth and successful season.

4.0 BUDGET AND TEAM BANK ACCOUNT

4.1 Budget

BMHA requires that every team create a simple budget of projected funds in and funds out for the season. This initial budget needs to be shared with the TM Coordinator and team parents by the end of November and then an interim budget again in January and a final showing actual numbers by March 15th.

Here is a sample of a simple budget. We have a template for you to use on the website.

Team Name	<i>As of Dec 31st</i>		
Income:	Proposed	Actual to date:	Notes:
Cash Calls \$225/player includes \$125 track suit	\$3,825.00	\$3,825.00	
West Jet Fundraiser (\$5/ticket 30 per player)	\$2,550.00	\$2,600.00	10 Extra tickets sold
Total Money in:	\$6,375.00	\$6,425.00	
Expenses:	Budgetted	Actual to date:	
12 Track Suits	\$2,125.00	\$2,125.00	Paid Chq #001
Bus trip to ??	\$1,500.00	\$1,527.75	Paid Chq# 002
Bus Trip to ??	\$1,100.00	\$0.00	Feb 9th
West Jet Ticket Printing	\$200.00	\$174.63	Paid Chq #003
Bank Charges & cheques	\$50.00	\$6.13	To Dec 31st
Playoff Fees	\$150.00	\$0.00	Due in Feb
Coach Gifts	\$300.00	\$0.00	End of season
Team Windup	\$450.00	\$0.00	End of season
Exhibition Games x 2	\$500.00	\$297.58	Paid Chq# 004
Total Money out:	\$6,375.00	\$4,131.09	
Difference Grand Total:	\$0.00	\$2,293.91	Still outstanding Expenses
		\$134.94	Any excess will be refunded at end of season to each family

Some things to budget for are:

- Tournament registration fees
- Bus costs
- Coach Gifts for end of season
- Laundry detergent for the Jersey parent
- Food for away trips
- Apparel costs like socks or track suits
- Team windup
- Playoff fees

- Etc.

All money to be spent needs to be discussed initially with the parents and voted on. If during the season the amount that was agreed on changes drastically then a new vote or communication needs to go out to the parents for a subsequent vote.

Budget amounts should be reasonable for the division and should be agreed upon by the team. Budgets should include details as to Revenues (Cash Calls, Fundraising, Sponsorship, etc.) and Expenses.

4.2 Team Bank Account

Each team also has to open up a Bank account in the team name and have a minimum of 2 signers on the account. All cheques for the team need to be made out to the team bank account name. At no time should team funds be put through someone's personal bank account.

Once the team account is opened the TM will need to send a picture or copy of the first bank statement to the TM Coordinator to show that the account has been opened.

NOTE: *If the budget is not sent into the TM Coordinator or given to the parents by the due dates or if a Team Bank account is not being used properly the team could be penalized by BMHA declining Travel or Exhibition Permits or suspending a coach.*

5.0 COLLECTION OF REQUIRED FORMS

5.1 Medical Form

5.2 Player/Parent/Coach Contract form

6.0 SUBMISSION OF INFORMATION TO BMHA

6.1 Coaching Staff

The TM will need to provide BMHA with a list of the assistant coaches including their first and last name, birthdate, email and phone number. The TM should ensure that these individuals have completed the RAMP Coach Registration, the required Respect in Sport Activity Leader and sent in a valid Criminal Record Check, if required.

6.2 Data Entry person

By the middle of October, the SCAHL, CAHL and RHL Data Entry person's name and email needs to be submitted to the BMHA.

6.3 CAHL and RHL Tournament Blackout dates need to be submitted to BMHA one week prior to the leagues required dates.

7.0 EXHIBITION AND TRAVEL GAME PERMITS

7.1 Exhibition Games

For any home exhibition game, the TM must complete an Exhibition game form that can be found on the BMHA website so that BMHA can submit the request to Hockey Alberta to get the exhibition game sanctioned. Once sanctioned then the visiting team will need the sanction number to get their travel approved.

At no time during the season can an BMHA team play an exhibition game against another BMHA lower or higher ranked team.

7.2 Travel Games or Tournaments

For any exhibition game or tournament that a team will be traveling outside of Banff to play, the TM must complete the Travel Permit form found on the BMHA website prior to the event so that BMHA can submit it to Hockey Alberta for approval. When traveling to a game or tournament the host team should have already gotten the event sanctioned and the TM will need that number to complete the permit. The TM needs to ensure that the team will not be missing any regular scheduled games to attend.

This is NOT required for regular season or playoff games.

8.0 TRACKING PARENT VOLUNTEER REQUIREMENTS

The TM will be responsible to track the parent volunteer hours for their team. The TM will be checking in throughout the season to ensure all parents are aware of how many hours they have contributed to their individual teams to ensure that everyone does their part.

If the parents are not signing up for and/or completing their applicable volunteer hours the TM will notify the BMHA office staff to put the volunteer fee through their players RAMP account as per the Team Volunteering Policy 8.8.

Each family is required to provide a minimum of 10 hours of volunteering to support their team during the season and 2 hours per family if the team has a home tournament.

9.0 CASH CALLS

Teams may request cash calls throughout the season for varying amounts to be able to fund team agreed upon activities. Failure to provide the team with the required cash call payments may result in the parent and/or player suspension(s).

10.0 MUSIC PLAYED DURING GAMES

The TM needs to ensure that parents volunteering in the score box for home games are aware that they need to only play clean radio versions of music while in the box. Playing inappropriate music, with racial slurs or foul language, is against the 2.1 Respect Matters Policy and consequences, as per the policy could include suspension from BMHA events.

TITLE	RETURN TO PLAY
POLICY #	Operational - 8.7
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy is to help guide team staff while working with parents of injured players. BMHA is committed to the health and safety of its players and have developed the following policies to ensure that players seek the appropriate medical assistance and have properly recovered from their injuries before returning to play.

2.0 POLICY

If a player sustains a bodily injury during any team practice, game (exhibition, regular season, playoff, or tournament), training or team event whereas the player is removed from the ice and then from the game, required to seek a physician’s consultation and/or emergency medical assistance, the player will require documentation from a medical physician that they are cleared to return to play.

As per Hockey Alberta and Hockey Canada Concussion Protocol, if a participant is suspected of having a concussion, the following steps MUST occur:

2.1 The participant is immediately removed from play, regardless if the concussion occurs on or off the ice and they are not permitted to return to play that day. If there are doubts, assume that a concussion has occurred. “When in doubt – sit them out.” The coach/manager/health and safety person on the bench can refer to the Concussion Recognition Tool. A hard copy of this should be kept with the first aid kit in the coach bag.

Concussion Recognition tool:
<https://coach.ca/sites/default/files/2020-01/CRT5.pdf>

2.2 The participant is referred to a physician for diagnosis as soon as possible and the coach/manager should be completing page 1 of the Hockey Canada Injury Report (HCIR) form, taking a photo of it and emailing the photo to Hockey Alberta for tracking purposes. The coach/manager will then give the form to the parents to complete the page 2 section for insurance purposes, if required. Blank Copies of these forms should be kept in the Coach bag.

Hockey Canada Injury Report (HCIR) form:

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/2020/2020_injury_report_hockeycanada_omha_e.pdf

2.3 Once a participant, who is experiencing “concussion like symptoms” is diagnosed with a concussion by a physician, the participant is not permitted to return to play or practice/training until all of the ‘return to play’ requirements are met.

Hockey Canada Concussion follow up and Communication Form and the Hockey Canada Concussion Card listing all the steps: <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/hockey-canada-concussion-policy-e.pdf>

NOTE: All of these forms can be found on the Hockey Alberta website under;

Member → Safety Management → Concussions → Resources → HC Concussion Policy

When the document states in Step 5 of the Return to Play - Body Contact - it is referring to a full-on practice with all drills and no special jersey to denote “*do not touch this player.*” After a full practice has been completed and the player has waited 24 hours with no return of symptoms, then they can move to Step 6 - Playing in a game.

2.4 Written clearance from a physician is required before the participant can return to play. A copy of this declaration is maintained by the Team Manager.

3.0 MORE EDUCATION

Please refer to the University of Calgary Online Concussion Free Course
<https://kinesiology.ucalgary.ca/current-students/online-concussion-course>

TITLE	TEAM VOLUNTEER POLICY
POLICY #	Operational - 8.8
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Banff Minor Hockey relies heavily on its volunteers to ensure a smooth and successful season. Our volunteers have a profound impact on all of our young athletes and BMHA recognizes that without the immeasurable contribution of its volunteer's minor hockey would not exist. To ensure we have enough volunteers each season, BMHA has implemented a volunteer policy.

There will be no shortage of volunteers needed each season and in some cases many families will do well over the required minimum 10 hours PLUS 2 hours for a tournament of volunteer work per child. The success of our hockey program is only as good as the TEAM of our volunteers.

This policy relates specifically to volunteering for your individual players team not the association. There is lots of opportunity to help with the association as well so please let's get involved and remember it's for YOUR kids.

2.0 POLICY

2.1 New Family Volunteer Policy

BMHA has a new Volunteer Policy. We want to ensure that all teams have enough help to make the season a positive one for all players. All BMHA families are expected to volunteer a minimum of 10 hours per player on their players' respective team. If you have more than one child then you will need to volunteer the 10 hours on each of your child's teams.

2.2 Parent Sign Up

At the beginning of the season each manager will list the volunteer positions for your team. Each family will sign up for a position(s) that will fulfill their 10 hour minimum.

2.3 Tracking

Each Team Manager will track the parent's hours for their team. On October 30th each manager will report to the BMHA office any family members who refuse to sign up for their volunteer hours. The manager will also have two additional reporting dates, December 15th and the end of the season to report the status of the parent volunteer hours. If these hours are not met see section 2.5 below.

Your Team Manager will be checking in throughout the season to ensure everyone is aware of how many hours they have contributed to their individual teams to ensure that everyone does their part.

2.4 Requirement

Each family will be required to complete a minimum of 10 hours for each player registered in BMHA AND a minimum of 2 hours of tournament volunteer hours, if applicable.

2.5 Team Positions/Hours

<u>Organization Positions</u>	<u>Hours Given / Credit</u>
Picture Day Volunteers	Per Hours Worked
Evaluation Volunteers	Per Hours Worked
<u>Team Based Volunteers</u>	<u>Hours Given / Credit</u>
Head Coach	Full Credit
Assistant Coach	Full Credit
Team Manager	Full Credit
Team Timekeeper	Per Hours Worked
Team Penalty Box	Per Hours Worked
Team Scorekeeper	Per Hours Worked
Team Tournament Organizer	Per Hours Worked
Team Social/Events Coordinator	Per Hours Worked
Team Fundraising	Per Hours Worked
Other Team Position, as per TM	Per Hours Worked

This chart is just a guideline and many other positions can and will come up during the season. Please keep in contact with our Team Manager to see where you can help out.

2.5 If Requirement is not met

After October 30th if the team manager lets the BMHA registrar know about a parent refusing to volunteer, the BMHA will add a \$300 volunteer exemption fee to the reported families TeamSnap account. The family will have until November 15th to pay the exemption fee or their player will be suspended until the fee is paid. If the fee is not paid and the player does not return to play, there will be no registration refund for that player.

The manager will have two additional reporting dates, December 15th and the season end. If the manager reports on December 15th that a family is not fulfilling their volunteer hours then the family will have the \$300 exemption fee added and 15 days to pay the fee. If the family does not pay the fee, then the player will be suspended until the fee is paid.

If the report from the manager is at the end of the season the fee will be added to the families TeamSnap account and will need to be paid prior to registering for the next season. Additionally, a note will be added to the players Hockey Canada profile to say that the player is NOT a member in good standing. This will prevent the player from joining another minor hockey association until the fee is paid.

Any fees collected will go back to the Team to use.

TITLE	FUNDRAISING
POLICY #	Operational - 8.9
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

It is the policy of BMHA to endeavor to keep hockey as affordable as possible for its players and families. As such, fundraising activities and sponsorship opportunities from local businesses may be needed in order to mitigate cost escalation. Players and/or players' families may be asked to participate in fundraisers that benefit the association as a whole as well as their individual team(s).

2.0 POLICY

For the purpose of this policy, we would like to note that fundraising refers only to activities that involve members of the public or persons other than player families.

2.1 Fundraising by the Association

The Fundraising Committee will be responsible to establish, for approval by the Executive Committee, all fundraising initiatives to be undertaken by the Association during each season.

2.2 Fundraising by Individual Teams

Individual teams may wish to fundraise in order to offset tournament registration, apparel or event costs, etc. for their team. It should not be the intent to have team fundraisers subsidize the cost of the registration for the players of any team. Further, no team shall accumulate excess funds over the actual team expenses or profit from fundraising. In the event that extra funds were raised those would need to be donated to the BMHA Benevolent Fund.

It should be made clear at a parent meeting prior to any fundraising that you are fundraising as a team and a majority vote must be in favour of fundraising.

2.3 Reporting Funds raised

All fundraising activity is to be documented, collected, disbursed and recorded. This information is to be provided to all team members upon request. Individual teams must complete a budget at the start of the season and report twice to their team and BMHA on all money in and out of their team account. This report must go to all parents on the team to ensure transparency of all money raised.

3.0 Alberta Gaming, Liquor and Cannabis Commission (AGLC) Fundraising

All guidelines set forth by the AGLC must be followed for any fundraising done under the AGLC (i.e. raffle tickets, 50/50, etc.)

BMHA staff and Executive can request copies of the AGLC fundraising financial reports, including receipts and other documentation, at any time for any AGLC Fundraising done under an BMHA team.

TITLE	EQUIPMENT MANAGEMENT
POLICY #	Operational 8.10
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Every player taking part in any BMHA hockey game or practice must be dressed in the proper equipment. Proper equipment for hockey is deemed to be the following:

1.1 CSA approved helmet and face mask, that is properly done up

1.2 BNQ certified neck guard/protector

1.3 Shoulder pads

1.4 Elbow pads

1.5 Hockey pants/girdle

1.6 Hockey gloves

1.7 Athletic support cup

1.8 Shin pads

1.9 Skates

1.10 Mouth guard - Recommended for U11 and above

1.11 Practice Hockey Jersey and Socks

This equipment is the responsibility of the parent/guardian to provide for the player. Parents have the responsibility to ensure that all the necessary equipment is worn properly in accordance with the Hockey Canada and/or Hockey Alberta requirements.

BMHA will provide some equipment to borrow by teams and individuals based on division and need, etc.

BMHA will provide game jersey's for the season, see below for more details.

2.0 POLICY

This policy will guide the use and return of the BMHA equipment by teams and individuals throughout the season.

3.0 ASSIGNED EQUIPMENT

3.1 Jerseys

3.1.1 Two jerseys per player will be provided by BMHA for all U18 to U13 divisions. They will be loaned out for the year and a jersey deposit charge of \$100 payable in mid April after the season will be charged if the jersey's are not returned in a reasonable condition. If the jersey's are returned the final payment will be cancelled.

3.1.1.1 U18 teams may elect to purchase a third jersey, at their own cost, to keep at the end of the season, however they must meet the Apparel guidelines in Policy #3.6, and they can have their names added.

3.1.2 Jerseys are required to be cleaned and inspected on a regular basis.

3.1.2.1 Each team must select 1-2 Jersey Parents to maintain care and control of the jerseys for the season, including transportation to and from games, wash and repair any jerseys regularly.

3.1.2.2 If the jersey(s) condition is compromised beyond regular use, that individual wearing the jersey will be responsible for replacement of the jersey(s).

3.1.2.3 Jerseys are to be worn for games only, not practices. Players will need to have their own jersey for practice, or the team may fundraise to purchase a set of team practice jerseys, that the player will be able to keep at the end of the season.

3.1.2.4 Name bars cannot be added to the BMHA jerseys.

3.1.2.5 C's & A's can be added if they are removable without leaving any lasting marks, cuts or holes. Damage caused by improper application of A's and C's is not considered regular use. Hand stitching is best.

3.1.2.6 Sponsor logos cannot be permanently fixed to the jerseys.

3.1.4 U9 and U7 will be provided one jersey per player at the beginning of the season and must return it at the end of the season. A jersey deposit charge of \$100 payable in mid April after the season will be charged if the jersey's are not returned in a reasonable condition. If the jersey's are returned the final payment will be cancelled.

3.1.5 Recreation players will receive a jersey that they can keep at the beginning of the season to use for their games all year.

3.2 Socks

3.2.1 U11 to U18 will need to purchase their own socks for their team. The team can choose either mesh or knitted socks, but they must be consistent for all players on the team. Players will need to purchase a dark and light coloured sock. Teams can elect to fundraise to help cover the cost of socks.

3.2.3 U9 teams will need to purchase their own set.

3.3 Goalie Equipment

3.3.1 SCAHL (AA), CAHL (Competitive Stream) goalies will need to provide their own equipment.

3.3.2 All RHL goalies must provide their own gear.

3.3.3 U9 city streams will be provided goalie equipment to use for the season. The team will have to pay to get the equipment cleaned at the end of the season before returning it.

3.4 Pucks

3.4.1 Each team will be provided a bucket of 50 pucks at the start of the season and they are to be returned at the end of the season.

3.4.2 U7 will receive the blue lighter weighted pucks.

3.5 Game Sheets

Each team U11 to U18 will receive enough game sheets, from BMHA or their applicable league, for all regular games for the season. These sheets should not be used for exhibition or tournament games.

3.6 First Aid Kits

Each team will receive a First Aid kit at the beginning of the season that should be brought to all practices and games.

Any equipment that is damaged or missing and has not been repaired by the time of the equipment return, will be fixed or replaced at the team's expense. All equipment must be returned in its entirety, cleaned and in satisfactory condition at the Equipment Return days.

Hockey socks and used First Aid kits are not to be returned.

All lost or stolen BMHA equipment must be reported to the Equipment Manager as soon as possible.

4.0 Coach Tools

BMHA has a supply of coaching tools at the Ron Ebbesen Blue, Murray Buchanan Gold, Genesis Shane and Rocky View arenas for use during practices.

It is the responsibility of the coaches to ensure that the equipment is put back in the proper storage cages after use.

Types of equipment available:

- Tires (variety of sizes)
- Danglers
- Balls
- Small and Medium nets
- Parachutes
- Weight vests
- Pylons
- Skating circle tool to help with young skaters to learn crossovers
- Bumper pads for U9 (Novice) and U7 (Initiation)
- Etc.

TITLE	AFFILIATION POLICY
POLICY #	Operational 8.11
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

Hockey Alberta Bylaw and Regulations Section B – Minor Hockey 7.16 & 7.17:

7.16 Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an "Ineligible Player" for the affiliated team. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

7.17 Appearance of an Affiliate Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report. All Affiliated Players being used in a game must be marked "AP" on the game record.

Please refer to the Hockey Alberta Bylaws, Section 7 for the full details on Affiliation.

2.0 BMHA POLICY

2.1 The goal of this policy is to have teams communicate and work together with the affiliation process. This will allow our players the best opportunity for growth and development, without being detrimental to other teams. If coaches are not following this process or denying requests, BMHA will have to step in to make decisions regarding affiliation requests. In the event that a Head Coach or Team Manager is unable to be reached, the BMHA President will make a decision regarding the affiliation process.

2.2 Affiliated players will NOT be permitted to replace suspended players.

2.3 Affiliated players will only be permitted to affiliate to one team during the season.

3.0 PROCESS

Once players have been officially added to the teams Hockey Canada Registry (HCR) roster, the following guidelines will be observed to aid the process:

3.1 Head Coach (HC) contacts their Team Manager (TM) indicating they require affiliates for the next game(s).

3.2 That TM then contacts the affiliate players (AP) TM requesting an affiliate player.

3.3 Affiliate TM gives the AP contact information to the requesting TM.

3.4 The HC or TM of the requesting affiliates team then contacts the APs parents to ask them if the AP can play for them.

3.5 The AP then decides yes or no.

3.5.1 If yes, the TM informs the APs HC when the AP will be playing for the higher team to determine if the lower team will require an AP if they have a conflicting game.

3.5.1.1 It is imperative that the HC give the player the opportunity to say yes or no.

3.5.1.2 It is not the HCs decision, as it is an opportunity for the player to get some higher-level experience and the HC should not get in the way of that.

3.5.1.3 Only in extreme circumstances will the HC be able to stop the AP movement from happening.

3.5.2 If no, then the TM informs the higher Team's TM that the AP is not available and finds out if they would like to use a different AP from their team, and then the TM goes back to step 3.3.

4.0 WHO CAN AFFILIATE TO WHO

4.1 RHL League

U11 - U18 follow the Rockies Hockey League Affiliation rules. Based on the number of teams each season these plans may change annually.

4.2 CAHL League

U11 - U18 CAHL* team's please review and understand the specific league regulations regarding Affiliates.

**CAHL – Affiliates will be added after tiering rounds unless special circumstances.*

5.0 AFFILIATION REMINDERS

5.1 Players can only be affiliated to one team

5.2 Head Coaches and Team Managers **MUST** make sure their affiliate players are properly rostered prior to playing your affiliate player(s) and notify the league CAHL or RHL prior to using them the first time so that they can get entered into the system.

5.2.1 Playing ineligible players will result in a suspension of the Head Coach by Hockey Alberta.

5.2.2 Minimum FOUR (4) Game Suspension for the Head Coach.

5.3 Players cannot choose the team they want to affiliate to.

TITLE	ACCELERATION POLICY
POLICY #	Operational - 8.12
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

To provide the opportunity for a hockey player who has demonstrated exceptional ability in the past, to play above their normal age level. To maximize the development of their abilities by advancing the player to the division which best enhances their development as a hockey player. BMHA will align this policy with the Hockey Alberta Bylaws and Regulations with respect to Acceleration. In all cases a league policy will supersede the BMHA policy.

2.0 POLICY

This policy will apply to U11, U13 and U15 second year players and the U15 second year female players within BMHA. The policy must be applied to all instances of player acceleration, without exception. The same procedure will apply with regards to assessment, including the division's ability/need to have additional players and the players' ability. These assessments will be made by the Acceleration Committee and the outcome and decision will be presented to the Executive Committee (EC).

3.0 ELIGIBILITY

To be considered for player acceleration, in U11, U13 or U15, a player must demonstrate "extraordinary attributes" compared to their peer hockey group and be able to make the highest-level team in the higher division or if other extenuating circumstances exist as approved by the board.

For all players aged U11, U13 and U15 being considered under the Acceleration Policy, the committee will assess:

- Hockey Skills
- Physical Maturity
- Psychological and Emotional Maturity
- Attitude
- Desire

4.0 ACCELERATION PROCESS (U11, U13, U15 or U15 Female)

4.1 Players register in their proper division.

4.2 Written Request to the Executive Committee by August 1st.

Underage players must inform the EC and BMHA staff in writing if they wish to be assessed to play in a higher division prior to August 1st. The written request must include:

- Rationale for the assessment
- A written letter of recommendation from the previous seasons Head Coach and Division Coordinator
- Available statistics
- Indication if the player will stay with BMHA even if they don't make the higher team.

A fillable Player Acceleration Application is available on the BMHA website under Forms.

5.0 OTHER CIRCUMSTANCES

If a player begins evaluations in their appropriate age category and an BMHA Executive Subcommittee determines it is appropriate to move the player into the next higher age category based on input from the evaluators the above application procedure will be waived.

The player may be returned to their appropriate age division anytime during the evaluation period.

In addition, the player **MUST** attend their age-appropriate ice times so BMHA can evaluate them in their age category as well, if they are not accelerated.

Additional registration costs due, to the advancement, are to be paid in full at the time of placement on a higher-level team.

The BMHA Executive Committee may waive this procedure if required to accommodate special circumstances, such as small registration numbers in a particular age category.

6.0 Decision

The recommendation for acceleration must be a unanimous decision from both the BMHA EC and the Head Coach. If the decision is not unanimous, the player will be returned.

If the player cannot make the highest team in the higher division, then they will have to go back to their division. For example: Trying out for U15 AAA as a U13 they would go back to U13 AA.

TITLE	SEATBELT POLICY
POLICY #	Safety – 9.1
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

As an association it is our duty to provide the safest environment for all players, coaches and families while travelling to and from games. BMHA is taking a proactive position in regard to keeping our players, coaches and parents safe if travelling on chartered buses.

2.0 POLICY

2.1 BMHA teams are required to use only chartered buses that have seatbelts.

2.2 All passengers are required to buckle up prior to the bus moving, and remain buckled up, while the bus is moving.

2.3 It will be the responsibility of the bus driver, coach, team manager and parents to ensure all passengers are following this policy.

2.4 If any passenger travelling with a BMHA team refuses to wear a seatbelt, they will be asked to leave the bus.

TITLE	U18 PLAYERS DRIVING POLICY
POLICY #	Safety 9.2
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy is to keep our U18 aged players, who can legally drive, safe in the event of a concussion or injury during a game or practice. Players who are of the legal driving age are to follow this policy.

2.0 POLICY

2.1 For Practices:

Players will be allowed to drive themselves to and from practices within Banff if they live in Banff. Caution should be taken if a player sustains any injuries during the practice. In that case a parent should be contacted before the player leaves the arena.

2.2 Home Games:

Players will be allowed to drive themselves to and from home games if they live within Banff. Caution should be taken if a player sustains any injuries during the game. In that case a parent should be contacted before the player leaves the arena.

2.3 Away Games:

Players are NOT permitted to drive themselves home after an away game. It is recommended that a parent drive the player home or set up arrangements for the player to travel to and from a game with another family if required.

3.0 ACKNOWLEDGEMENT OF THE POLICY

By signing below, I acknowledge that BMHA will not be held responsible if my son/daughter chooses not to follow the policy as stated above.

Player Full Name Signature	
Parent / Guardian Signature	

TITLE	LOCKER ROOM POLICY
POLICY #	Safety - 9.3
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

The purpose of this policy is to describe acceptable and unacceptable behaviours of conduct in and around hockey locker rooms, both in Banff and while travelling to other venues.

Banff Minor Hockey Association (BMHA) cannot be held responsible for any lost, stolen or damaged personal property that has been left in a locker room.

2.0 POLICY

2.1 Locker Room Conduct

Loss of ice or suspension of privileges and/or a fine may result if the following policies are violated by an individual(s) or team(s):

2.1.1 All teams are responsible for leaving the dressing room in the same condition as when entered. Upon completion of the game or practice, coaches and/or team managers will conduct a sweep of the locker rooms and shower areas to ensure that the facility is left in proper order for the next user group; i.e. floor is to be free of trash, water stays in the shower room, etc.

To ensure you are not paying for someone else’s damage, coaches/managers should check the dressing room BEFORE players enter and AFTER they leave. If any damage is seen this must be reported to the rink attendant immediately.

A fine from the Town of Banff will be applied to all dressing room or rink vandalism. The Fine payment will be the responsibility of the team.

2.1.2 Alcohol, smokeless tobacco, drugs and vaping are not permitted and cannot be consumed within any facility.

2.1.3 All garbage including tape, food, paper and/or equipment items must be placed in supplied garbage or recycle receptacles.

2.1.4 BMHA will not tolerate harassment toward its staff or patrons. Intimidating, insulting, malicious, degrading or offensive conduct toward any individual is considered harassment. If asked, the offender must leave the arena immediately. Return access to the facility is by permission only, given by the Facility Manager or BMHA staff.

2.1.5 All BMHA teams are expected to conduct themselves in an appropriate manner, this includes keeping music at respectable levels and ensuring song choices are profanity-free.

2.2 Locker Room Monitoring

2.2.1 Dressing Room

BMHA believes that consistent monitoring inside of the locker rooms and changing areas will ensure the most effective way to prevent incidents. An individual team coaching staff member should never be alone in the dressing room with players at any time, and especially when they are showering or changing.

There should always be a minimum of two adults (that are registered as team staff for a BMHA team, therefore having a clear criminal record check and having up to date Respect in Sport for Leaders qualifications) in the dressing room when players are present. This is referred to as the “Two Deep Method” of supervision. If this is not practical, supervisor(s) must be within hearing distance of the locker room in order to protect both the players and the supervising adult. It is recommended to have either a coach or manager stationed directly outside of the locker rooms and changing areas during periods of use, to act as supervisor.

Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the Hockey Alberta Co-ed Dressing Room Policy.

Locker room doors shall be left open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel, and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

2.2.2 Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system if someone is hurt and needing treatment in a dressing room.

2.2.3 Female Teams

BMHA recommends that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor, however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the Hockey Alberta Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

2.3 Road Trips

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

2.4 Physical Contact

Team personnel should avoid touching a player. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

2.5 Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

2.6 Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

2.7 Parents in Locker Rooms

Except for players at the youngest age groups (U7, U9, U11), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance; then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will be able to get ready independently.

In circumstances where parents are permitted in the locker room, coaches are allowed to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may use their discretion to prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t-shirts.

2.8 Co-Ed Dressing Rooms

In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

2.8.1 Male players will not undress to less than a minimum of shorts while females are present.

2.8.2 Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.

2.8.3 When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above.

Note: Once dressed in accordance with the minimum requirements above, all players may return to the team (co-ed) dressing room.

2.8.4 When separate facilities do not exist for both male and female participants;

2.8.4.1. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.

2.8.4.2 Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

2.9 Use of Showers

Shower facilities are provided at BMHA home arena(s). These showers are for the convenience and hygiene of our players. The privacy of youth must be respected at all time. Coaches, parents and managers must respect the privacy of youth players and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

2.9.1 Adults shall not shower at the same time using the same facility as youth players.

2.9.2 Players must exercise modesty while using showers. Players should be covered with a towel when walking to and from the shower area.

2.10 Smart Phones and Other Mobile Recording Devices

Mobile devices/cell phones with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms.

If music devices are to be used, then they must be connected to headphones or wirelessly to a speaker and kept in a bag or pocket.

If phones or other mobile devices must be used, they should be taken outside of the locker room.

Best practice is for cell phones to be turned off and put away at all times in locker rooms or left with a parent.

BMHA is not responsible for lost or damaged Smart Phones, Mobile devices or music equipment.

2.11 Prohibited Conduct and Reporting

BMHA prohibits all types of abuse; physical, sexual, emotional, this also includes bullying, threats, harassment, and hazing, as described in the BMHA Respect Matters Policy #2.1, and in accordance with Hockey Alberta and Hockey Canada Guidelines.

Participants and volunteers of BMHA may be subject to disciplinary action for violation of this locker room policy and/or engaging in any misconduct or abuse that is in violation of the Respect in Sport Program.

To file a complaint please follow the chain of command:

- start with speaking to your Team Manager or Head Coach.
- If the TM or HC are the issue, then speak to a member of the BMHA Board of Directors.
- If you don't get a resolution to the issue, then please put your issue in writing to the President of BMHA.

TITLE	DRUG AND ALCOHOL ABUSE
POLICY #	Safety 9.4
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

This policy will describe Banff Minor Hockey Association's (BMHA) position on drug, alcohol, smoking and vaping for both players and parents.

2.0 POLICY

BMHA Drug and Alcohol Policy takes the health and safety of its members very seriously. As such, BMHA is unequivocally opposed to illegal drug and alcohol use and we are sincere in our duty to uphold the laws of the province. Any behaviour disregarding these laws will not be tolerated.

Incidents or behaviour contrary to our policies will be addressed on an individual basis. BMHA realizes the severity of incidents of non-compliance to the Zero Tolerance policy will have far reaching effects above and beyond our members.

It is the duty of each member to report to BMHA if:

- An incident involves league play.
- The situation may bring embarrassment or public attention to BMHA and/or its members
- The incident is such that it may affect the well-being of other members of BMHA
- The incident is setting a precedent in some fashion, i.e. hazing
- The incident may require action of higher authority

3.0 Adult Alcohol and Tobacco Guidelines

In addition to the zero-tolerance policy regarding minors, BMHA realizes there are situations when the responsible use of alcohol or marijuana by adults is acceptable assuming the implementation of the following responsible parameters.

Alcohol, smoking or vaping (tobacco, marijuana or e-juice) or chewing tobacco is not appropriate:

- In dressing rooms or in public, non-licensed areas
- In team settings with minors in attendance
- In situations where minors are left unsupervised while adults attend “hospitality” type settings or where alcohol is not controlled by a server
- Consumption in buses or cars when traveling to and from an event
- By adults of a minor team when parents are not present
- If forced on another person
- If used for “chugging” contests or as a form of hazing or initiation for rookies

BMHA enforces zero tolerance for alcohol on association sanctioned bus trips. This is not only illegal, but it is unsafe and presents a negative image for everyone involved, including all BMHA membership.

Transportation of liquor 87.1

Those wishing to transport alcohol on buses fall under the same laws as passenger vehicles:

- *Liquor may be transported under section 83 of the Act only in accordance with this section.*
 - *Except as otherwise provided for in the Act or in a liquor license, no person may:*
 - *Transport liquor unless the liquor is in a container that is capped, corked or otherwise closed, whether or not the container has been previously opened;*
 - *Transport liquor in a vehicle if the liquor is within easy access of an occupant of the vehicle.*

If there are incidents regarding the illegal consumption of alcohol on bus trips booked by any BMHA team regardless of distance or any other circumstance, immediate suspensions will be

given to those involved. The suspension will include the player and family, until a formal hearing with the BMHA Board of Directors can be arranged. This means that no one from the family, including the player, will attend any BMHA sanctioned event (practices, games, tournaments, team functions, etc.) until a hearing can be conducted.

4.0. Supervisory Responsibility

Minor Hockey Associations are responsible for the reasonable safety and well-being of all minor athletes (under the age of majority) while participating in sport activities and events. Supervisory responsibilities are an integral part of a Coach's and Team Manager's role. Interaction between coaches and players must be based on the organization's code of conduct that establishes respect, dignity, health, and well-being for all athletes.

Ultimately, coaches, team managers, and guardians assume the role of parent/guardian for all athletes when traveling with teams, and must make a reasonable effort to provide adequate supervision of the players. It is imperative that the rules and that player and parent expectations are clearly defined, discussed and presented to all members. When traveling with the team it is important that coaches and team managers meet with parents to discuss that athletes and parents adhere to all team rules including drugs and alcohol, smoking, vaping, curfew, etc.

Although the coach assumes responsibility for the members of their team, it is reasonable to assume they will require "free time" and in their absence, a pre-assigned member of the supervisory staff will be appointed to assume the leadership role for players to ensure policies and procedures as previously agreed upon are adhered to by all participants.

5.0 Incidents of Non-Compliance - zero tolerance:

If there are incidents regarding the illegal consumption of alcohol, immediate suspensions will be given to those involved. The suspension will include the player and family until a formal hearing with the BMHA Board of Directors can be arranged, this means that no one from the family, including the player, will attend any BMHA sanctioned event (practices, games, tournaments, team functions etc.) until a hearing can be conducted.

The following steps should take place following any non-compliance incidents:

- The coach informs the parent of the incident and asks direction from the parent on the removal of the player from the coach's care.
- The coach has the authority to remove a player from team activities.

- Regardless of removal from activities, the coach continues supervisory care until the player is released from the coaches care by a parent or guardian.
- The coach informs the authorities should the incident warrant criminal investigation.
- The coach documents the incident.
- The coach forwards the documentation for filing/action with BMHA.
- The coach ensures that the reports and specific circumstances are kept within the parent and Association constituted process. At no time are any proceedings made public.
- One or more of the members of the coaching staff shall meet, as soon as possible, with the player and parent to review the reasons for the removal from activity.
- Suspension of the player is at the direction of the Association.

If the decision is to seek suspension, the Board of Directors will draft a letter of suspension, which will be served to the player and parent, along with a representative of the team leadership (Head Coach or Team Manager).

TITLE	SOCIAL MEDIA
POLICY #	Safety - 9.5
APPROVED DATE	April 25, 2024
REVISED DATE	
OWNED BY	Executive Committee

1.0 OVERVIEW

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as: Twitter, Facebook, Instagram, LinkedIn, Snapchat, Tik Tok, Gaming and any other social media network that allows users to communicate online.

The policy will be applicable to all members of the Banff Minor Hockey Association (BMHA) including Executive, Directors, Coordinators, Teams, BMHA members and staff, on-ice and off-ice officials, players, players parents, players' family members and supporters.

BMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. BMHA also respects the right of all teams and BMHA personnel/volunteers to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

2.0 POLICY

2.1 Social Media Guidelines

2.1.1 BMHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

2.1.2 Comments or remarks of an inappropriate nature which are detrimental to a team, BMHA or an individual will not be tolerated and may be subject to disciplinary action.

2.1.3 It should be recognized that social media comments are on record and instantly published and available to the public and media. Everyone including the BMHA and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

2.1.4 Members who participate in social media and networking are prohibited from divulging confidential information relating to a personal or team nature. They must not reveal business or game strategy that could provide another team or individual a competitive advantage. Furthermore, they must not discuss injury information about any player. Only divulge information that is considered public information.

2.1.5 Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.

2.1.6 Players, parents, BMHA members and/or Staff are not permitted to participate in a negative manner, in social media or networking 30 minutes prior to the start of a game and at least 45 minutes following the completion of a game.

2.1.7 If a post is made that is causing a negative reaction for BMHA and you are asked to remove the post, if you do not abide by the request, you could be held accountable and subject to disciplinary action from BMHA.

2.2 Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the BMHA Social Media and Networking Policy and may be subject to disciplinary action by the team or Banff Minor Hockey Association.

2.2.1 Any statement deemed to be publicly critical of BMHA, officials or detrimental to the welfare of a member team or an individual.

2.2.2 Divulging confidential information that may include but is not limited to the following: player injuries, game strategies or any other matter of a sensitive nature to a member team, BMHA or any individual.

2.2.3 Negative or derogatory comments about any member of the team, BMHA, league staff, programs, stakeholders, players or any member of an opposing team.

2.2.4 Any form of bullying, harassment or threats against players, officials, and/or BMHA volunteers and staff members.

2.2.5 Photographs, video or comments taken in violation of our cell phone use policy; or that promote negative influences or criminal behaviour.

2.2.6 Online activity that contradicts the current policies of the BMHA.

2.2.7 Inappropriate, derogatory, racist, or sexist comments of any kind.

2.2.8 Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

2.2.9 Threatening BMHA that a post will be made on social media to get people's attention to a matter.

2.3 Discipline

The team or BMHA Board of Directors will investigate reported violation(s) of this policy in the manner set out in the BMHA Respect Matters Policy #2.1. If the investigation determines that a violation has occurred, the team and or BMHA will impose appropriate disciplinary actions.

2.4 Summary

When using social media and networking mediums, BMHA members should assume at all times they are representing BMHA and/or its members and/or teams. All members of BMHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media.