



BRANTFORD MINOR HOCKEY ASSOCIATION
POLICIES MANUAL

August 2024

President: Mark Mordue

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Signature

**BRANTFORD MINOR HOCKEY ASSOCIATION
BOARD POLICIES MANUAL**

INDEX

1. Governance

- 1.1 Governance Framework
- 1.2 Roles and Responsibilities
- 1.3 Policy Development and Reviews
- 1.4 Board of Directors' Processes and Committee Structures

2. Board Policies

2. Affiliation

- 2.1 Player Affiliation
- 2.2 Rules of Play and Divisional Requirements

3. Registration and Age Grouping

- 3.1 Registration
- 3.2 Registration Fees and Refunds

4. League and Team Volunteer Duties

- 4.1 Coaches
- 4.2 Manager Duties and Responsibilities
- 4.3 Parent Representation Duties
- 4.4 Recreation League Convenor Roles
- 4.5 Volunteer Roles
- 4.6 Police Check Protocol

5. Sponsorship and Fundraising

- 5.1 Sponsorship
- 5.2 Fundraising

6. Teams

- 6.1 Representative Teams
- 6.2 Recreational
- 6.3 Select

7. Discipline

- 7.1 Recreational League Penalties
- 7.2 Recreational League Suspensions

8. Ice Time

- 8.1 Allocation and Purchase
- 8.2 Playing Time

9. Team Selection

- 9.1 Tryouts
- 9.2 Recreational League Selection
- 9.3 Representative Team Selection

10. Acceleration

- 10.1 Requests

11. Affiliation Players

11.1 Players

12. Committees

- 12.1 General
- 12.2 Purchasing Committee
- 12.3 Disciplinary Committee
- 12.4 Constitution and By-law Committees
- 12.5 Finance and Budget Committee
- 12.6 Representative Coaches Search and Selection Committee
- 12.7 Recreational League Coaches Search and Selection Committee
- 12.8 Midget Committee
- 12.9 Development Committee
- 12.10 Tournament Committee
- 12.11 Summer Hockey Committee
- 12.12 Representative Team Committee
- 12.13 Parent Representative Committee
- 12.14 Hockey Parents Standing Committee

13. Playoffs and Awards

- 13.1 Recreational League Playoffs and Awards
- 13.2 Brantford Minor Hockey Association Awards

14. Hockey Program Operations

- 14.1 Officials
- 14.2 Facilities, Games and Practises
- 14.3 Exhibition Games and Tournaments
- 14.4 Spring and Summer Hockey
- 14.5 Third Jersey Policy

15. Brantford Minor Hockey Association Corporate Operations

- 15.1 Development Fund
- 15.2 Professional Fees
- 15.3 Directors' Insurance
- 15.4 Purchase Orders

16. Code of Conduct

- 16.1 Alliance Code of Conduct
- 16.2 Social Media Policy
- 16.3 Stimulants and Supplements Policy
- 16.4 Harassment, Abuse and Misconduct Policy

1 GOVERNANCE POLICIES

	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	DEFINITIONS	1.1.1

Policy Statement (Intent and Scope)

The following definitions are utilized in applying Association Governance Policies.

1. **Governance – The primary role and responsibility of a Board of Directors acting for the Association (BMHA). Governance is the act of establishing and assessing the effectiveness of the policies, directions and priorities of the organization.**
2. **Governance Policy – Represents the collective processes, procedures and practices that the Board of Directors utilizes to govern the Association and itself.**
3. **Board Policy – A statement by the Board of Directors, that directs the organization as to the Board’s intents; and the outcomes and monitoring that the Board of Directors wishes implemented and achieved on a specific topic, theme, issue or opportunity. Board Policies provide the framework for governing the administration and operations of the Association.**
4. **Organization / Agency – Refers to the Brantford Minor Hockey Association.**
5. **Board of Directors – Refers to the Board of Directors as the governance body of the Brantford Minor Hockey Association undertaking actions, decisions, etc., as a corporate body.**
6. **Individual Board Member – Refers to a member of the Board of Directors acting as an individual.**
7. **Staff – Refers to any staff person or position reporting to the Board of Directors or employed by the Association.**
8. **Procedures – Represent the sequence of steps, actions, reporting lines, communication tasks, forms requirement and related actions necessary to implement Board Policies.**

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	CONFORMITY AND ALIGNMENT	1.1.2

Policy Statement (Intent and Scope)

The Board of Directors of the Brantford Minor Hockey Association will govern in conformity and alignment with:

1. Its By-law.
2. Minor Hockey Alliance of Ontario.
3. Ontario Hockey Federation
4. Hockey Canada.
5. Other relevant statutory and regulatory requirements as they apply in any way to the organization.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	GOVERNANCE PRINCIPLES	1.1.3

Policy Statement (Intent and Scope)

The following Governance Principles direct the Board of Director's governance approach for the Brantford Minor Hockey Association.

1. To represent all the stakeholders of BMHA in governing the organization to achieve excellence in all its supports and service fields.
2. To work as a group to achieve the organization's purpose; strategic directions; and annual outcomes, ensuring the Board of Directors operates consistent with all statutory and regulatory requirements and Board Policies.
3. To ensure transparency and stakeholder inclusiveness in Board of Directors governance processes, through effective communications and consultation.
4. To use the skills and insights of all Directors in reaching Board of Director decisions.
5. To provide effective new Board of Director member orientations, and on-going Board of Director development opportunities to enhance Directors' capacity, input and participation.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years.

Policy Development History

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	BOARD OF DIRECTORS	1.1.4

Policy Statement (Intent and Scope)

1. Board of Directors

The Board of Directors will be constituted of:

- 1.1. A President, President Elect/First Vice President, Second Vice President, Secretary and Treasurer as Officers, and whose duties are outlined in the Association's By-law and can only be changed by an amendment to the By-law by the Association's members.
- 1.2. Twelve (12) other Board of Director members who fulfill the following positions which can be changed as to title and duties based on the approval of the Board of Directors.
 - 1.2.1. Director of Coaching
 - 1.2.2. (Intentionally left blank to preserve numbering)
 - 1.2.3. Director of Equipment
 - 1.2.4. Director of Sponsorship and Fundraising
 - 1.2.5. Director of Special Events and Tournaments
 - 1.2.6. Director of Recreational Teams
 - 1.2.7. Director of Risk Management and Officiating
 - 1.2.8. Director of Parental Involvement
 - 1.2.9. Director of Representative Teams - AAA
 - 1.2.10. Director of Representative Teams - AA/A/MD
 - 1.2.11. Director of IP Programming
 - 1.2.12. Director of Communication and Social Media
 - 1.2.13. Past President
- 1.3. The Board can approve, at its sole discretion, any number of Associate Directors who will be non-voting Board members and attend Board of Director meetings at the discretion of the board member they report to.

1.4. The duties of the non-Officer Board of Director members are as follows:

1.4.1. Director of Recreational Teams

- (a) Be responsible for the complete administration of the Recreational League;
- (b) Appoint the necessary convenors for the recreational divisions. The convenors together with the Director of Recreational Teams will constitute the Recreational League Committee;
- (c) Approve in committee, with his or her convenors, the coaches, assistant coaches, managers and trainers for the Recreational Teams;
- (d) The Director of Recreational Teams and the Recreational League Committee shall have the authority to suspend or reprimand coaches, managers, trainers, and convenors deemed not suitable to carry out said duties;
- (e) Assist the Ice Scheduler with Recreational League schedules and approve all exhibition and tournament games;
- (f) Approve all player movement, and have the ability to move any player to a level conducive of his or her ability and availability;
- (g) Act as Chair of the Recreational League Committee authorized to call regular monthly meetings and to report all business to the Board of Directors.
- (h) Attend all discipline meetings involving Recreational League issues.
- (i) Work in cooperation with the Treasurer and General Manager in regards to ice time billings for all Select teams.
- (j) Assist with player registration.
- (k) Assist in rostering every Recreational League player, via registration form, by November 15th of each year.

1.4.2. Director of Representative Teams - AAA

- (a) Be responsible for the complete operation of the AAA Representative Teams.
- (b) Have the authority to suspend and or reprimand coaches, assistant coaches, managers, trainers and convenors deemed not suitable to be appropriately carrying out their duties.
- (c) Chair the Representative Committee, and report all correspondence and business to the Board of Directors.

- (d) Attend all discipline committee meetings involving AAA Representative League issues.
- (e) Have the authority to administer the bylaws and policies established by the Association in conjunction with the Minor Hockey Alliance of Ontario, the Ontario Hockey Federation and Hockey Canada.
- (f) Approve personally, or by delegation, all necessary travel permits related to all AAA exhibition and tournament games.
- (g) Assist with AAA player rostering.
- (h) Be the liaison to all Ontario Hockey Federation affiliates and those of the Ontario Hockey League.

1.4.3. Director of Representative Teams – AA/A/MD

- (a) Be responsible for the complete operation of the AA/A/MD Representative Teams.
- (b) Have the authority to suspend and or reprimand coaches, assistant coaches, managers, trainers and convenors deemed not suitable to be appropriately carrying out their duties.
- (c) Attend all discipline committee meetings involving AA/A/MD Representative League issues.
- (d) Have the authority to administer the bylaws and policies established by the Association in conjunction with the Minor Hockey Alliance of Ontario, the Ontario Hockey Federation and Hockey Canada.
- (e) Approve personally, or by delegation, all necessary travel permits related to all AA/A/MD exhibition and tournament games.
- (f) Assist with AA/A/MD player rostering.
- (g) Be the liaison to all Ontario Hockey Federation affiliates and those of the Ontario Hockey League.

1.4.4. Director of Sponsorship and Fundraising

- (a) Coordinate all fundraising programs for the Association;
- (b) Bring to the Board of Directors all fundraising proposals;
- (c) Have the flexibility to approve fundraising projects up to \$4,000.

1.4.5. Director of Equipment

- (a) Keep up to date records and inventory of all hockey equipment owned by the Association;
- (b) Upon return of the equipment at the end of the hockey season, inspect the equipment for safety, inventory the equipment, and recommend to the Board of Directors any repairs or replacements which would be required prior to the start of the next hockey season;
- (c) Prepare all equipment for distribution the next hockey season by cleaning, repairing, and storing in a secure facility;
- (d) In conjunction with the Purchasing Committee, prepare team sweater requirements to the appropriate suppliers, review quotations returned, and order sweaters for delivery prior to the start of the hockey season.

1.4.6. Director Risk Management and Officiating

- (a) Ensure the Association has documented rules and procedures, which the active membership is required to abide by in an effort to ensure a safe environment for all participants and volunteers;
- (b) Ensure all volunteers having direct contact with the participants have successfully completed a Police Backgrounds Screening.
- (c) Act as a Liaison with the Grand River Officials' Association with the goal of helping recruit and improve delivery of services of game officials to BMHA.

1.4.7. Director of Special Events and Tournaments

- (a) Form committees to develop and operate all Association Special events and committees;
- (b) Oversee the planning and execution of all special events and tournaments to ensure compliance with Hockey Canada, Minor Hockey Alliance of Ontario and Ontario Hockey Federation policies and requirements, and Brantford Minor Hockey Association policies and procedures, budget requirement, etc.
- (c) Report to the Board regularly on special event and tournament new ideas, planning and results.

1.4.8. Director of Parental Involvement

- (a) Coordinate the election of all Parent/Player Representatives for each Association Team by October 31 each playing season;
- (b) Receive from and distribute enquiries, materials, information etc. with the designated Parent/Player Representatives;
- (c) Ensure each team sustains a Parent/Player Representative during the season, coordinating replacement representative as required;
- (d) Coordinate the distribution of and actions in Parent/Player Representative comments or concerns with the appropriate person and/or committee of the Association, including the Board of Directors;
- (e) Report twice (2) annually to the Board of Directors on Parent/Player Representative activities, concerns, etc.

1.4.9. Director of Coaching

- (a) Develop coach, manager and trainer standards and ensure compliance requirements;
- (b) Distribute coaching and related materials, and schedule coaching and trainer clinics as per Hockey Canada standards/requirements;
- (c) Manage any complaints of any type made by any person and/or groups against an Association coach, manager or trainer as relevant per Association Policy or Policies.

1.4.10. Director of Player Development

- (a) Develop player development standards and ensure compliance with requirements.

1.4.11. Director of IP Programming

- (a) Be responsible for the complete administration of the Initiation Program;
- (b) Attend all discipline meetings involving IP issues.
- (c) Assist with player registration.
- (d) Assist in rostering every IP player, via registration form, by November 15th of each year.

1.4.12. Director of Communication and Social Media

- (a) Be responsible for communicating important dates and information to the membership via social media.

1.5. Roles and responsibility of an Associate Director:

- (a) Attend greater than 50% of regularly scheduled board meetings
- (b) Act in support of his/her portfolio director's roles and responsibilities
- (c) Be an associate director with a view to becoming a candidate for succession planning and election to the board
- (d) The associate director will understand and be fully versed with the associations by-law, policies and procedures and actively engage to understand the duties, functions and objectives of the board and the director under whose title he/she acts as an associate
- (e) Perform other duties as required and promoted by the Association
- (f) The appointment of the associate director is at the discretion of the board, and the board may relieve the associate director at any time for any reason deemed appropriate by the board

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>	
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	5	05/10/2019

	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	BOARD OF DIRECTOR SUCCESSION, NOMINATING AND ORIENTATION PROGRAMS	1.1.5

Policy Statement (Intent and Scope)

The Board of Directors will undertake structured programs to support succession planning and the nomination of new Board members, and the orientation of new Board members to fulfill their role on the Board of Directors of the Brantford Minor Hockey Association.

1. Board Member Succession Planning and Nominating Process

The Board of Directors will undertake the following steps to support its Board member succession planning and nominating processes:

- 1.1. Every year, the Board will, based on an agenda item at a regular Board Meeting, identify the skill sets required to support the Board's works over both the shorter and longer terms related to following points:
 - 1.1.1. Anticipated retirements from the Board.
 - 1.1.2. Projects, changes or other initiatives that may require new / different or continuing skill sets on the Board.
- 1.2. Current Board members will, where feasible, provide a minimum of six months notice to the Chair or designate of their intent to retire from the Board.
- 1.3. An inventory of skill set requirements will be prepared by the Nominating Committee, to support both Board succession and nomination initiatives, along with other selective criteria. The skills identified do not need to be the sole determinant of a Board of Director member's candidacy.
- 1.4. The Nominating Committee will source potential Board nominees by soliciting candidate names from current and past Board members, community leaders, the BMHA websites and other sources, including public advertising as appropriate based on the skills inventory and other criteria and the Association's By-law.
- 1.5. In support of recruiting Board candidates, the Board of Directors will have a document prepared and updated annually that will identify the following:

- 1.5.1. The meeting dates and number of Board meetings per year.
- 1.5.2. Committee and related responsibilities.
- 1.5.3. Special annual sessions, such as strategic planning, etc., and evaluation requirements.
- 1.5.4. Other commitment requirements of a Board of Director member, along with clearly stated expectations.
- 1.6. The Nominating Committee will follow the Call for Nominations process outlined in the Brantford Minor Hockey Association By-law in sourcing and recommending new Board members.

2. New Board Members Orientation Process and Eligibility Form Signing

The Board of Directors will undertake a comprehensive orientation of new Board members to support them in fulfilling their roles and commitment as a Board member of Brantford Minor Hockey Association based on the following activities:

- 2.1. Establish a mentoring program, whereby a new Board member, for a three to six month period, is associated with an existing Board member so that they can ask questions and be briefed on Board practices, etc.
- 2.2. Undertake an orientation program through the President Elect/First Vice President or that includes the following:
 - 2.2.1. A Board member binder that includes the key materials, such as:
 - a) By-law;
 - b) Strategic and Operating Plan;
 - c) Audited Financial Statements;
 - d) Current year budget and financials on a year to date basis;
 - e) Board Governance Policy;
 - f) Board Policies;
 - g) Key measures and statistics on organizational programs, services, performance and other elements;
 - h) Organizational chart;
 - i) The annual meeting schedule for the Board and its Committees;
 - j) Other appropriate materials.

- 2.3. The President Elect/First Vice President or designate, will host a new member Board orientation session, at which existing Board members can attend, that will undertake the following:
 - 2.3.1. Review the core commitments and responsibilities of the Board of Directors and individual members of the Board.
 - 2.3.2. Review of the documentation provided.
 - 2.3.3. Outline the practices of the Board in terms of such items as agenda preparation, Board meeting practices, receipt of information / Board packages, etc.
 - 2.3.4. Strategic and organizational planning directions and priorities.
 - 2.3.5. The Governance Model and Board Policies.
 - 2.3.6. Answer questions of clarification, etc.
 - 2.3.7. Identify committee memberships and operations.
 - 2.3.8. Other tasks as appropriate.
- 2.4. A new Board of Directors member will at this time, sign the Director Eligibility, Oath of Confidentiality and Conflict of Interest Policy Forms required in the Not for Profit Corporations Act.

Interim or Permanent Policy Status and Required Review Framework

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Policy Development History

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Revisions Approval Dates	<table border="0" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">#</th> <th style="text-align: left;">mm/dd/yr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>/ /</td> </tr> <tr> <td>2</td> <td>/ /</td> </tr> <tr> <td>3</td> <td>/ /</td> </tr> </tbody> </table>	#	mm/dd/yr	1	/ /	2	/ /	3	/ /
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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	ANNUAL BOARD GOALS AND SELF-EVALUATION	1.1.6

Policy Statement (Intent and Scope)

1. Board Goals

Each year, the Board will set annual goals for it to achieve in support of its governance responsibilities, including leadership and other roles.

- 1.1. During the annual review of BMHA's activities, the Board will develop a set of improvement goals for itself for the next year.
- 1.2. The Board goals will be approved at the same meeting they are developed or at the next Board meeting.
- 1.3. The President, supported by the Board, will assign the research, development and recommendation formulation for each of the Board's goals to the Board as a whole, or a Standing Committee or through an existing or new Ad Hoc Committee of the Board or others as appropriate.
- 1.4. The Board will identify desired consultation activities, timelines and related actions for developing recommendations in support of the Board goal.
- 1.5. The Board, each year, will review its goals and determine those that have been completed, those to be carried forward, those to be terminated and add new ones as appropriate.

2. Board Self-Evaluation

The Board will annually administer, through the President Elect/First Vice President, and discuss a self-evaluation of the Board's performance and activities:

- 2.1. In April of each fiscal year, the President Elect/First Vice President, working with the Executive Committee, will finalize a Board self-evaluation questionnaire / instrument and circulate it to Board members with a firm return date.
- 2.2. Board members will complete the survey independently, and submit it either signed or unsigned to the President Elect/First Vice President.

- 2.3. The President Elect/First Vice President will report on the results, working with the Executive Committee, of the survey, and present the results and the Committee's recommendations to the Board at its June meeting.
- 2.4. The Board will discuss the report and undertake the following:
 - 2.4.1. Approve the recommendations to improve Board performance and amending Board processes as required;
 - 2.4.2. Approve recommendations for amending the Board self-evaluation process for future years.
- 2.5. The President Elect/First Vice President, working with the Executive Committee, will develop an action plan to implement the amendments and actions approved by the Board from the Board self-evaluation process.

Interim or Permanent Policy Status and Required Review Framework

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	GOVERNANCE FRAMEWORK	1.1
Policy:	CONFLICT OF INTEREST	1.1.7

Policy Statement (Intent and Scope)

Brantford Minor Hockey Association wishes to ensure Conflicts of Interest do not occur and impede its works and credibility, and to ensure transparent decision-making and compliance with legislative, regulatory and funder requirements.

1. Application of Policy

This Policy applies to:

- 1.1. All Board of Directors, Committee members and Officers, as well as, staff and volunteers as appropriate.
- 1.2. Dependent and supported individuals e.g.: spouses (formal marriage or common law), a child, natural or adoptive parent, grandparent, grandchild, brother or sister where natural, adoptive or by marriage of a Director.
- 1.3. Other family member(s) who reside in the same household as a Director or Committee or staff member, or shares living quarters under circumstances that closely resemble a marital or partner relationship.
- 1.4. Private companies controlled by a Board or Committee or staff person or volunteer, or their spouse or minor children.
- 1.5. All Board of Directors, Committee members, staff and volunteers will be given a copy of the Conflict of Interest Policy and be asked to read and sign it before their first Board or Committee meeting or on their first day of engagement.

2. Definition and Practices

A Conflict of Interest exists when:

- 2.1. Any Director or Committee or staff member or volunteer, or close relative of a Director or Committee or staff member or the employer of either of the foregoing, has an interest in an issue, matter or transaction in which BMHA has an interest in.
- 2.2. When any Director or Committee or staff member or volunteer or a close relative of a Director or Committee or staff member or volunteer acts as an agent, representative or

spokesperson for any person, business, group or organization, in order to influence BMHA on any issue, matter or transaction.

2.3. An individual or organization has interest for purposes of this policy if he, she or it:

2.3.1. Is an agent for a person or organization with an identified goal of influencing a decision by the BMHA.

2.3.2. Would experience a material economic gain or loss from a decision by BMHA on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by as a member of the general public.

3. Conflict of Interest Process

3.1. Any Director or Committee or staff member or volunteer who has a pecuniary or related interest in any matter which is subject of consideration by the Board of Directors or a Committee of the Board or staff or volunteer must orally disclose the interest and its general nature before any consideration of the matter at a Board or Committee meeting of BMHA, or a staff or volunteer meeting / discussion.

3.2. Stated conflicts will be noted in the Board's or Committee's meeting minutes.

3.3. The minutes of the meeting at which the disclosure of any conflict is made shall reflect that the disclosure was made and whether the person with the conflict withdrew after making full disclosure of the matter in question and the conflict, and was not present for the final discussions of the matter and any vote taken on that matter.

3.4. The Director or Committee or staff or volunteer member must refrain from any discussions and voting on a conflicted item, and must not attempt to influence the direction taken.

3.5. A quorum can be reduced to one third of the Board or Committee members if the Conflict of Interest guidelines reduce the number of Board or Committee members that are able to vote on an item.

Interim or Permanent Policy Status and Required Review Framework

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Policy Development History

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	ROLES AND RESPONSIBILITIES	1.2
Policy:	BOARD OF DIRECTORS' ROLE	1.2.1

Policy Statement (Intent and Scope)

The role of the Board of Directors focuses on the following responsibilities:

1. Oversight Accountability

- 1.1. To be responsible for the legal, financial, programs and services and other operational accountabilities and responsibilities of BMHA.
- 1.2. To ensure the on-going sustainability, credibility and ability of the organization to realize its purpose.
- 1.3. To ensure the organization operates within the requirements of all relevant statutory, regulatory and funder requirements.

2. Strategic and Operational Accountability

- 2.1. To establish the strategic directions, priorities and outcomes of the organization and to regularly monitor their achievement / progress.
- 2.2. To set annual organizational goals and outcomes, ensuring their measurement and receiving regular reporting from the Committees, staff and volunteers on what is being achieved.
- 2.3. To approve an annual budget, and to regularly monitor budgetary performance, variances, compliances and priorities.
- 2.4. To initiate, approve and review Board Policies and monitor their achievement and outcomes.
- 2.5. To recruit, evaluate, discipline and terminate staff and volunteers.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	ROLES AND RESPONSIBILITIES	1.2
Policy:	INDIVIDUAL BOARD OF DIRECTORS' ROLES	1.2.2

Policy Statement (Intent and Scope)

The following points represent the roles and responsibilities of individual Board members acting as a member of the Board of Directors of BMHA.

1. To attend Board of Director meetings as identified in the By-law and related Board Policies, giving prior notice to the President or staff if unable to attend.
2. To read meeting materials and to undertake appropriate research prior to Board and committee meetings in order to facilitate active engagement in meeting discussions and votes.
3. To actively participate in Board and committee meetings, providing and encouraging a diversity of views and inputs, being open-minded and listening to all views throughout the course of the deliberations.
4. To support efforts to reach a decision on individual items being addressed at Board and committee meetings.
5. To perform the role of a Board of Director member as per the Board of Directors' Code of Conduct in the Governance Policy.
6. To sit on a minimum of one Board Standing Committee each year.
7. To actively advocate for the enhancement and value/importance of minor hockey and/or minor sports in the community in a manner consistent with Board Policies.
8. To communicate with volunteers, registrants, families and community members on the organization's initiatives, directions, decisions, events, consultation programs, planning and other activities as appropriate.
9. To undertake research, attend educational forums, participate in educational development opportunities and to undertake other actions that support a Board member to be informed on opportunities, issues, trends and policies associated with the organization's mandate and services.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	ROLES AND RESPONSIBILITIES	1.2
Policy:	BOARD OF DIRECTORS' CODE OF CONDUCT	1.2.3

Policy Statement (Intent and Scope)

Board of Director members will act within the following conduct parameters:

1. Board members will avoid conflicts of interest, (pecuniary or otherwise) and when they do occur, report them on a timely basis to the President, or as required by any relevant statute and the Board's Conflict of Interest Policy.
2. Any contractual relationships between a Board of Director member and the organization must conform to all Board Policies and not contravene confidentiality or related statutory, regulatory or funder requirements.
3. Board of Director members agree to respect the confidentiality of in-camera discussions per relevant statutes and Board Policies.
4. Board of Director members are not to facilitate employment, or financial benefits or preferential treatment within the organization for themselves, family members or close associates.
5. Individual Board members will not act in any way that usurps the authority of the Board of Directors.
6. Board members are encouraged to contact staff or appropriate volunteers to source information in order to fulfill their responsibilities, while being aware of the impacts these requests may have on organizational resources and priorities.
7. Board members agree to not speak officially on behalf of the organization unless delegated the role by the President.
8. Board members will treat all people with inclusively, respect and fairness at all times.
9. Board members who express abusive commentary, refuse to conform to the Board of Directors' Code of Conduct or Board Policies, or exhibit other unacceptable behaviours, can be asked to leave a meeting immediately by the President, or the meeting can be terminated or other actions taken by the President supported by the Board of Directors.

10. Board members agree that once they are no longer a member of the Board of Directors of BMHA they will not divulge in-camera, confidential or private information, data or materials under any circumstances, except where legally required.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:	05/06/2013	
Revisions Approval Dates	#	mm/dd/yr
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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	ROLES AND RESPONSIBILITIES	1.2
Policy:	ROLE OF BOARD COMMITTEE CHAIRS	1.2.4

Policy Statement (Intent and Scope)

Chairs of Standing, Ad Hoc and Advisory Committees struck by the Board will be appointed by the Board of Directors annually. They will fulfill their Chair roles as follows:

1. Prepare and circulate an agenda for all meetings.
2. Ensure meeting minutes are taken, approving draft minutes for circulation to committee members prior to the next committee meeting where the minutes will be presented for approval by the committee.
3. Manage committee meetings so as to complete the agenda, and facilitate discussions in an orderly, fair and efficient way to maximize the meeting time available.
4. Vote on committee motions as a member of the committee.
5. Oversee follow-up and in-between meeting assignments undertaken by subcommittees, committee members, staff and others to ensure completion of the tasks on a timely and required basis.
6. Discuss with individual committee members any meeting attendance and / or performance challenges they have to ensure compliance with the Code of Conduct and related Governance Policies.
7. Report at Board of Director meetings on the work in progress by the committee, and any recommendations the committee undertakes for Board consideration with supporting reports, materials and rationale.
8. Recommend terminating of an Ad Hoc or Advisory Committee if the work of that committee is completed or can be undertaken within a different structure / approach.
9. Liaise at least monthly with the President to keep the President informed on work activities, topics, timelines and Board input and reporting requirements.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed once every three years or upon a change in the Chair and / or a change in the Committee's Terms of Reference

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	POLICY DEVELOPMENT AND REVIEWS	1.3
Policy:	ASSOCIATION POLICY DEVELOPMENT	1.3.1

Policy Statement (Intent and Scope)

Association Policies for Board of Director consideration will be based on the following practices.

1. Association policy development and review will be governed by the following principles:
 - 1.1. Ensuring the integration of the Vision, Mission and Values of BMHA.
 - 1.2. Providing public statements through which the Board can be held accountable.
 - 1.3. Complying with all legal requirements.
 - 1.4. Affording the opportunity for consultation with stakeholder, partners and others as determined important by the Board of Directors.
 - 1.5. Striving to ensure Association Policies are written clearly, free of jargon or technical words and use inclusive language.
2. The request for a new Association Policy, where none exists, or the amending of an existing Association Policy, can arise from any source, e.g.: Association members, partners and governing bodies, etc. The need to pursue an Association Policy initiative occurs at the sole discretion of the Board of Directors.
3. In determining the need for a new Association Policy, or an amendment to an existing Association policy, the Board of Directors will give consideration to but are not limited by the following parameters:
 - 3.1. Is the policy required by a government act, regulation or contract / agreement?
 - 3.2. Is there a defined need related to governance, operational considerations, future perspectives, health and safety, etc.?
 - 3.3. Is the need at a level that warrants an Association Policy, in that it has organization-wide implications or consistency, risk/liability, equity/fairness, strategic direction or other considerations / impacts?
4. In developing an Association Policy or an amendment to an existing Association Policy, the Board of Directors will define the level of consultation to be undertaken in each case.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	POLICY DEVELOPMENT AND REVIEWS	1.3
Policy:	ASSOCIATION POLICY APPROVAL PROCESS	1.3.2

Policy Statement (Intent and Scope)

The following points outline the Board of Directors Association Policy decision-making process.

1. Association Policy discussions and motions will focus on and be primarily framed around the development, approval/non-approval of a new Association Policy; affirmation of an existing Association Policy; or amendments to/deletion of an existing Association Policy.
2. Board of Director policy decisions will normally be undertaken based on one of two possible outcomes:
 - 2.1. A motion approving or not approving a recommendation on a new Association Policy or an amendment to an existing Association Policy.
 - 2.2. A referral motion to further review, develop, analyze or make additional recommendations in regards to a new or an existing Board Policy.
3. The discussions on and research undertaken in support of developing a new Association Policy, or amending an existing Association Policy, can involve various levels of research activities, partners and stakeholder input, etc., as deemed appropriate by and as directed by the Board of Directors at its discretion.
4. For a referral motion on an Association Policy, the Board of Directors decides who the referred to party will be, and can identify the types of research, consultation and other activities to be undertaken in support of the process, as well as reporting timelines, etc.
5. The Board of Directors, at its discretion, can decide to approve an Association Policy or decision motion outside of this process, e.g.: an emergency response; timeliness issues prevail; or for any other reason. The Board can then decide that a new Association Policy or existing Association Policy amendment is required to be developed and considered by the Board at a future date in these cases to ensure completion of the policy.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	POLICY DEVELOPMENT AND REVIEWS	1.3
Policy:	EXISTING ASSOCIATION POLICIES REVIEWS	1.3.3

Policy Statement (Intent and Scope)

The regular review of existing Association Policies is important to ensure conformity with changing regulatory, statutory, governing body and other requirements, and to assess implementation effectiveness and outcomes.

1. The regular review of existing Association Policies is a Board of Director responsibility to ensure that they are working with relevant, practical and consistent Association Policies.
2. The Board of Directors will undertake a review of each of its Association Policies at a minimum of once every three years, involving the following process:
 - 2.1. Each year, the Executive Committee will review existing Association Policies related to their last review date, and identify those Association Policies that require review within the forthcoming fiscal year.
 - 2.2. A motion will be placed before the Board of Directors to assign Association Policy reviews to the appropriate standing committees and/or other groups and/or staff with or without instruction to the reviewing party as to specific considerations that should be identified, consultation requirements, etc.
 - 2.3. The standing committee or other group assigned a policy review task will develop and implement a review process for the Association Policy, providing recommendation(s) to the Board of Directors to:
 - 2.3.1. Affirm the existing Association Policy as written with rationale.
 - 2.3.2. Amend the existing Association Policy, identifying proposed amendments with rationale.
 - 2.3.3. Integrate the existing policy with another Association Policy, identifying amendments if required and rationale.
 - 2.3.4. Delete / terminate the existing Association Policy, providing a rationale.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	BOARD OF DIRECTOR PROCESSES AND COMMITTEE STRUCTURES	1.4
Policy:	REGULAR MEETING AGENDA TEMPLATE, SPECIAL MEETING OF THE BOARD AND IN-CAMERA SESSIONS	1.4.1

Policy Statement (Intent and Scope)

The Board of Directors will give consideration to the following agenda template for its meetings.

1. Regular Meetings of the Board of Directors

1.1. All regular meetings of the Board of Directors will have an agenda developed by the President in consultation with the Executive Committee and others as appropriate.

1.2. Regular meetings will have the following agenda components:

1.2.1. Opening segment, involving:

- a) Call to Order;
- b) Announcements;
- c) Declarations of Conflicts of Interest;
- d) Agenda Approval;
- e) Approval of Previous Meeting Minutes;
- f) Business arising from the previous minutes.

1.2.2. Presentations / Delegations.

1.2.3. New Business.

- a) Association Policy Recommendation Reports;
- b) Committee and Staff Reports;
- c) Other business.

1.2.4. Association Policy Monitoring Reports.

1.2.5. Board Communications and Open Discussions.

1.2.6. Future Agenda Items.

1.2.7. Adjournment.

2. In-Camera Sessions

2.1. At both regular and special meetings of the Board of Director and standing committee meetings, the Board of Directors or a committee may sit in-camera consistent with relevant statutory and provincial directives associated with in-camera items focused on:

2.1.1. Personnel matters.

2.1.2. Competitive bids / contracts.

2.1.3. Legal issues.

2.1.4. Property matters.

2.2. A moved, seconded and approval motion to go into an in-camera session and to go out of the session is required. Minutes taken of the in-camera session are to remain confidential unless required by law to be made public.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	BOARD OF DIRECTORS PROCESSES AND COMMITTEE STRUCTURES	1.4
Policy:	BOARD COMMITTEES	1.4.2

Policy Statement (Intent and Scope)

The Board of Directors will use a variety of structures to support and facilitate its work.

1. Committee Structure and Formation

- 1.1. The Board of Directors will operate within the following committee structure:
 - 1.1.1. Standing committees established by the Board of Directors, focusing on a particular set of tasks who meet regularly, and which recur annually.
 - 1.1.2. Ad hoc committees established by the Board of Directors, with start and finish dates, focusing on a singular perspective/task, and which function only as work groups in support of the Board of Directors.
 - 1.1.3. Advisory committees formed on a specific topic, or in support of the Board and/or a standing committee.
- 1.2. All standing committees established by the Board of Directors are to have an approved Terms of Reference that is reviewed annually by the Board; have minutes taken and circulated to and approved by the Board of Director members; and report to the Board of Directors through the President.
- 1.3. Ad hoc and advisory committees will have a Terms of Reference and can report either directly to the Board of Directors if established independent of a standing committee or through a standing committee if established as part of a standing committee's mandate.
- 1.4. The Board of Directors will establish the membership of each Board Standing Committee, ad-hoc committee and task force reporting to the Board.
- 1.5. All standing, ad hoc and Board advisory committees are to be open to the public and can be attended by Board of Director members not assigned to that committee. Non-committee members will be able to voice opinion or provide input within the approved meeting agenda, however, such parties do not have voting privileges.

- 1.6. Standing or ad hoc committees can host working sessions with the Board of Directors to gather their input, ask questions/directions or other considerations to assist in the work of the committee.
- 1.7. The Board, through a motion of reconsideration, can replace any member of a Board committee at any time.

2. Committee Authority:

Board of Director Committees have the following authorities:

- 2.1. Standing and ad hoc committees undertake research, gather input and deliberate on alternatives and choices that result in an Association Policy or other recommendations to the Board of Directors for their consideration and approval.
- 2.2. Advisory committees provide advice and input.
- 2.3. Committees have no decision-making or direction-giving authority.

3. Committee Operations:

- 3.1. Standing Committees of the Board of Directors will meet a minimum of four times per year, or as otherwise required.
- 3.2. Ad hoc and advisory committees will meet as defined by the Board of Directors or per any statutory requirements.
- 3.3. Each year, the Board of Directors will identify a Chair and Vice Chair for each Board standing committee for the next year unless otherwise prescribed in the Governance Policy.
- 3.4. For Board ad hoc and advisory committees, the Board of Directors will identify a Chair and Vice Chair if required when approving the formation of the group.
- 3.5. The Chairs of all committees/work groups can call additional meetings as required.
- 3.6. Meeting times for committees/work groups will be scheduled for times that facilitate committee/group member schedules and committee/group work requirements.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed every three years

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	GOVERNANCE	1.0
Policy Unit:	BOARD OF DIRECTORS PROCESSES AND COMMITTEE STRUCTURES	1.4
Policy:	BOARD COMMUNICATIONS	1.4.2

Policy Statement (Intent and Scope)

The Board recognizes the importance of clear, timely and effective communication processes with its internal and external audiences.

1. Board Communication Principles

The following Principles guide the Board's Communications Policy:

- 1.1. Timely and accessible.
- 1.2. Complete and clear.
- 1.3. Targeted and use of multi-media approaches.
- 1.4. Encourages feedback.
- 1.5. Regularly evaluated.

2. All Audiences

The Board will ensure the following information is on the BMHA's website on a timely basis for all audiences:

- 2.1. Complete BMHA contact information for all digital and non-digital formats.
- 2.2. Board member names and positions, and at a minimum, their email contact addresses. Pictures, mailing addresses and telephone numbers are optional.
- 2.3. Board and Standing Committee agendas at least five (5) days prior to a scheduled meeting date.
- 2.4. Approved Board and Committee meeting minutes within thirty (30) days of the meeting date.
- 2.5. A minimum three (3) year archive of Board and Committee meeting agendas and minutes.
- 2.6. Advance notice of the next BMHA Annual General Meeting or any Special General Meeting, and any proposed By-law amendments.
- 2.7. An Opportunities and Issues Board to solicit input and comments on emerging directions, strategies and related BMHA initiatives.

2.8. A minimum of two annual reports, including the BMHA financial audit.

3. Board Communication Formats

- 3.1. Board communication will be primarily by electronic means, supported by hard copy or other means if requested by a Board member, staff person, governing body, partner or other party.
- 3.2. All Board communications are to have the BMHA logo and current slogan on them with appropriate content information, and are to be signed by the President and/or designate. Consistent formatting and presentation of information is to be utilized where possible.
- 3.3. The Board will make its best efforts, within the resourcing available and circumstances, to ensure the timely and accurate delivery of its communications content.
- 3.4. The Board will ensure its best efforts to provide its communications in alternate formats to support individuals with learning, physical or intellectual disabilities.
- 3.5. The Board will develop its communication process and content to be free of jargon, using simplified language that facilitates readability and understanding.

Interim or Permanent Policy Status and Required Review Framework

Permanent policy to be reviewed annually

Policy Development History

Original Approval Date:	<u>05/06/2013</u>		
Revisions Approval Dates	#	mm/dd/yr	
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2 BOARD POLICIES

	Title	Number
Policy Category:	AFFILIATION	2.0
Policy:	PLAYER AFFILIATION	2.1

Policy Statement (Intent and Scope)

1. Representative teams can only affiliate players from teams no greater than two (2) divisions below. (i.e.: Bantam AAA to Peewee 'AAA' (Note: It is the preference of the Association that the AAA teams affiliate from the A teams; A teams from MD teams within their own division. (i.e. Peewee AAA from Peewee A.)
2. It is the responsibility of each team to procure Affiliation forms from either the General Manager or Director of Recreational Teams.
3. Completed affiliation forms must be returned to the General Manager on or before January 1st of the current year.
4. An affiliated player's list must be on file and approved by the Minor Hockey Alliance of Ontario before any player will be permitted to participate in games as an affiliated player.
5. No player may be used as an affiliated player when the team to which he/she is rostered is in competition without the consent of their Director of Representative teams or the Director of Recreational Teams

Policy Development History

Original Approval Date:	05/06/2013			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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President

Effective Date

	Title	Number
Policy Category:	AFFILIATION	2.0
Policy:	RULES OF PLAY AND DIVISIONAL REQUIREMENTS	2.2

Policy Statement (Intent and Scope)

1. General

- 1.1. The playing rules of Hockey Canada supersede any OHF or rulings of the Association.
- 1.2. Each team must declare a captain and up to three (3) alternate captains per game as elected by the team players or appointed by the coach. Their positions must be indicated on their sweaters and the game sheet by the use of the letters “C” for captain and “A” for each assistant captain.
- 1.3. All equipment must be worn as per Hockey Canada requirements and all equipment must be CSA approved. Any equipment altered in any way will negate any possible insurance claims and manufacturer’s warranty. The Association assumes no risk or liability for payers who wear altered or non-approved equipment.
- 1.4. All players’ jerseys, both Representative and Recreational, may only display the player’s correct last name.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	REGISTRATION AND AGE GROUPING	3.0
Policy:	REGISTRATION	3.1

Policy Statement (Intent and Scope)

The Board of Directors of BMHA will govern the organization to achieve its Vision, Mission and Values.

1. Registration

1.1. The minimum of age for registration is four (4) years of age on December 31st of the current year with the exception of special circumstances as approved by the Board of Directors. It is understood that the minimum age has preference over special situations in cases of waiting lists. Registration may be limited in a recreational league division as determined by the Board of Directors.

1.2. The age groups for the various divisions are as follows as at December 31st.

- 1.2.1. Timbits - under the age of 7 years of age
- 1.2.2. Tyke - under the age of 7 years of age
- 1.2.3. Minor Novice - under the age of 8 years of age
- 1.2.4. Novice - under the age of 9 years of age
- 1.2.5. Minor Atom - under the age of 10 years of age
- 1.2.6. Atom - under the age of 11 years of age
- 1.2.7. Minor Peewee - under the age of 12 years of age
- 1.2.8. Peewee - under the age of 13 years of age
- 1.2.9. Minor Bantam - under the age of 14 years of age
- 1.2.10. Bantam - under the age of 15 years of age
- 1.2.11. Minor Midget - under the age of 16 years of age
- 1.2.12. Midget - under the age of 18 years of age
- 1.2.13. Juvenile - under the age of 21 years of age

*** Subject to change by Hockey Canada***

1.3. All players shall, if requested, produce proof of age as issued by the register General's Office of the Province of Ontario, before being eligible to participate in any games or practises within the Association. In cases where the player was born outside Ontario, an official birth certificate of the Province, State, or Country of birth shall be accepted.

- 1.4. All players must pay current registration fees as set by the Board of Directors and rostered with a team before being permitted to play. Any rebate, waiver, or reduction in fees requires a written request by the parent or guardian and is subject to approval by the Board of Directors.
- 1.5. Players new to the Association shall not be signed to a registration certificate unless they are legal by OHF regulations.
- 1.6. All players must have registration formed signed by a parent or guardian, unless they are of the legal age of 18 or older.
- 1.7. Anyone wishing to register after December 31st must receive the approval of the Board of Directors.
- 1.8. A registered player may only play for the Association as defined by the rules of the OHF.
- 1.9. All late registrations must be advised to the Treasurer, the Directors of Representative Teams or Recreational Teams prior to participating in any games or practices.
- 1.10. By registering with the Association the player and/or parent or guardian agree to adhere to the Abuse and Harassment Policy and Fair Play Manual of the Association and agree to accept the consequences (as determined by the Board of Directors and/or the Associations Discipline Committee) for any and all inappropriate conduct.

Policy Development History

Original Approval Date:	05/06/2013			
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Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	REGISTRATION AND AGE GROUPING	3.0
Policy:	REGISTRATION FEES AND REFUNDS	3.2

Policy Statement (Intent and Scope)

1. Registration and Refunds

- 1.1. Registration format and fees for the upcoming season are to be determined by the Board of Directors
- 1.2. Upon written request using the HOUSE LEAGUE Refund Request Form or REPRESENTATIVE Refund Request Form, BMHA will consider a request for refund.

HOUSE LEAGUE Refund Request Form

Player Name: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____ Division: _____

Email Address: _____ Cheque to be made payable to: _____

Reason for Refund: _____

Signature: _____ Date: _____

REFUND POLICY

You **MUST** complete this form to receive a refund. Refund request will **NOT** be accepted in any other format.

All refunds are subject to an administration fee. See chart below:

- Prior to 3rd Saturday in September - Full Refund
- 3rd Saturday in September to September 30 - Registration Fees less \$50.00
- October 1 to October 31 - Registration Fees less \$150.00
- November 1 to November 30 - Registration Fees less \$200.00
- December 1 to December 31 - No refund granted unless for medical reasons
- Absolutely no refunds after December 31.

PLEASE NOTE:

1. Advising a coach, convenor or any other person at Brantford Minor Hockey of your wish to withdrawal is not considered a formal refund request and will not be processed as such.
2. It is the responsibility of the individual submitting this form to request and receive a receipt confirming that the form has been received by the General Manager of Brantford Minor Hockey.
3. The date used to determine the refund amount will be the date this form is **received** by Brantford Minor Hockey.
4. Additional charges will be assessed if uniforms have been given out and they are not returned.
5. Registrations paid by credit card will be refunded to the credit card. All other refunds will be issued in the form of a cheque and mailed to the address given on the Refund Request Form.
6. Please allow 3 to 4 weeks for processing and receipt of your refund.
7. Request for special consideration due to a medical condition must be submitted in writing to the General Manager of Brantford Minor Hockey as soon as reasonably possible and prior to December 31. A doctor's note indicating that the player is unable to participate for the remainder of the season will be required as a precondition for such special consideration. Each case will be assessed on an individual basis and will be at the sole discretion of BMHA.

FOR OFFICE USE ONLY				
DATE RECEIVED	AMOUNT PAID	PAYMENT/REFUND METHOD	REFUND AMOUNT	DATE ISSUED

REPRESENTATIVE TEAM Refund Request Form

Player Name: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____ Division: _____

Email Address: _____ Cheque to be made payable to: _____

Reason for Refund: _____

Signature: _____ Date: _____

REFUND POLICY

You **MUST** complete this form to receive a refund. Refund requests will **NOT** be accepted in any other format.

All refunds are subject to an administration fee. Tryout Fees are not refundable. Team Fees will be assessed separately and must be settled to the satisfaction of Brantford Minor Hockey prior to the refund being paid.

Pro- Rated Registration, Rep and Zone Fees Refund Schedule

- Prior to September 1 - Registration, Rep and Zone Fees less \$100.00
- September 1 to September 30 - Registration, Rep and Zone Fees less \$400.00
- October 1 to October 31 - Registration, Rep and Zone Fees less \$800.00
- November 1 or later - No refund granted unless for medical reasons
- Absolutely no refunds after November 30.

PLEASE NOTE:

1. Advising a coach, convenor or any other person at Brantford Minor Hockey of your wish to withdrawal is not considered a formal refund request and will not be processed as such.
2. It is the responsibility of the individual submitting this form to request and receive a receipt confirming that the form has been received by the General Manager of Brantford Minor Hockey.
3. The date used to determine the refund amount will be the date this form is **received** by Brantford Minor Hockey.
4. Additional charges will be assessed if uniforms have been given out and they are not returned.
5. Registrations paid by credit card will be refunded to the credit card. All other refunds will be issued in the form of a cheque and mailed to the address given on the Refund Request Form.
6. Please allow 3 to 4 weeks for processing and receipt of your refund.
7. Request for special consideration due to a medical condition must be submitted in writing to the General Manager of Brantford Minor Hockey as soon as reasonably possible and prior to November 30. A doctor's note indicating that the player is unable to participate for the remainder of the season will be required as a precondition for such special consideration. Each case will be assessed on an individual basis and will be at the sole discretion of BMHA.

FOR OFFICE USE ONLY				
DATE RECEIVED	AMOUNT PAID	PAYMENT/REFUND METHOD	REFUND AMOUNT	DATE ISSUED

Policy Development History

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	Title	Number
Policy Category:	LEAGUE AND TEAM VOLUNTEER DUTIES	4.0
Policy:	COACHES	4.1

Policy Statement (Intent and Scope)

1. Coaches' Duties and Responsibilities

- 1.1. Be responsible for developing and maintaining an awareness of good conduct among their team members while in competition, and instilling good sportsmanship while teaching hockey skills.
- 1.2. Shall attend or be represented at all scheduled games, practises, and coaches meetings.
- 1.3. Apply in writing annually to the Association. The coach is responsible for recommending a team trainer, assistant coach(es) and team manager. The maximum number of bench personnel is five (5), all of whom must be rostered, police screened and approved by the Board of Directors prior to assuming his or her duties.
- 1.4. Shall ensure all participants on his or her team receive a reasonable share of ice time and instruction for each game and practise.
- 1.5. Shall respect the authority of the Board of Directors, convenors and the Grand River Officials Association.
- 1.6. Shall ensure all team financial records are maintained and corresponding reports are distributed to the parents and Associations Treasurer on a monthly basis.
- 1.7. Be responsible for the actions of all team players and bench personnel and are subject to the disciplinary committee for rulings.
- 1.8. Provide on-ice coaching at the Timbit level during all games and practices. This provision may be suspended at an appropriate date as determined by the division convenors in cooperation with the Director of Recreational Teams.
- 1.9. Have the authority to interchange players to any position on his or her team, which he or she feels, is beneficial to the team.
- 1.10. Be responsible to report to the Board any suspicion of illegal substances on the premises.
- 1.11. Ensure team rules, monthly budgets, and a dress code are submitted to the Director of Parental Involvement, Treasurer, and each parent. Monthly budgets are to be submitted with the monthly ice bills to the Treasurer.

- 1.12. Ensure sponsors are acknowledged in all media releases. Proper sponsor names are mandatory.
- 1.13. Report any player who fails to attend practices or games to their Director of Representative Teams or the Director of Recreational Teams. No player shall be allowed to quit the Association without the written request of the parent and approval of the Board of Directors.
- 1.14. Report all resolved and unresolved parental communications and complaints to the Director of Parental Involvement via telephone or in writing.

Policy Development History

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	2	/ /	7	/ /
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	Title	Number
Policy Category:	LEAGUE AND TEAM VOLUNTEER DUTIES	4.0
Policy:	MANAGERS DUTIES AND RESPONSIBILITIES	4.2

Policy Statement (Intent and Scope)

1. Managers Duties and Responsibilities

Team Managers shall:

- 1.1. Establish by October 1st of the current playing season, a bank account in the team name. This bank account must have (3) three signing officers, two of whom are required at all times to write cheques. The team manager, team treasurer, and parent representative shall be considered the signing officers with the understanding that the manager's signature must be one of the two required signatures for expenditures.
- 1.2. Ensure the team treasurer submits to the Association's treasurer a monthly financial statement of the team account to be kept on record by the Association's treasurer.
- 1.3. Provide the referees with a properly completed game sheet showing the name of the team, team number, date of the game, all competing player names and their corresponding numbers. The head coach must sign all game sheets and any others required.
- 1.4. Ensure his or her players are properly dressed before the scheduled ice time of the game. It is essential that all teams be ready to start all games and practices 15 minutes prior to the scheduled start time and ensure the dressing room is locked during all games and practices.
- 1.5. Ensure that all team equipment and sweaters are returned to the Director of Equipment promptly at the end of the playing season
- 1.6. Work with the teams parent representative and the Director of Parental Involvement and report any problems or complaints

Policy Development History

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2	/ /	7	/ /
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	Title	Number
Policy Category:	LEAGUE AND TEAM VOLUNTEER DUTIES	4.0
Policy:	PARENT REPRESENTATION DUTIES	4.3

Policy Statement (Intent and Scope)

1. Parent Representative

- 1.1. Be elected by the parents.
- 1.2. Act as a liaison between parents and the coaching staff in the team's interest and work in conjunction with the team manager or coach.
- 1.3. Know and understand the constitution of the Association, its By-Laws and Policies.
- 1.4. Encourage good sportsmanship and team relations.
- 1.5. Bring resolved and unresolved issues to the attention of the Director of Parental Involvement.
- 1.6. Attend meetings for Parent Representatives and report back to their team.

Policy Development History

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	2	/ /	7	/ /
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	4	/ /	9	/ /
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	Title	Number
Policy Category:	LEAGUE AND TEAM VOLUNTEER DUTIES	4.0
Policy:	RECREATION LEAGUE CONVENOR ROLES	4.4

Policy Statement (Intent and Scope)

1. Recreational League Convenors

- 1.1. Be recommended by the Director of Recreational Teams and presented to the Board of Directors for approval.
- 1.2. Be responsible to the Director of Recreational Teams and the coaches within their division.
- 1.3. Appoint an associate convenor to be approved by the Board of Directors.
- 1.4. Be present or represented at all scheduled games for the division and introduce themselves to the referees and timekeepers prior to each game.
- 1.5. Attend all meetings scheduled by the Director of Recreational Teams, including Disciplinary meetings if required. He or she must also ensure all information is provided to their coaching staff.
- 1.6. Have full authority over all recreational league games and have the authority to finish games with running time if deemed necessary.
- 1.7. Ensure all player benches and timekeeper areas are kept clear of parents and non-playing children during scheduled games.

Policy Development History

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2	/ /	7	/ /
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	Title	Number
Policy Category:	LEAGUE AND TEAM VOLUNTEER DUTIES	4.0
Policy:	VOLUNTEER ROLES	4.5

Policy Statement (Intent and Scope)

1. Volunteer

1.1. Any volunteer within the Brantford Minor Hockey Association may be relieved of their responsibilities by the Disciplinary Committee, subject to that person's right to an appeal to the Board of Directors.

Policy Development History

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2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	BRANTFORD MINOR HOCKEY CORPORATE OPERATIONS	4.0
Policy:	POLICE CHECK PROTOCOL	4.6

Policy Statement (Intent and Scope)

The Brantford Minor Hockey Association (BMHA) endeavors to create a safe environment for its participants and volunteers. The Police Check Protocol is intended to minimize the risk to the participants and volunteers, and to minimize the exposure for the Association.

1. Submission of Police Clearance / Check Forms to BMHA:

- 1.1. City of Brantford Residents are subject to Police Clearance/checks approved by the City of Brantford Police Services Board “Police Check Brantford Resident” (#PCBR-01)
- 1.2. Non-Residents of Brantford are subject to Police Clearance/checks approved by “Ontario Provincial Police (OPP)” Form #PCNR-01
- 1.3. AAA Head Coach Applicants – Prior to Board Approval.
- 1.4. AAA Staff - No-later than June 15th in the given year.
- 1.5. A/MD Head Coach Applicants - Prior to Board Approval.
- 1.6. A/MD Staff - No-later than September 30th in the given year.
- 1.7. Recreational Team Head Coach and Staff - No-later than October 15th in the given year.
- 1.8. Recreational Select Team Head Coach and Staff - No-later than November 15th in the given year.
- 1.9. Police Clearance/Check Forms are to be submitted individually in a sealed envelope. Each envelope must have the name, date and BMHA position listed.
- 1.10. Compliance with the above process is mandatory, unless specifically excepted by the Board in writing.

2. Tracking of Submitted Police Clearance / Check Forms

- 2.1. All police clearance/check forms (PCCF) are logged on a spreadsheet “Police Clearance Log” (Form # PCL-01) (PCL). The active document is stored on the BHMA computer by the BMHA General Manager. This document is to be made available in a “Read Only” format at the request of the Dir. Risk Management, Designate and/or BMHA Executive.
- 2.2. On a weekly basis, he BMHA General Manager creates a new “Record of Transmittal” (Form # ROT-01) (ROT). The current batch of names are copied from the PCL and posted on the ROT.

2.3. The sealed envelopes containing individual PCCF and ROT are inserted into a sealed shipping package. Sealed package is sent via courier to a BMHA appointed Professional Designate (third party). The tracking number is recorded on the BMHA copy of the "Record of Transmittal".

2.4. A copy of the ROT is emailed to the Director of Risk Management and Officiating weekly.

3. Evaluating Police Clearance / Check Forms

3.1. The evaluation of an individual PCCF is performed by the Professional Designate (third party) within 10 business days of receipt.

4. The PCCF evaluator will review each PCCF and record either "N" (Negative), "P" (Positive) or "R" (Further Review Recommended).

The evaluation is based on the following criteria:

BMHA Criminal Record Check Policy

All individuals holding the title of coach, assistant coach, trainer, assistant trainer, manager, parent representative, on-ice official/helper(s) and anyone else determined by BMHA shall be subject to Criminal Record Checks, which include the Vulnerable Sector Screening and a search of the National Sex Offender Registry.

Individuals with outstanding Criminal Code convictions or who have been charged with such offences that have not yet gone to trial but which continue to be prosecuted, shall not be eligible to hold the above positions or those Association positions determined by BMHA. These offences include, but are not necessarily limited to, the following:

Offences which deem the Individual ineligible to participate in any capacity as determined by the BMHA

- Assault with a Weapon
- Assault Causing Bodily Harm
- Aggravated Assault
- Sexual Assault
- Sexual Interference
- Sexual Exploitation
- Invitation to Sexual Touching
- Making, distributing or possessing child pornography

- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- Indictable criminal offences for child abuse
- Luring a Child
- Voyeurism
- Possession for the Purpose of Trafficking
- Production of a Substance (as defined in the Controlled Drug and Substance Act C.D.S.A.)
- Robbery
- Any other offences pertaining to violence, whether or not involving weapons

Offences for which disqualification from participation is to be determined by BMHA

- Assault
- Threatening
- Possession of a Substance (as defined in the Controlled Drug and Substance Act C.D.S.A.)
- Impaired Driving (while Driver's License is suspended)
- Theft, Fraud and Related Offence (while in the Position of Trust)
- Convictions pertaining to illegal substances, other than for manufacture and/or trafficking
- Firearm Related Offences (other than use of firearm in the commission of an offence)

An acceptable window of time for the exclusion of offenses (minimum 3 years) may be considered by Director of Risk Management and Officiating, Designate and/or BMHA Executive. The exclusion of time commences at the expiration of the penalty imposed by the Courts, not the date of the charge or conviction.

It is the obligation of any person required to produce a Criminal Record Clearance/Check by virtue of this Policy to advise BMHA appointed Professional Designate responsible for criminal records clearance/checks of a charge or conviction under any offence listed in this Policy.

- 4.1. The completed ROT/Screening Report is sent via email to the BMHA General Manager and to the Director of Risk Management and Officiating.

4.2. An approved police check will be logged in the individuals Hockey Canada Profile by BMHA General Manager.

5. Frequency

- 5.1. Checks of a person's/individual's service are not necessary every year of a person's/individual's service, but are required for the first year in a position that every three (3) years following mandates the initial check, a person identified in 1.9.1 need only complete a Criminal Records Check. (Example: Year one Criminal Records Check (CRC)/Vulnerable Sector Screening (VSS), year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC/VSS).
- 5.2. Any police check submitted that is older than six (6) months must be accompanied by a "Criminal Offence Declaration" (Form # CODF-01) (CODF) or a notarized sworn document may also be used as an alternative to the COD.
- 5.3. A receipt from a governing police station indicating that a PCCF has been initiated may be accepted for a defined period of time, at the discretion of the Director of Risk Management and Officiating, along with a COD as per 4.2.
- 5.4. Any person identified in 5.1 that has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.

6. Document Storage

- 6.1. Director of Risk Management and Officiating shall appoint a Professional Designate to be responsible for the collection and retention of PCCF and ROT, which must be under the designate's control and secured in a safe storage area separate from Association files.
- 6.2. Records to be retained indefinitely.

7. Coaches Search and Selection Committee

- 7.1. The process of coaching selection(s) shall include a police clearance check of any and all prospective candidates. A receipt from the local police station indicating that the process has been initiated must also be included.
- 7.2. Any individual who was required to submit a police clearance/check, Criminal Offence Declaration form and/or a notarized sworn document as an alternative option for the previous season, but failed to submit such form(s) shall not be approved by the Board for a coaching position for the upcoming season until such time as the form is received and approved by BMHA Director of Risk Management and Officiating.

8. Discipline

8.1. Any coach, assistant coach, trainer, assistant trainer, manager, parent representative, parent, guardian, family member, director, officer, volunteer, employee, staff, chaperone who is discovered by means other than a criminal record check to have a conviction that may impact upon their position, may be disciplined up to and including dismissal in accordance with BMHA Constitution, By-Laws, Regulations and Policies.

9. Right of Appeal

9.1. Any person having been removed from or denied a position within the BMHA due to the evaluation of their PCCF or as listed in 7.1 has the right to appeal that decision to the BMHA Board of Directors.

9.2. A request to Appeal must be made within 7 days of the aggrieved person`s notification of a negative PCCF report or removal as listed in 7.1.

9.3. The request for Appeal must be made in writing and directed to both the Association President (or designate) and the Director of Risk Management and Officiating (or designate).

9.4. The Appeal will be heard by the BMHA Board within a reasonable period of time.

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	Title	Number
Policy Category:	SPONSORSHIP AND FUNDRAISING	5.0
Policy:	SPONSORSHIP	5.1

Policy Statement (Intent and Scope)

1. Sponsorship

- 1.1. The Board of Directors shall determine the sponsorship fee by August 1st of each season.
- 1.2. A sponsor who has not paid its sponsorship fee by December 1st shall have its name dropped from any game results to the newspaper, radio station, and statistics sheets. The team number will be used in place of the sponsor's name.

2. Sponsors

- 2.1. The Association, through the Director of Sponsorship, will solicit sponsors necessary to the operation of the Association. Previous years sponsors and prospective sponsors will be contacted by the Association beginning as soon as possible following the Annual general Meeting.
- 2.2. Team officials are not to contact sponsors seeking additional funds or favors without first receiving written approval from the Director of Sponsorship.
- 2.3. It is the responsibility of team management to ensure sponsor names are reported to all media releases.

Policy Development History

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	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	SPONSORSHIP AND FUNDRAISING	5.0
Policy:	FUNDRAISING	5.2

Policy Statement (Intent and Scope)

1. Fundraising

- 1.1. No fundraising shall be undertaken unless the prevailing fundraising guidelines of the Association are complied with. Required forms are available in the Association's office.
- 1.2. Failure to comply with 9.1 may result in the team being fined \$2,000.00.

Policy Development History

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	1	/ /	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	TEAMS	6.0
Policy:	REPRESENTATIVE TEAMS	6.1

Policy Statement (Intent and Scope)

1. Representative Teams

- 1.1. The playing time of players on the representative teams shall be left to the discretion of the coach and coaching staff of the team. However, every effort should be made to develop all players during games and practices.
- 1.2. Teams will be permitted to enter tournaments only with the approval of their Director of Representative Teams. Written approval will be evidenced by the issuance of a travel permit. It is mandatory that the General Manager be notified by telephone or voice mail message, or email as soon as possible in order to utilize all available ice and to reschedule necessary games. A copy of the travel permit must be forwarded to the General Manager by the Director of Representative Teams.
- 1.3. Traveling expenses for a team participating in OHF Championships may be approved upon written request by the Board of Directors based upon thirty (\$.30) per kilometer, eight vehicles per team, to a maximum of \$100.00/per player.
- 1.4. Each representative team, excluding midget, shall be permitted to attend a maximum of four (4) tournaments (inclusive of the Wayne Gretzky International Tournament) two of which may be beyond 150 kilometers from Brantford City limits. Any additional tournaments require participation by 50% of the rostered players to participate, and those choosing not to participate shall not be required to share in the cost of it and tournament expenses cannot come from team funds. Affiliated players may be used for all tournaments. To determine participation in tournaments beyond the 4 set out above, one family vote per player will be allowed by way of secret ballot. Minor Novice and Novice are not permitted to attend any additional tournaments.
- 1.5. All teams should roster a minimum of 17 players, which includes 2 goalies and 15 skaters. Under certain conditions, a team may have fewer players with Board approval.
- 1.6. All representative teams will participate in all levels of Alliance play downs/playoffs.
- 1.7. All representative teams (if divisions available) are required to compete, pay and perform volunteer time during the Wayne Gretzky International Tournament. Exceptions possible with Board approval. The Major Bantam AAA team are required to perform volunteer time during the Dale Parker Memorial Tournament.

- 1.8. Board of Directors, team rostered bench personnel and Gretzky Tournament Committee volunteers are exempt from the mandatory team volunteer hours at the Wayne Gretzky Tournament.
- 1.9. All rep team staff will have completed and submitted their police checks and obtained necessary rostering by dates set by the Director of Risk Management and Officiating and the Board of Directors.
- 1.10. All coaches must submit copies of all away game sheets to the Association office once a month for review, including exhibition, regular season and tournament games. This does not include home games.

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	Title	Number
Policy Category:	Teams	6.0
Policy:	RECREATION	6.2

Policy Statement (Intent and Scope)

1. Coaching (including assistant coach, trainer, on ice helpers)

1.1. It is the responsibility of the coach, assistant coach, trainer, and any on ice helpers (over the age of 18 years old) to complete all required training including Respect in Sports Leadership, Gender Identity, Trainers Certification and upload police check through Ontario Hockey Federation (OHF) portal by November 15th. If this is not completed this may result in removal from the team at the discretion of the Director of Recreational Teams or Director of IP.

1.2 It is the responsibility of the coaching staff to ensure that all contact information for the on-ice helpers including assistant coach and trainer is provided by November 15th.

1.3 If the head coach and on ice helpers including assistant coach and trainer have not completed their requirements by December 1st, the team will be in eligible to be considered to enter the Walter Gretzky tournament.

1.4. Each team shall have a certified coach on the bench and certified trainer on either bench at all times.

2. Regular Season League Play

2.1 Affiliated players will be from the same division and must NOT be Select players.

2.2 All alternate players must be approved 24 hours before game time unless any unforeseen circumstances arise

2.3 All games are subject to curfew at the discretion of the division Convenor or the Director of Recreational Teams.

2.4 Body checking shall not be permitted at any house league level.

2.5 Players may only play on 1 house league team.

2.6 Goal nets will be pegged for all games at the Tyke division and above.

2.7 The Division Convenor will approve an appropriate replacement & report to the Director of Recreation and/or Director of IP

2.8 In Timbit and Tyke divisions a two (2) minute buzzer is to be applied allowing for complete line changes in rotation.

2.9 In Timbit and Tyke division of the Recreational League, no player may be played back-to-back under the two (2) minute buzzer. In the event of this occurring, the play will be stopped immediately by the Division Convenor and a penalty shot taken by the non-offending team. The offending player is removed from the ice and will resume regular rotation. A player who was on the ice MUST take the penalty shot. Any goal, which was scored by any player on the offending team while the offending player was on the ice, will NOT be permitted. The clock is to be stopped while the penalty shot is being taken.

2.10 No player exchange shall take place in Timbit and Tyke, and except by the two (2) minute buzzer system unless a player leaves the ice for equipment, injury, or goal tender substitution. If the substitute

is on the ice for less than one (1) minute and his shift rotation comes up next, he may play that shift without it constituting a back-to-back play.

3. Play Off League Play

3.1 In Playoff games all players will be from the division directly below to meet the requirement.

3.2 All affiliated players must be appointed by the Division Convenor with final approval given by the Director of Recreational Hockey or Associate Director.

3.3 All alternate players must be approved 24 hours before game time in Playoffs.

4. Administrative

4.1 Due to the number of player requests not every request will be accommodated. The Director of Recreational Teams and/or Director of IP will review the requests and will initiate player movement before final balancing of the teams.

4.2 All Recreational divisions will hold a yearly draft at the discretion of the Director of Recreational Teams and/or Director of IP. The draft is to include the rating of each player with equal distribution of rated players on each team. Once the draft is completed, no changes to team rosters will be allowed without the authorization of the Director of Recreational Teams. The coach will be allowed to secure a trainer for their team with the discretion of the Director of Recreational teams.

4.3 It shall be the responsibility of the Director of Recreational Teams and/or Director of IP, the division convenors, as well as each coach and bench staff, to see that all players are played equally.

4.4 It is the responsibility of the coaching staff to ensure that at each game a minimum of eight (8) players are dressed to start the game. The coach can request affiliated players if this requirement cannot be met.

4.5. The Director of Recreational Teams and/or the director of IP prior to the start of the season shall determine the duration of each game. All games must be completed within the allotted time slot.

4.6. Warm up time for a team before a game is limited to two (2) minutes and no warm up is permitted for a goaltender, once the game has started.

4.7 In the event of a shortage of players, a minimum of eight (8) must be available for any League or Playoff Games. Teams may NOT affiliate more players than the required minimum. If any game is not played due to a shortage of players, the game will not be played and the team who has not met the requirement will forfeit the game. Due to a forfeit, teams will have the time allotted for a half ice practice.

4.8. In the case of injuries, care of the injured player comes first. The players are to go to their respective benches and leave the injured player in the care of the certified trainer, coach, and referee. If a stoppage of play in the game occurs, and after a lengthy delay (accumulating time of 15 minutes) insufficient time remains to complete the game, the game will be rescheduled and all goals, penalties, etc... will be wiped out as if the game was never played, with the exception major and gross misconduct penalties. The rematch will be scheduled at the earliest available time slot.

4.9. When a Goaltender is unable to participate in a League or Playoff Game, a substitute may be appointed from the same division by the Division Convenor with final approval given by the Director of

Recreational Hockey, Associate Director and/or Director of IP. The replacement goalie should be selected from the previous game if possible. In the event the team needing a goalie is the first game the goalie requested should come the game 2+hrs of original game time. If a goalie cannot be found from the same Division, a goalie than may be appointed from the division directly below by the Division Convenor with final approval given by the Director of Recreational Hockey, Associate Director and/or. All affiliated players must be approved 24 hours before game time unless any unforeseen circumstances arise, in which the Division Convenor will approve an appropriate replacement & report to the Director of Recreation and/or Director of IP.

4.10 Any infraction of the above rules will not be grounds for protest of any games played.

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	4	9
	5	10

	Title	Number
Policy Category:	TEAMS	6.0
Policy:	SELECT	6.3

Policy Statement (Intent and Scope)

1. Select Teams

- 1.1 A House League Select team is a team formed from an affiliated House League and made up of players selected from teams in the affiliated House League. Players must participate in their respective association's House League Program to be eligible for House League Select teams.
- 1.2 Players are required to make house league games/practices priority. If a player does not attend their house league game/practice they may be suspended from their next select game. (at the discretion of the Director of Recreational Teams)
- 1.3 Players registered and approved on ALLIANCE House League Select teams may affiliate to a team at BB-B or higher classification for a maximum of five (5) games per season.
- 1.4 If a player is playing House League up an age category, the player must play House League Select at his/her own age category, unless the Association does not offer Select at that age category.
- 1.5 One Team will be allowed per division from U9-U18. Priority teams for U9, U11, U15, U16, & U18. Additional teams may be added based on tryout numbers
- 1.6 Major teams must be filled prior to minor. If there are not enough players to complete a team the coach can choose minor players. This must be completed before the minor team is developed.
- 1.7 Each Player will pay a set amount as determined by the Association. Teams (parents/guardians) will be responsible for all costs- ice time, referees, timekeepers, rostering etc. The association as needed my request additional funds
- 1.8 All coaches must complete a police check and have coaching certification including respect in sports leadership and gender identity
- 1.9 Coaches are not allowed to scout for AP/Players without board approval.
- 1.10 Each Coach must submit list of tryout evaluators to the Director of Recreational Teams prior to tryouts.
- 1.11 Select teams will be allocated ice based upon what the representative and recreational league teams do not require.
- 1.12 All teams my accept all registered players that register and pay for select tryouts. Each team is made up of 15 players and 2 goalies. Execptions can be made with approval from the Director of Recreational Teams.
- 1.13 The appropriate permits are required for all out of town, exhibition games or tournaments
- 1.14 Select teams will be permitted to enter a maximum of two (2) tournaments, with the addition of the Alliance Select Championships, with approval of the Director of Recreational Teams. Written approval will be evidences by the issuance of a travel permit. One tournament will be allowed during a non black out weekend. The travel permit and written

request MUST be submitted and approved by October 31st. (This would allow ice scheduler to schedule practices on this weekend)

1.15 No select tournament will be approved during house league play offs.

Policy Development History

Original Approval Date:	05/06/2013	
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Dates:		
	1 03/02/2024	6
	2	7
	3	8
	4	9
	5	10

	Title	Number
Policy Category:	DISCIPLINE	7.0
Policy:	RECREATION LEAGUE PENALTIES	7.1

Policy Statement (Intent and Scope)

1. Penalties – Recreation League

- 1.1. All minor penalties will be two (2) minute stop time, or three (3) minutes running time.
- 1.2. All Major penalties will be five (5) minutes stop time or seven (7) minutes running time. No player will serve any other players major penalty. The offending team must play shorthanded for the entire assessed penalty.
- 1.3. All misconduct penalties will be recorded as ten (10) minutes stop time, or twelve (12) minutes running time.
- 1.4. Any player who is assessed a match penalty will be suspended from the game. The player will be suspended from all future games until the Disciplinary Committee or the governing body has dealt with the case.
- 1.5. The responsible officers of the team (coaches) shall see to it that all suspensions are enforced without any further notice.
- 1.6. Any of the Coaching staff that is ejected from any game shall automatically be suspended from the next game (other than exhibition) of his or her team. During the suspension he or she will not be permitted at ice level or in the players' dressing room. Failure to comply will result in an additional two (2) game suspension and will be brought before the Disciplinary Committee.
- 1.7. A ten-minute misconduct penalty served under the two (2) minute buzzer system is served from the time it occurred directly through the full extent of the penalty. When the penalty has expired, the player, at the first stoppage of play, must skate directly to his or her bench and not enter the play until his or her proper shift.
- 1.8. All penalties will be served out immediately when the two (2) minute buzzer system is used in any sudden victory overtime.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	/ /	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	DISCIPLINE	7.0
Policy:	RECREATIONAL LEAGUE SUSPENSIONS	7.2

Policy Statement (Intent and Scope)

1. Suspensions – Recreational League

A player may be suspended for any of the following infractions:

- 1.1. For the use of abusive language, profanity or gestures (2 games)
- 1.2. For smoking or drinking during a game or practice (1 game)
- 1.3. For assault, destroying, mishandling, or stealing of property belonging to others. There will be a minimum suspension of one year.
- 1.4. For un-sportsmanlike conduct on or off the ice. (2 games)
- 1.5. The coach whose team accumulates a total of penalty minutes greater than the allowable amount in any game will automatically be suspended from the next game. This includes exhibition and tournament games played by his team. Allowable amount of penalties for Peewee and below is thirty (30) minutes, for Bantam and above is forty (40) minutes. For players, two and five minute penalties are included in the total minutes. For coaches, two, five, and ten-minute penalties are included in the total.
- 1.6. A coach must advise the Division Convenor in writing immediately following the game the reasons for benching a player for a period or game.
- 1.7. No player, whose athletic ability appears to be impaired as determined by the coaching staff, may participate in a game or practice.
- 1.8. A coach may not suspend a player without first receiving written approval from the Division Convenor. Written notification must be given to the parent and player with a copy to the Convenor and the Director of Recreational Teams.
- 1.9. Any off ice penalties will be referred to the decisions of the disciplinary committee for ruling.
- 1.10. Any player or coach receiving a gross misconduct or match penalty will receive an additional one (1) game suspension
- 1.11. Any player or coach receiving more than three (3) checking from behind penalties in a season (GM50 or GM51) will receive an additional one (1) game suspension. The additional one game suspension will apply to every CFB penalty thereafter.

- 1.12. At the atom house league level and above, should a player receive three penalties in a game, that player shall be automatically ejected from that game
- 1.13. All coaches must submit copies of all away game sheets to the Association's office no later than three days following the game. This includes all exhibition, regular season and tournament games.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	/ /	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	ICE TIME	8.0
Policy:	ALLOCATION AND PURCHASE	8.1

Policy Statement (Intent and Scope)

1. Ice Time

- 1.1. Registration fees will include two on ice sessions per week unless otherwise notified during the course of a season.
- 1.2. Each on ice session shall be a minimum of 30 minutes to a maximum required for overtime games.
- 1.3. During a break in the schedule (such as Christmas and New Years) and during short weeks, two on ice sessions may not be available. Any lost ice time due to tournaments, the Ice Scheduler will endeavor to reschedule as required.
- 1.4. Any extra ice sessions will be billed monthly and requires timely monthly payment by each team. Each payment must include the invoice, payment, and a monthly budget all of which is to be delivered to the Association's Treasurer.
- 1.5. The Ice Scheduler will update schedules for each representative team. Any changes to the schedule must receive prior approval from the Ice Scheduler. All games requiring rescheduling must be advised to the Ice Scheduler a minimum of two weeks in advance of the schedule change.
- 1.6. Ice time not turned back to the Ice Scheduler a minimum of two weeks in advance will be billed to that team.
- 1.7. Payment must be made by cheque or money order, made payable to Brantford Minor Hockey and left in the Association's mailbox.
- 1.8. Practice ice time shall be discontinued for any team that has not paid its bill by the 15th of the month following the billing.
- 1.9. In the case of delinquent payment, no tournament or exhibition games will be permitted until all overdue accounts have been settled.
- 1.10. Any ice time purchased out of town must have the prior approval of the Ice Scheduler and their Director of Representative Teams and shall be paid for by each individual team and not charged to the Association.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	/ /	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	ICE TIME	8.0
Policy:	PLAYING TIME	8.2

Policy Statement (Intent and Scope)

1. Playing Time

1.1 Representative Hockey

Representative hockey is not equal ice time. It is a fair share of ice-time, taking all circumstances into consideration

1.1.1 AAA

- Equal ice time is not guaranteed. Players will receive a fair share of ice time, taking all circumstances into consideration and the coaching staffs will be responsible for the allocation of ice time.
- Coaches at this level are entitled and empowered to make decisions regarding ice time based on player development, the particular circumstances of the game, the stage of the season and as a disciplinary measure.
- Parents should not have their child in AAA hockey if their expectations are that they will receive equal ice time throughout the hockey season.

1.1.2 Seeded AA/A

- Equal ice time is not guaranteed in all circumstances, but coaches are encouraged to attempt to use the players equally in all exhibition, regular season and tournament round robin games.
- Playoff, play down and tournament elimination games may not be equal ice time, but rather a fair share of ice time, taking all circumstances into consideration and the coaching staffs will be responsible for the allocation of ice time in those games. Due to the uniqueness of the position, goaltenders should share games in a fair manner.

1.1.3 MD/Select

- At the MD/Select level, equal ice time is the objective. Ice time is to be shared equally up until the last (5) minutes of a game. This rule applies to all exhibition, regular season and round robin tournament games.
- Play down and tournament elimination games may not be equal ice time, but rather a fair share of ice time, taking all circumstances into consideration and the coaching staffs will be responsible for the allocation of ice time in those games.
- Due to the uniqueness of the position, goaltenders should share games equally.

1.2 Recreational Hockey

- All House League is EQUAL ICE TIME IN ALL SITUATIONS (including playoff, play down and tournament elimination games).

Policy Development History

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Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr

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2	/	/	4	/	/
3	/	/	8	/	/
4	/	/	9	/	/
5	/	/	10	/	/

	Title	Number
Policy Category:	TEAM SELECTION	9.0
Policy:	TRYOUTS	9.1

Policy Statement (Intent and Scope)

1. Tryouts

1.1. No players will be given an Ontario Hockey Federation 'AAA' Hockey Waiver unless each of the following conditions is met.

- Player has registered for 'AAA' tryouts with Brantford Minor Hockey.
- Player has attended 'AAA' tryouts in his/her appropriate age division.
- Player has not been offered a roster spot on the respective 'AAA' team within 14 days of the commencement of tryouts and/or September 15th of the current year, whichever comes first.

1.2. Brantford Minor Hockey is committed to providing development opportunities for the AAA players within our zone. Import players from outside of the Brantford AAA Zone are allowed to try out for a team with the following restrictions

- Import players must be in possession of a signed OHF AAA Waiver prior to participating in a Brantford tryout. Coaches knowingly allowing a player without an OHF waiver to tryout on the ice will face sanctions.
- Import players should only be signed to a team where they are expected to make a meaningful improvement to the overall calibre of the team. Coaches should be prepared to demonstrate why they chose an Import player over a Zone player for a spot on the team.
- Coaches may sign imports up to the following limits:

Minor/Major Atom	Minor/Major Peewee	Minor/Major Bantam	Minor Midget	Major Midget
2	3	5	6	8

- In the event that a Coach feels an additional import above the limit would make a significant improvement to the team, he/she may apply to the Director of Representative Teams - AAA for a onetime exemption for an additional import. Coaches may not sign import players above the limit until approval has been provided. .

1.3. Imports must have an OHF "AAA' Hockey waiver or "Out of Zone Permission to Skate".

- 1.4. Only Brantford residents are eligible to attend 'A' and 'MD' tryouts. Brantford will accept Pass Port player for divisions from Minor Peewee to Midget, with the maximum of three being able to be rostered to a team. From Minor Bantam up, two additional players from centres that do not run A teams could also be added (e.g., Woodstock or Cambridge as per Alliance rules)
- 1.5. No player shall be released until after the first three (3) tryout sessions at the 'A' and 'MD' levels and first two (2) tryout sessions at the 'AAA' level.
- 1.6. The Board of Directors will establish "tryout fees" on an annual basis, to be disclosed with the tryout times
- 1.7. All 'AAA' players must pay full registration fees by August 15th and rep fees by September 1st of the current year. 'A' and 'MD' players must pay registration fees by September 1st and rep fees by September 15th of the current year.
- 1.8. Each tryout session will be a minimum of one hour. (Includes ice resurfacing time)

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	1	04/04/2017	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	TEAM SELECTION	9.0
Policy:	RECREATIONAL LEAGUE SELECTION	9.2

Policy Statement (Intent and Scope)

1. Recreational League Selection

- 1.1. It shall be the Director of Recreational Team's responsibility, along with the Division Convenors, to make up the required number of teams using his or her personal knowledge and number of registrants.
- 1.2. All coaches shall draft players in each division including midget/juvenile, utilizing last season's records and previous coaches ratings.
- 1.3. The division convenors shall have the authority to designate what players are of equal rating.
- 1.4. All players must be registered with the Association prior to their assignment to a team or entrance into the draft.
- 1.5. Recreational League coaches will be appointed by the Board of Directors upon the recommendation of the Recreational League Coaches Search and Selection Committee and Director of Recreational Teams.
- 1.6. All Recreational League teams should consist of a maximum of seventeen (17) players including two (2) goaltenders, and no less than twelve (12) players including one goalie.
- 1.7. The Director of Recreational Teams and the Directors of Representative Teams, who shall in turn notify their respective convenors, must first approve any exchange of players between the Recreational teams and Representative teams. This is in effect until November 30th. Recreational League teams must not be disrupted after that date without approval of both the Directors of Recreational and Representative Teams, and then, only due to an unforeseen emergency.
- 1.8. The Director of Recreational Teams shall have the authority to move any player to a level conducive of his or her playing ability and availability.
- 1.9. All Recreational League team staff will have completed and submitted their police checks and obtained necessary carding (coaches and trainers) by dates set by the Director of Risk Management and Officiating and the Board of Directors. All teams will have their rosters completed and submitted to the Director of Recreational Teams November 15th. Failure to do so by the above dates will result in immediate suspension until such time that the above requirements are fulfilled.

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#	mm/dd/yr	#	mm/dd/yr
1	04/07/2015	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	TEAM SELECTION	9.0
Policy:	REPRESENTATIVE TEAM SELECTION	9.3

Policy Statement (Intent and Scope)

1. Representative Team Selection

- 1.1. Representative team coaches will be appointed by the Board of Directors following the recommendations of the Coaches Search and Selection Committee.
- 1.2. All Representative team staff will have completed and submitted their police checks in accordance with the deadlines and other requirements set out by the Director of Risk Management and Officiating or the Board of Directors.
- 1.3. All players must be registered with the Association prior to trying out for any Representative Team. All Hockey Canada, Minor Hockey Alliance of Ontario and rules of the Association must be adhered to at all times.
- 1.4. Attendance by any players at a Zone “AAA” tryout indicates an intention to play on a Zone Team. If chosen, the player will be expected to roster with said team.
- 1.5. Any player being utilized, as an affiliated player shall be used as required by the coach but shall not be used more than the regular team players. No such alternate player shall be required to play for such team if it interferes with his or her rostered team schedule.
- 1.6. Player movement between Recreational and Representative teams will be handled as follows:
 - 1.6.1. The representative team coach must confer with their Director of Representative Teams who in turn will confer with the Director of Recreational Teams. The Director of Recreational Teams will confer with the Recreational League Coach. Any changes must be on a player for player basis. Any such changes must be recorded and **are subject to the written approval** of the Directors of Representative Teams and the Director of Recreational Teams. The Deadline for movement between Representative and Recreational League teams is November 30th and thereafter only due to unforeseen emergencies.
 - 1.6.2. Any coach not following this ruling will be subject to a hearing and possible suspension.
 - 1.6.3. All other pertinent Representative Team dates such as roster declaration, etc are subject to issuance by the Directors of Representative Teams.
 - 1.6.4. Representative Teams shall declare in writing the names of players by the following dates: ‘AAA’ – October 1st, ‘A’ – October 15th, and ‘MD’ – October 31st.

1.6.5. Players can only be released after the date in 14.5.4 for serious discipline issues. This release is only possible through Board approval and prior attempts to correct or improve the discipline issues have occurred in conjunction with the Directors of Representative Teams and the Director of Parental Involvement.

1.7. No player in the Association is allowed to leave his or her rostered team without the written permission of both their Director of Representative Teams and the Director of Parental Involvement or the Board of Directors. Any player leaving without permission shall not be allowed to play for any rostered team in the Association during the next hockey season pending a review of his or her case by the Board of Directors, and shall not be entitled to financial reimbursement.

1.8. A coach may not suspend a player without first receiving approval from their Director of Representative Teams. Any suspension must be recorded and submitted to their Director of Representative Teams and the Director of Parental Involvement.

1.9. Head Coaches who have a child trying out for the team they are assigned must agree, at the time of selection, that they will release their child if it is deemed appropriate by the Coaches Search and Selection Committee.

1.10. To ensure players are released in an appropriate manner, the following procedure must be followed. The coach and or staff shall provide all players with a letter advising them whether they did or did not make the respective teams they are trying out for. Each player shall be advised to open their letter away from the rink with their parent(s). Players may only be released while playing or trying out in Brantford.

Policy Development History

Original Approval Date:	05/06/2013			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	04/07/2015	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	ACCELERATION	10.0
Policy:	REQUESTS	10.1

Policy Statement (Intent and Scope)

1. Acceleration Requests

- 1.1. Age acceleration may be allowed in special circumstances. Approval for acceleration must be authorized by the Director of Representative Teams -AAA and reported to the Board of Directors. The coach and Director of Representative Teams – AAA will recommend players who are considered capable and benefit from acceleration. The Director of Representative Teams - AAA will then perform an on-ice evaluation, which must be done prior to the start of the 'AAA' tryouts. The player and his/her parents would then be contacted and notified and must consent to the acceleration. The player may then attend the higher age group tryouts and then it is up to the coach to decide whether or not the player will be offered a position on the roster. Acceleration is only allowed at the 'AAA' level.
- 1.2. Any player having accelerated shall attend tryouts the following year automatically for that team unless a request is made in writing for him or her to return to his or her own age group.
- 1.3. In the case of an accelerated player, the coaching staff must notify the Director of Representative Teams –AAA and the parents of the accelerated player if the player will be offered a position on the team. This decision must be made and communicated after the third (3rd) tryout session. If the player is not offered a position, they will then be returned to their own age group for the balance of the tryouts. The returned player must be given the full opportunity to compete for a position within his/her age group.
- 1.4. Once an accelerated player is released to his or her own age group tryout, the player is entitled to attend his or her own age group tryouts without paying the full initial tryout fee.
- 1.5. An accelerated player is not required to attend his or her own age group tryouts until after his or her release from the accelerated team.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	04/07/2015	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	AFFILIATION PLAYERS	11.0
Policy:	PLAYERS	11.1

Policy Statement (Intent and Scope)

1. Affiliation (as per the Minor Hockey Alliance of Ontario handbook)

- 1.1. In any Minor Hockey Alliance series, a team from a centre may affiliate with 19 players who are registered in that centre on Alliance or HC/ALLIANCE Hockey team rosters, but not playing in the same series. The affiliated player must be eligible for the team by age but cannot be from any team of a higher category.
- 1.2. Any player participating as an affiliated player must be indicated on the game sheet with an 'AP' after their name. Appearance of a player's name on the official game sheet shall be considered participation in the game, except in the case of a substitute goaltender in which case actual participation shall be specifically noted on the game sheet.
- 1.3. An affiliated player's list must be filed and approved by January 10 of the current season
- 1.4. Failure to file an affiliated player's list by January 10 will result in the team not being allowed to use any affiliated players for the remainder of the season.
- 1.5. A major Atom, major Peewee or major Bantam player may participate as an affiliated player for no more than five (5) games after January 10 and still maintain eligibility for the team to which he/she is registered. No new registration certificate is required or shall be issued for players so advancing, and such players are not numbered among the higher team's nineteen (19) registered players.
- 1.6. NOTE: Also see regulation #18.3 of the Alliance handbook with regard to enrolling in school or employed outside of the player's community.
- 1.7. NOTE: Tournament and exhibition games shall not count as part of the five games.
- 1.8. No player may be used as an affiliated player without the consent of his/her ALLIANCE Hockey approved team. The players approved roster copy, along with appropriate written documentation must accompany the player. Failure to comply may result in the said player being deemed to have their affiliation rights relinquished with any team for the remainder of the season.
- 1.9. NOTE: This refers to players that are registered with non-ALLIANCE teams. (i.e. other OHF Member Home Centre teams.)
- 1.10. Notwithstanding any of the foregoing, for a player to be affiliated with an AAA team he/she need only be eligible for that team by age.

1.11. Affiliated players at 'A' cannot be passport players.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	/ /	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	GENERAL	12.1

Policy Statement (Intent and Scope)

1. General

1.1. All Association Committees are established by the Board of Directors based on the Association's Governance Policy on Committees.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	/ /	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	PURCHASING COMMITTEE	12.2

Policy Statement (Intent and Scope)

1. Purchasing Committee

1.1. Comprised of the following, the chair of which must be the Treasurer.

- Director of Representative Teams – AAA
- Director of Representative Teams –AA/A/MD
- Director of Recreational Teams
- First Vice President or Second Vice President
- Director of Equipment
- Director of Player Development

The committee is responsible for all purchases made by the Association over the amount of \$500.00. All purchases over \$100.00 require a purchase order from the chair.

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Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	04/07/2015	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	DISCIPLINARY COMMITTEE	12.3

Policy Statement (Intent and Scope)

1. Disciplinary Committee

- Chairperson to be appointed by the Board of Directors
- The Disciplinary Committee to consist of a chairperson and up to four (4) additional members to be appointed by the Board of Directors, but to not include a member of the Board of Directors, or a family member
- The Committee shall deal with all disciplinary situations and make decisions with respect to disciplinary issues subject to the right of any affected party to appeal in writing to the Board of Directors
- Any decision of the Disciplinary Committee shall remain in effect unless otherwise ordered by the Board of Directors.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	/ /	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	CONSTITUTION AND BY-LAW COMMITTEES	12.4

Policy Statement (Intent and Scope)

1. Constitution and By-Law Committee

The Constitution and By-Law Committee shall consist of the following:

- Chairperson appointed by the Board of Directors
- Four members appointed by the Board of Directors
- The Committee is to be comprised, in part, of those not on the Board of Directors
- Director of Recreational Teams
- Director of Representative Teams – AAA
- Director of Representative Teams – AA/A/MD

The Committee is responsible to review the Association's Constitution and By-Laws and make recommendations for amendments.

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Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	04/07/2015	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	FINANCE AND BUDGET COMMITTEE	12.5

Policy Statement (Intent and Scope)

1. Finance and Budget Committee

The Finance and Budget Committee shall consist of the following:

- The Association Treasurer will be considered the Chairperson
- First Vice President
- Any other individuals appointed by the Treasurer and approved by the Board of Directors.

The Committee is responsible to manage the financial affairs of the association and propose a budget for the next fiscal year.

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Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	/ /	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	REPRESENTATIVE COACHES SEARCH AND SELECTION COMMITTEE	12.6

Policy Statement (Intent and Scope)

1. Coaches Search and Selection Committee

The Representative Team Coaches Search and Selection Committee shall consist of the Directors of Representative Teams and the Director of Coaching and any individuals approved by the Board of Directors whom they feel will assist the Committee in its efforts to effectively carry out the following tasks:

- 1.1. To advertise all representative team coaching positions and review all applications received.
- 1.2. With respect to coaches entering into their second term of coaching the same team, to make the determination, based on the evaluation and interview of such coaches, that any of such coaches may be approved without the need to advertise or accept any further applications or interviews.
- 1.3. To determine which applicants shall be granted interviews and interview those individuals in a timely fashion. .
- 1.4. To recommend coaches for all representative teams to the Board of Directors in a timely fashion.
- 1.5. To assist the Directors of Representative with their efforts to ensure all coaching staff are current with all training requirements and provide opportunities for this training when required.
- 1.6. To evaluate and assist coaching on a monthly basis.
- 1.7. To communicate with the Directors of Representative Teams on all issues pertaining to the coaches and their staff.
- 1.8. Any person wishing to coach any team for the Association in the upcoming season may not be included as a member of the Coaches Search and Selection Committee.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	04/07/2015	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	RECREATIONAL LEAGUE COACHES SEARCH AND SELECTION COMMITTEE	12.7

Policy Statement (Intent and Scope)

1. Recreational League Coaches Search and Selection Committee

The Recreational League Coaches Search and Selection Committee shall consist of the Director of Coaching and the Director of Recreational Teams and any individuals approved by the Board of Directors and shall carry out the following tasks:

- 1.1. Advertise all recreational league team-coaching positions and review all applications.
- 1.2. Determine which applicants shall be granted interviews and carry out those interviews in a timely fashion. To select all coaches for all recreational and select teams in a timely fashion.
- 1.3. To assist the Director of Recreational Teams with their efforts to ensure all coaching staff are current with all training requirements and provide opportunities for this training where and when required.
- 1.4. To evaluate and assist coaching staff on a monthly basis.
- 1.5. To provide assistance to all coaching staff where required and to communicate with the Direction of Recreational Teams.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	04/07/2015	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	MIDGET COMMITTEE	12.8

Policy Statement (Intent and Scope)

1. Midget Committee

The Board of Directors will appoint the Chairperson of the Midget Committee who will in turn select his/her committee members to be approved by the Board, one of which will be a current member of the Board of Directors. The Midget Committee shall:

- 1.1. Foster the growth of the midget programs at all levels within the Association.
- 1.2. Develop, promote and educate the players and parents within the Association.
- 1.3. Meet with the respective midget teams at least once per month and report in writing to the Director of Representative Teams - AAA and in turn to the Board of Directors.
- 1.4. Initiate sponsorship and fundraising programs to offset the cost of midget hockey within the Association.
- 1.5. Institute a “mentoring” program for younger age teams, specifically at the Major Peewee and Minor Bantam levels.
- 1.6. Have an annual budget to be determined by the Board with all expenditures to be approved by the Treasurer of the Association.

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Revisions Approval Dates

#	mm/dd/yr	#	mm/dd/yr
1	04/07/2015	6	/ /
2	/ /	7	/ /
3	/ /	8	/ /
4	/ /	9	/ /
5	/ /	10	/ /

	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	DEVELOPMENT COMMITTEE	12.9

Policy Statement (Intent and Scope)

1. Development Committee

The Board of Directors will appoint the Chair of the Development committee, who shall in turn select his/her committee members to be approved by the Board, one of which must be a current member of the Board of Directors.

The Development Committee shall:

- 1.1. Develop programs beneficial to the membership of the Association.
- 1.2. Create and facilitate development plans by level including skills required and methods to create those skills
- 1.3. Organize player, parent, coach clinics
- 1.4. Facilitate coaching, player and parental support programs including mentoring programs to foster and develop
- 1.5. Facilitate workshops for players, parents and coaches for educational purposes
- 1.6. Have an annual budget of \$500.00 to be reviewed annually by the Treasurer of the Association.

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	TOURNAMENT COMMITTEE	12.10

Policy Statement (Intent and Scope)

1. Tournament Committee

The Director of Special Events and Tournaments will Chair the Tournament Committee, who will in turn select his/her committee members to be approved by the Board.

- 1.1. The role of the Tournament Committee will be to organize, coordinate and operate all of the Associations tournaments
- 1.2. They shall keep accurate records for future committee use and submit to the Association's Treasurer a financial statement if requested. The Purchasing Committee must approve all expenditures over \$500.00.
- 1.3. The Recreational League Tournament Committee is to include the director of recreational Teams, the First Vice President, Director of Fundraising, Director of Sponsorship, and any other volunteers wishing to be involved.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	SUMMER HOCKEY COMMITTEE	12.11

Policy Statement (Intent and Scope)

1. Summer Hockey Committee

The Summer Hockey Committee shall consist of the following:

- The Chairperson is to be appointed by the Board of Directors.
- The Chairperson to appoint Board approved committee members.
- The role of the Summer Hockey Committee will be to plan, coordinate and evaluate a summer hockey program on behalf of the Association. They are to submit a financial statement to the Association’s Treasurer and ensure the Purchasing Committee approves all expenditures over \$500.00.

Policy Development History

Original Approval Date:

05/06/2013

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	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	REPRESENTATIVE TEAM COMMITTEE	12.12

Policy Statement (Intent and Scope)

1. Representative Team Committee

The Representative Team Committee shall consist of the following:

The Chairperson will be the Director of Representative Teams - AAA and include the Director of Representative Teams – AA/A/MD with a minimum of three (3) additional members approved by the Board of Directors. This committee shall oversee the ‘AAA’, ‘A’, and ‘MD’ divisions and report to the Board of Directors.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	PARENT REPRESENTATIVE COMMITTEE	12.13

Policy Statement (Intent and Scope)

1. Parent Representative Committee

The Parent Representative Committee shall consist of the following:

The Chairperson will be the Director of Parental Involvement.

The Committee will be comprised of individuals selected by their team parents as the parent representative for their team. The role of the Committee will be to enhance the flow of communication throughout the Association.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	COMMITTEES	12.0
Policy:	HOCKEY PARENTS STANDING COMMITTEE	12.14

Policy Statement (Intent and Scope)

1. **Purpose:** To grant partial financial assistance to reduce the cost impact of BMHA House League Registration for families that do not qualify for Arnold Anderson Sports Fund (or other similar income-based aid programs), but have requested the assistance.
2. **Funding:** The Hockey parent’s Standing Committee (HPSC) is to be self-sufficient with funds being raised throughout the year through initiatives of the Hockey Parents to provide for the following year.
3. **Financial Oversight:**
 - a. **Collection of Funds:** All funds collected by the Hockey Parents’ Standing Committee (HPSC) through all sources and means to be documented by the Chair and a second Board member. At any time, funds shall then be forwarded to BMHA General Manager for deposit to BMHA’s general bank account in a timely manner. BMHA General Manager to provide HSPC with a receipt of the transfer of funds between parties. BMHA Bookkeeper to record deposit to cash and HPSC Player Fund. All recordkeeping to be filed by BMHA General Manager..
 - b. **Distribution of Funds:** Applicants must complete a “BMHA Request for Financial Assistance Form” found online prior to September 30th and send it to BMHA General Manager. BMHA General Manager reviews all applications and forwards the number of qualified requests to the Committee, names and details are withheld. HPSC decides the equal portion (not to exceed \$ 150.00) to be granted as a Registration Reduction per player for the specific season and reports that information back to BMHA General Manager. Total distribution of funds may not exceed the dollar balance in the HPSC Player Fund. At which time, a credit in the amount is placed on each individual player account and an offsetting entry is made to the HPSC Player Fund. All recordkeeping to be filed by BMHA General Manager..
 - c. **Carryover of Funds:** HPSC may carryover a positive balance in the HPSC Player Fund at BMHA’s fiscal year end to help support their initiatives for the following season.
4. **Membership** The Director of Parental Involvement is the Chair of the Hockey Parents Standing Committee. Membership consists of five members in total, of which, two positions must be held by current Board Members. The remaining three to five positions should be filled with “Hockey Parents” nominated by the Chair. Membership must be approved annually by the Board.
 - a. “Hockey Parents” involved with the Committee is limited by the Hockey Parents Standing Committee only, and may involve numerous volunteers in various capacities.
 - b. “Hockey Parents” do not require Board Approval.
 - c. “Hockey Parents” are encouraged to attend meetings and actively participate.

- d. For the purposes to clarification, only the approved Hockey Parent Standing Committee Members will be classified as “Association Members” as defined in “4.0 Association Membership” in the BMHA By-Laws.

5. Dissolution of The Committee

- a. In the case of the dissolution of the committee by the Board, the following will take place:
 - i. The proceeds of the Hockey Parents bank account will be used to pay all outstanding incurred expenses;
 - ii. reimburse BMHA for loans;
 - iii. Remaining funds will be allocated to a related charity approved by the Board.

Policy Development History

Original Approval Date:	09/08/2015			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	PLAYOFFS AND AWARDS	13.0
Policy:	RECREATIONAL LEAGUE PLAYOFFS AND AWARDS	13.1

Policy Statement (Intent and Scope)

1. Recreational League Playoffs and Awards

- 1.1. All Recreational League teams in each division shall participate in the Playoffs. Each division champion will attend the Minor Hockey Alliance of Ontario Championship Tournament held at the end of the season and the Association will pay for entry fees.
- 1.2. The Recreational League Committee shall decide the playoff format in conjunction with the Director of Programs and Events.
- 1.3. All ties in semifinal and finals are to be broken in the following manner. 5-on-5 for three minutes, 4-on-4 for three minutes, 3-on-3 until a winner is determined.
- 1.4. Team strength shall be no less than eight (8) players. Less than six (6) players is a default to the opposing team.
- 1.5. Any suspensions assessed in the last game of the season for a particular team which cannot be served, will be carried forward to the next playing season.
- 1.6. The awards program will be as follows: Timbits: All receive participation award, Tyke to Midget: Champion and Finalist receive trophies or medals.
- 1.7. The budget for awards must be submitted by the Director of Recreational Teams at the beginning of each season and approved by the Board of Directors.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	PLAYOFFS AND AWARDS	13.0
Policy:	BRANTFORD MINOR HOCKEY ASSOCIATION AWARDS	13.2

Policy Statement (Intent and Scope)

1. **“Ted Smith Memorial Award”** recognition of his contribution and efforts in the construction of the offices of the Association completed in October 1980.
 - 1.1. To be presented annually to the person in the Association who has made an outstanding voluntary contribution, doing so of his or her own free will and not as part of a job for which they receive monetary consideration
 - 1.2. Any member in good standing may nominate a person for this award by mailing a nomination letter to the Association stating service(s) the nominee has given to Brantford Minor Hockey
 - 1.3. Nominations are to be received no later than March 31st of any hockey season. The winner will be selected by a Committee appointed by the Board of Directors and shall be presented at the Association’s Annual General Meeting
 - 1.4. Accompanying the trophy, which will be displayed permanently in the Association’s trophy case, will be an engraved serving tray bearing the name of the winner and the reason for his or her selection.
2. **“President’s Award”**
 - 2.1. To be presented annually to the person in the Association who has made an outstanding contribution, doing so of his or her own free will and not as part of a job for which they receive monetary consideration
 - 2.2. The winner will be chosen by the President and presented with the award at the Association’s annual General Meeting
3. The following awards will be determined by the Directors of Representative Teams and presented at the Association’s Annual General Meeting:
 - 3.1. “Mark Finnie Memorial Award” for Trainer of the Year
4. The following awards will be determined by the Directors of Representative Teams – AAA and presented at the Association’s Annual General Meeting:
 - 4.1. ‘AAA’ Coach of the Year
5. The following awards will be determined by the Directors of Representative Teams – AA/A/MD and presented at the Association’s Annual General Meeting:

5.1. 'A'or MD Coach of the Year

6. **“Mike Warren Memorial Award”** – to be selected and presented at the Annual General Meeting by the Director of Recreational Teams to the Recreational League Coach of the Year
7. **“Award of Merit”** – to be selected and presented at the Annual General Meeting by the President to an individual outside the Association who has made an exceptional contribution to minor hockey

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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1	04/07/2015	6	/ /
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	Title	Number
Policy Category:	HOCKEY PROGRAM OPERATIONS	14.0
Policy:	OFFICIALS	14.1

Policy Statement (Intent and Scope)

1. Officials

- 1.1. All minor officials are under the direction and scheduling of the Grand River Officials Association
- 1.2. Timekeepers will be selected, trained, and paid by the Grand River Officials Association in cooperation with the Brantford Minor Hockey Association
- 1.3. Two timekeepers will be assigned to games at the discretion of the Director of Risk Management and Officiating.
- 1.4. All representative teams will be invoiced for the cost of referees and timekeepers for exhibition games prior to the start of the regular season and any exhibition games during the regular season

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	Title	Number
Policy Category:	HOCKEY PROGRAM OPERATIONS	14.0
Policy:	EXHIBITION GAMES AND TOURNAMENTS	14.2

Policy Statement (Intent and Scope)

1. Facilities, Games and Practises

- 1.1 The Directors of Representative and Recreational Teams must first approve all exhibition games and tournaments scheduled by their respective teams. Approval is defined as having a signed travel permit.
- 1.2 Notice of tournament participation must be immediately forwarded to the Ice Scheduler and Directors of Representative Teams or Director of Recreational Teams to allow for the rescheduling of games and practises.
- 1.3 Recreational League teams, when playing exhibition games, are to only use players from their rostered team. If necessary, players from other teams may participate with the prior approval of the Director of Recreational Teams.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
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	Title	Number
Policy Category:	HOCKEY PROGRAM OPERATIONS	14.0
Policy:	FACILITIES, GAMES AND PRACTISES	14.3

Policy Statement (Intent and Scope)

1. Facilities, Games and Practises

- 1.1. Coaches, referees, and arena staff have the right to remove spectators from the area of the player's bench and penalty box.
- 1.2. The only persons allowed in the dressing room area, the players bench area, and the penalty box area, are the team officials, players, Association officials, and game officials.
- 1.3. Up to the age of 10 years old parents will be allowed in the dressing room for the purpose of ensuring their son or daughter is properly dressed and his or her skates are properly tightened, at the discretion of the coach. There is to be no congestion in the corridor, which could lead to confrontation of opposing parents and/or game officials.
- 1.4. Players are prohibited from being on the bench during the ice resurfacing. Failure to comply will result in a written warning and subsequent occurrence may result in a 1 game suspension to the coach.

Policy Development History

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05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	HOCKEY PROGRAM OPERATIONS	14.0
Policy:	SPRING AND SUMMER HOCKEY	14.4

Policy Statement (Intent and Scope)

1. Spring and Summer Hockey

- 1.1. The Brantford Minor Hockey Association encourages participation in summer sports other than hockey.
- 1.2. Players or teams participating in spring or summer hockey, other than those programs affiliated with Brantford Minor Hockey, shall not be play under the Brantford 99er's name nor shall they wear 99er's uniforms.
- 1.3. BMHA coaches shall respect a player's off-season and not demand or infer that participation in spring or summer hockey is mandatory. Any coach found to have conducted themselves in this regard will be immediately removed from coaching for BMHA for the upcoming season.
- 1.4. Players participating in non-sanctioned hockey events, such as spring hockey or summer hockey, are not covered by Hockey Canada insurance.

It should be clear that such games have no standing regarding suspensions or discipline and the Brantford Minor Hockey Association takes no responsibility for any Brantford player while they are participating in non-sanctioned events.

Policy Development History

Original Approval Date:	<u>05/06/2013</u>			
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	Title	Number
Policy Category:	HOCKEY PROGRAM OPERATIONS	14.0
Policy:	THIRD JERSEY POLICY	14.5

Policy Statement (Intent and Scope)

1. Permitted Teams
 - 1.1. Only Minor Midget AAA and Midget AAA teams will be permitted third jerseys. No other teams will be permitted use of a third jersey.
 - 1.2. Teams are responsible for the total cost, must be voted on in a parent meeting with a majority vote and must follow the below parameters.
2. Approved Suppliers
 - 2.1. Team gear must be purchased from an approved BMHA supplier – Director of Equipment to provide list.
3. Design
 - 3.1. Must include the current BMHA logo, minimum 3" in diameter, can be placed on shoulder.
 - 3.2. Must adhere to Alliance rules (i.e. STOP sign on back)
 - 3.3. The front crest must have a connection to Brantford.
 - 3.4. No team sponsor logos shall be permitted anywhere except as a name bar on the back.
 - 3.5. Colour options must be approved based on Red/Black or Orange/Blue colour variations.
 - 3.6. Socks may also be purchased.
 - 3.7. Pant shells, gloves, helmets and other equipment are subject to approval, must adhere to colour options and be agreed upon by the team and BMHA Board of Directors.
4. Approval
 - 4.1. Teams must submit the request including design to the BMHA board of directors for approval by July 31st every year.
 - 4.2. The board will approve that the parameters of design were followed, and any logo is consistent with the BMHA brand and has positive intentions, is not offensive and reflects positively on BMHA.

Policy Development History

Original Approval Date:	<u>10/21/2018</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	05 /19/2019	3	/ /
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	Title	Number
Policy Category:	BRANTFORD MINOR HOCKEY ASSOCIATION CORPORATE OPERATIONS	15.0
Policy:	DEVELOPMENT FUND	15.1

Policy Statement (Intent and Scope)

1. Brantford Minor Hockey Association Development Fund

Funds received by the Association as the result of players moving out of the Association are to be utilized with approval of the Board of Directors for the purchase of library materials, video equipment, clinics etc.

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	BRANTFORD MINOR HOCKEY ASSOCIATION CORPORATE OPERATIONS	15.0
Policy:	PROFESSIONAL FEES	15.2

Policy Statement (Intent and Scope)

1. Professional Fees

Brantford Minor Hockey Association Board of Directors may seek out a legal firm to represent the association and provide information as required; retain auditors to review it financial activities, or retain other professionals necessary to effectively manage and operate the Association.

Policy Development History

Original Approval Date:

05/06/2013

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	Title	Number
Policy Category:	BRANTFORD MINOR HOCKEY ASSOCIATION CORPORATE OPERATIONS	15.0
Policy:	DIRECTORS' INSURANCE	15.3

Policy Statement (Intent and Scope)

1. Directors' Insurance

The Board will review each year and purchase adequate Board of Director Liability Insurance.

Policy Development History

Original Approval Date:

05/06/2013

Revisions Approval Dates

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	Title	Number
Policy Category:	BRANTFORD MINOR HOCKEY CORPORATE OPERATIONS	15.0
Policy:	PURCHASE ORDERS	15.4

Policy Statement (Intent and Scope)

1. Purchase Orders

- 1.1. Purchase orders must be utilized for purchases over \$100.00 except in the everyday operation of the Association. (For example, purchase orders are required for tournament clothing, souvenirs, player giveaways, awards, office equipment and supplies, computers and accessories, team jerseys, socks, and equipment.)
- 1.2. The Association will utilize one series of numbered Purchase Orders under the control of the General Manager with approval of each by the Treasurer of the Association.
- 1.3. As a control feature in monitoring the disposition of purchase orders, the General Manager will maintain a check-list for all issued purchase orders and at the conclusion of each month, the accounting records will be verified and a determination made that all PO's have been adequately processed. All exceptions identified through this reporting format must be located and followed for timely processing.
- 1.4. Purchase orders shall be executed at time of purchase authorization and are to be sufficiently complete in detail as to include the vendor's name and address, quantity and description of items to be purchased and price to be paid. A copy of any written quotations will be attached if possible. As the purchase order is considered a contractual document, full disclosure of any special conditions for the purchase must be noted.
- 1.5. Purchase orders will be issued with a minimum in duplicate:
 - 1.5.1. Original copy provided to the vendor.
 - 1.5.2. Duplicate copy will be used in matching the packing slip with the vendor's invoice when received.
- 1.6. For accountability purposes, the original PO document that has been voided or spoiled will be retained and filed in the numerical file.

..... in addition to the above

2. Uniform Tenders

- 2.1. The association will issue a public request for quotation (RFQ) from appropriate suppliers for uniforms up to a three-year term. The RFQ will be advertised on the BMHA website and its social media platforms for a minimum of 21 days.
- 2.2. Uniform tenders shall be issued separately for house league and representative requirements and issued in offsetting years.
 - 2.2.1. House League RFQ to be issued for all jerseys and socks as needed for house league, summer 3 on 3 hockey, Mini Mac, and house league select.
 - 2.2.2. Representative RFQ to be issued for game jerseys, socks, practice jerseys, and U16 AAA alternate jersey uniforms subject to design specifications as outlined in the RFQ.
- 2.3. Following the deadline for RFQ submissions the purchasing committee will meet to review all submissions and make a recommendation to the board on the chosen supplier.
- 2.4. It is the understanding that the successful bidder of each tender shall be the sole supplier of uniforms to BMHA and its membership for the duration of the term. In the event that the successful bidder is unable to fulfill uniform orders at any point in the duration of the agreement the purchasing committee may elect source uniforms from other authorized vendors through approval of the board.

15.5 – Independent Contractors

Policy Statement (Intent and Scope)

1. Independent Contractors

Individuals contracted by BMHA for services and paid more than \$500 per calendar year is considered taxable under the Canada Income Tax Act. BMHA is required to issue a T4A slip to individuals for such self-employed income and it is the individual's responsibility to claim this income on their personal tax return. BMHA will not withhold any source deductions.

Contracted services include, but are not but not limited to: bookkeeping, coaching (head and assistant coaches), player and coach development, and skills development.

All individuals who are required to have a T4A slip issued will need to complete the BMHA Independent Contractor Information form (attached) and return it to the BMHA office. Payment will be withheld until this form is completed. T4A slips will be issued no later than the last day of February following the calendar year in which payment was issued.

Person's providing services to BMHA through a registered business and who issue an invoice with a valid GST/HST number are not required to be issued a T4A.

Policy Development History

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05/06/2013

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1	02/22/2022	6	/ /
2	05/15/2023	7	/ /
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	Title	Number
Policy Category:	CODE OF CONDUCT	16.0
Policy:	ALLIANCE CODE OF CONDUCT	16.1

Policy Statement (Intent and Scope)

1. Alliance Code of Conduct (2019)

Members of ALLIANCE Hockey shall refrain from comments or behavior that is disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated and will be dealt with under the ALLIANCE Harassment, Abuse and Bullying Policy.

“SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc. ALLIANCE Hockey understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of ALLIANCE Hockey, and the future of ALLIANCE Hockey players.

ALLIANCE Hockey holds the entire ALLIANCE Hockey community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print. In appropriate behavior using SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken.

Policy Statement:

ALLIANCE Hockey considers behaviour that constitutes harassment, abuse or bullying through “Social Networking” an equivalent to an “Intent to Injure” and as such, individuals found in violation of this policy will be subject an immediate 4-game minimum suspension pending an investigation.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Constitutional By-Law of ALLIANCE Hockey including the opportunity to participate in ALLIANCE activities and events both present and in the future.

If complaints are received ALLIANCE Hockey will investigate those complaints and if the investigation process substantiates the complaint the individuals responsible may be subject to suspension. Complaints must be received on the “Complaint Intake Form” in the ALLIANCE Hockey Risk Management and Speak Out Policy Manual, 14.0.

Policy Development History

Original Approval Date:

05/06/2013

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	Title	Number
Policy Category:	CODE OF CONDUCT	16.0
Policy:	SOCIAL MEDIA POLICY	16.2

Policy Statement (Intent and Scope)

1. Social Media Policy

The negative use of Social Media related in whole or in part to minor hockey is detrimental to the development of our participants in all capacities (i.e. player, coach, etc.) and is seen as both hurtful and destructive to the game of hockey.

Members of Brantford Minor Hockey shall refrain from comments or behavior that is disrespectful, offensive, abusive, racist or sexist. Brantford Minor Hockey abides by the Alliance policy on social media Policy [17.0 ALLIANCE Hockey Code Of Conduct Blog Internet Policy](#). In particular, behavior that constitutes harassment or abuse will not be tolerated and will be dealt with under the [Hockey Canada Bullying, Harassment and Abuse Policies](#).

Brantford Minor Hockey also reserves the right to enact disciplinary action on individuals found in violation, beyond any Alliance disciplinary action and including suspension. Please note that all complaints must be filed in writing using the attached document

Policy Development History

Original Approval Date:

05/10/2019

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1	05/10/2019	6	/ /
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	Title	Number
Policy Category:	CODE OF CONDUCT	16.0
Policy:	STIMULANTS AND SUPPLEMENTS POLICY	16.3

Policy Statement (Intent and Scope)

This policy has been erected to protect players who may have health issues related to sugary products, allergies or other health concerns.

1. Stimulants such as non-prescribed drugs, vitamins, proteins or supplements shall not be administered to any player on any team by any coach or official. Coaches and Officials shall only provide water to players.

Policy Development History

Original Approval Date:	<u>05/10/2019</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
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	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
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	Title	Number
Policy Category:	CODE OF CONDUCT	16.0
Policy:	HARRASSMENT, ABUSE AND MISCONDUCT POLICY	16.4

Policy Statement (Intent and Scope)

1. Complaints of harassment, abuse, bullying or misconduct will not qualify a player for an automatic release.
2. Definitions are provided.
3. Substantiated allegations of harassment, abuse, bullying or misconduct will be considered for sanctions ranging in severity from: no further action to expulsion.
4. Brantford Minor Hockey cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that Brantford Minor Hockey may share some or all of this information in the process of resolving the complaint.
5. Complaints will be addressed according to severity, resources and safety for participants.
6. Email completed HARASSMENT, ABUSE & MISCONDUCT FORM to: admin@brantfordminorhockey.com or drop off a signed hard copy to the BMHA office.

Policy Development History

Original Approval Date:	<u>05/10/2019</u>			
Revisions Approval Dates	#	mm/dd/yr	#	mm/dd/yr
	1	05/10/2019	6	/ /
	2	/ /	7	/ /
	3	/ /	8	/ /
	4	/ /	9	/ /
	5	/ /	10	/ /



BRANTFORD MINOR HOCKEY
HARASSMENT
, ABUSE & MISCONDUCT
FORM

COMPLAINT INTAKE FORM

1. **Person making the complaint:** Player Parent Volunteer Official Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. **Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name Last Name
 Birth Date (day / month / year)

3. **Name of person(s) against whom you are complaining:**

First Name Last Name
 Title/Role Name of Association/Club
 First Name Last Name
 Title/Role Name of Association/Club

4. **When did the last incident occur? (date):**

5. **Please check the ground(s) that best describes your complaint:**

A. Harassment (refer to Definitions)

Type of behaviour: Conduct Gestures Comments

Based on:

Race	Ethnicity	Disability	Colour
Religion	Age	Sexual orientation	Sex
Marital status	Family status	Pardoned conviction	

B. Abuse (refer to Definitions)

Type of behaviour:

Physical	Emotional	Sexual	Neglect
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Please note: Neither the OHF, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

C. Bullying (refer to Definitions)

Type of behaviour:

Physical	Verbal	Relational	Reactive
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D. Hazing (refer to Definitions)

E. Misconduct (refer to Definitions)

Please note: Complaints of misconduct will generally be directed to the Member Association for formal or informal resolution according to that organization's constitution or policies.

6. **Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved (Name and title/role)?
4. What happened?
5. How were you treated differently from others (if at all)?
6. How do the incident(s) relate to the ground(s) you selected?
7. Remedy/Resolutions you are seeking

Day/Month/Year

Signature of Complainant