



Policies & Procedures

April 2015

The Banff Minor Hockey Association (BMHA), in partnership with its members is committed to promoting the game of hockey through skill development, quality leadership and sportsmanship while creating a fun and positive environment for all athletes and coaches. A “Safety First” approach will be incorporated into all aspects of the game of hockey.

BMHA abides by the rules & regulations set out by Hockey Canada and Hockey Alberta.

Banff Minor Hockey supports the Long-Term Athlete Development model (LTAD) and Canadian Sport for Life (CS4L).

<http://www.canadiansportforlife.ca/resources/hockey-ltpd-hockey-canada>

For more information and a complete contact list of the Banff Minor Hockey Association Executive please visit our web site at www.banffbears.com.

If you have any questions, please contact Banff Minor Hockey at president@banffbears.com.

BANFF MINOR HOCKEY

PLAYER REGISTRATION, FEES AND PAYMENT

BMHA Official Registration dates will be determined by the BMHA Executive Board annually. Registration and other necessary information will be advertised as required.

BMHA Executive Board shall set registration fees, late fees and payment options on an annual basis.

All registrations are to be completed and paid for by credit card online at **www.banff bears.com**. Registration will be rescinded if fees are not paid in full by October 1.

All late registrations for players past the registration deadline will be put on a wait list pending availability.

All players must be properly registered to be insured through the Association with Hockey Canada and Hockey Alberta. No player may participate in Association activities unless he/she is properly registered online and approved by the Registrar of the Association and registration fees have been paid in full.

All players must be registered into a division determined by their age. Any requests to play in an age division, other than the one determined by their age, must be made in writing to the BMH President and Executive Board for determination and final approval.

The Executive Board shall consider all requests for funding assistance and Kidsport (or similar) applications.

REFUND POLICY

If a registered player withdraws from the program for any reason, the refund amount will be calculated as follows:

- **Before August 15th**
A full refund will be given if you withdraw your child before August 15th.

- **After August 15th**
70% of the program Registration Fee, minus \$50.00 administration fee will be refunded if you withdraw your child after August 15th.
- **After September 15th**
50% of the program Registration Fee, minus \$50.00 administration fee, will be refunded if you withdraw you child after September 15th.
- **After December 31st**
There will be no refunds after December 31st.

Requests for refunds must be made in writing to the Registrar.

The Executive Board shall decide on cases that it deems necessary to examine.

PROGRAM LEVEL CLASSIFICATIONS

AGE DIVISIONS (Age at December 31st of the current season)

Initiation	5 & 6
Novice	7 & 8
Atom	9 & 10
Pee Wee	11 & 12
Bantam	13 & 14
Midget	15 & 16 & 17
Recreation	7-12
Pond	13-17

INITIATION Level:

The Initiation program is for children aged 5 and 6 years old. As the name suggests, it is designed to be a child's first contact with hockey and is structured to introduce basic skating and hockey skills in a safe and fun environment.

The Initiation program offered by BMH generally includes two one-hour practices in Banff each week between October and March, as well as the opportunity to play against other teams in weekend tournaments both home

and away. Informal games may be scheduled through the season with teams from other associations.

NOVICE Level:

The Novice level encourages players to rotate through all positions including goal while they continue to develop their skills.

ATOM Level:

The Atom level still allows for players to experience playing in various positions while they develop their knowledge of the game and continue to develop their skills. Recognizing that players may have already made a conscious decision to play a position of choice, every effort will be made to accommodate them in their chosen position. Recognizing this, it may be determined that not all players are suited to play the position they have chosen. They may be encouraged to consider playing a different position. All players wishing to play as a Goaltender shall be given the opportunity to tryout the position.

PLAYER PROGRAM OPTIONS

Once the player has advanced past the Initiation level, there are 3 different competitive directions that the player and the player's family may choose to follow.

Central Alberta Hockey League – offered through Canmore Minor Hockey

The Central Alberta Hockey League (CAHL) is a competitive hockey program for Novice to Midget players (ages 7 to 17) living in the Bow Valley.

This league provides the best opportunities for Bow Valley players to be matched by skill level. Player assessments take place in early September to assess each player. They are then placed on a team of appropriate level. The season begins with several games played against other teams to assess what

“tier” their team will be placed in; there are between six and ten tiers within the CAHL in each division.

CAHL teams in the Bow Valley generally have two or three one-hour practices per week in Canmore and/or Banff.

Each CAHL team generally plays between 16 and 18 regular season games between October and February, as well as playoffs and tournaments. In addition to Bow Valley teams, the CAHL incorporates teams from as far away as Oyen in the northeast, Lethbridge in the south, and Medicine Hat in the southeast. It is impossible to know how far your child’s team will be required to travel or how many games will be played until “tiering” is completed at the beginning of each season.

Rockies Hockey League (RHL)

Formerly known as the Cochrane House League, the Rockies Hockey League (RHL) is a competitive hockey program for Novice to Midget players (ages 7 to 17) living in the Bow Valley. BMH will offer this program at the Novice and Atom age levels when registrations permit.

The RHL is designed to provide a fair yet competitive hockey experience for players of all skill levels, with a lesser travel commitment than is expected of CAHL players, but with the same level of practice and game commitment.

BMH teams in the RHL generally have two one-hour practices per week in Banff.

At this time the RHL continues the tradition of “house” hockey by creating parity between teams from each association. Each RHL team plays between 16 and 18 weekend games through a regular season extending from October to February, as well as playoffs and tournaments. At various age divisions, teams are from Golden, Banff, Canmore, Cochrane, Airdrie, Olds and Okotoks.

Banff Recreation Hockey (7-12 years of age)

This innovative program focuses on participation in a less structured and flexible environment by enabling young players and families to enjoy the game of hockey. Players enrolled in this program will generally have 2 one-hour ice times a week in Banff from October to March. One ice time a week will be designated for skills development and instruction. The second ice time a week will be dedicated to scrimmaging. All ice times will be between Monday and Friday with no weekend commitments. This program will develop skills and abilities while reducing costs and travel.

Banff Pond Hockey (13-17 years of age)

This program is targeted at those interested in playing hockey in a fun and challenging environment but with a less demanding practice, game and travel schedule than the options detailed above. Players enrolled in this program generally have one hour of mid-week ice time in Banff from October to March. Coaches are on the ice, however, do not coordinate regular practices; time on ice is spent playing a casual game of “shinny,” with no referees. Occasionally, other “pond” teams may visit Banff, or the Banff team may travel, but attendance is not required.

For information on the following programs offered in Canmore please refer to www.canmorehockey.org:

Rocky Mountain Female Hockey League

Recreational Foothills Hockey

PLAYER MOVEMENT TO A HIGHER DIVISION

All players must register in their own age division. BMH guideline for player movement to a higher age division will only be considered if the player is evaluated in the top third of the highest category. If the player makes a higher division, applicable fees must be paid. All player movement is subject to approval by the BMHA Executive Board. Any player movement between divisions for the purpose of structuring a team requires the approval of the BMHA Executive Board.

PLAYER MOVEMENT TO A LOWER DIVISION (OVERAGE PLAYER)

Player movement to a lower division is governed by Hockey Alberta - see http://www.hockeyalberta.ca/index.php/ci_id/4793/la_id/1/ for Overage Criteria & Guidelines.

If you wish to apply for overage status as per Hockey Alberta regulations, please contact the BMH President.

Overage may not be requested for the following reasons:

- Dislike of coach and team members
- Ice times
- Parent's wish

HOCKEY ALBERTA MAY REVOKE OVERAGE STATUS AT ANY TIME.

AFFILIATION

Team and player affiliations will be determined by the Executive Board and is the responsibility of the Registrar to register with Hockey Alberta and Leagues as required.

TEAM SELECTION

All Teams are subject to registration numbers. Teams will be formed by number of Registrants should there be only enough players to form one team. For divisions with registrations enough to form more than 1 team, teams will be determined by an evaluation process.

BMHA makes its selections so that each player plays at a level compatible with his or her skill, ability, attitude, desire, and experience level for his/her age group, with the exception of the Recreation and Pond categories.

1. Recreation and Pond Teams will carry the number of players most suitable for the current registration.

2. Competitive (RHL & CAHL) Teams will consist of a maximum 19 players.

In order to assess and categorize each player the following tryout procedure has been adopted:

- BMH shall appoint an independent selection committee.
- Player assessments will be supervised by the Coaching Coordinator.
- Evaluations will be a test of skills, drills, scrimmages and hockey sense.

The Executive Board shall decide on cases that it deems necessary to examine (ie. late registration, injured player at time of assessment).

FAIR PLAY CODES

The fair play codes are set out by Hockey Canada. Please refer to:

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Essentials/Downloads.aspx>

The fair play codes are a set of guidelines for players, coaches, parents, officials, spectators and league organizers set out to promote positive hockey experiences. Fair play is important from a developmental perspective as well as from a risk management perspective.

It is the policy of BMH that the Fair Play Codes be followed by all members of the association.

COACHES, MANAGERS AND SAFETY PERSONS

All BMHA volunteers are required to have a criminal record check each year or as determined by the Executive Board. All BMHA and Hockey Alberta Articles, Bylaws, Rules and Regulations must be adhered to at all times. Coaches, managers and safety persons are subject to replacement should the Executive Board decide by a majority vote that they are not acting in the best interests of the players or the Association. Each team is permitted to have representation at each regular meeting of the BMH board.

COACH SELECTION

BMH chooses coaches through a Coach Selection Committee. The criteria include: coaching level attained through formal clinics; background and coaching experience; references; reliability and integrity; coaching philosophy compatible with the association's philosophies and policies. All persons assuming these positions shall strive to maintain a high standard of sportsmanship as an example to the players.

DUTIES & RESPONSIBILITIES OF THE COACHES

All coaches are required to complete a criminal record check each year, or as determined by the Executive Board. It is also required that each coach complete the Hockey Alberta Respect in Sport – Activity Leader (Coach) program.

- Abide by the Fair Play Codes as set out by Hockey Canada.
- Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
- Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop to his/her potential.
- Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited.
- Establish regular communication with parents on games, practices, schedules, fundraising etc.
- Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family and

educational responsibilities and reasonable accommodation to these factors is expected.

- If requested by the Coaching Coordinator, aid in selection of players to teams, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future development potential and perceived dedication to the program.
- Ensure proper supervision of the team, before, during and after games and practices. Accept reasonable responsibility for the conduct, safety, and wellbeing of the players.
- Develop a set of rules for the team that are clearly communicated and enforced equally on all players.
- Encourage and motivate the players towards the enjoyment of the game, team concept, and skill development.
- Comply with normal administrative directives by:
 - Holding a parent meeting at the beginning of the season
 - Attending all meetings as required
 - Ensure that the team has adequate support personnel
 - Review current Hockey Alberta rules and BMH Policy and Procedures Manual

DUTIES & RESPONSIBILITIES OF THE MANAGER

A Manager's Information Package will be provided at the beginning of the season outlining the full duties and responsibilities. The manager is required to complete a criminal record check each year, or as determined by the Executive Board. It is also required that the manager complete the Hockey Alberta Respect in Sport – Activity Leader program. The manager is the first line of communication with the parents, the coaches and the Association.

- Abide by the Fair Play Codes as set out by Hockey Canada.
- Assist the coach with arranging and scheduling games.
- Ensure that each player/family and team official receives a game, practice and tournament schedule.
- Distributes game jerseys, socks and name bars.
- Books the ice and referees with the ice coordinator.
- Organizing game minor officials, such as timekeeper; scorekeeper; 50/50 person; safety person (required for all game activities).
- Ensure safekeeping of the team copy of all game reports.

- Ensure game reports are updated on, the BMH and/or League websites for their team.
- Ensure that the necessary paperwork for each player/family is completed by the deadlines set out by BMH, Town of Banff and Hockey Alberta.
- Ensure all BMH and Hockey Alberta Safety regulations are followed, including the registration of at least one HA Certified Safety Person on the team and that a certified Safety Person is at each game.
- Ensure that all team players and officials are properly registered through the registrar.
- Ensure that all the rules and policies of the association are carried out and that any deviations from these are reported to the association.
- When a referee does not show up for a scheduled game, it shall be reported immediately to the Ice Coordinator.

DUTIES AND RESPONSIBILITIES OF SAFETY PERSON

Each team is required to have at least one person certified through the online Hockey Alberta Safety Program and a Safety Person is required to be at every game. The safety person is required to complete a criminal record check each year, or as determined by the Executive Board. It is also required that the safety person complete the Hockey Alberta Respect in Sport – Activity Leader program.

It is the responsibility of the Safety Person to ensure that safety is the first priority during all hockey related activities.

- Abide by the Fair Play Codes as set out by Hockey Canada.
- Implement an effective risk management program with your team that strives to prevent injuries and accidents before they happen.
- Put in place an effective Emergency Action plan with your team and practice it on a regular basis to make sure that all involved are aware of their roles.
- Conduct regular checks of arena facilities.
- Check location of all emergency exits at both home and away rinks.
- Have all emergency information of home and away rinks, with phone numbers and other emergency services.

- Check player's equipment regularly to ensure proper fit, protective quality and advise players and parents regarding the purchase of proper equipment.
- Promote proper warm-up techniques and conditioning as a means of preventing injuries.
- Ensure that players are hydrating properly.
- Ensure that you have accurate medical files for each player with you at all times.
- Maintain a fully stocked first aid kit and have on hand at all games and practices.
- Work with the player and parents on a "safe return to play" plan after serious injury, concussion or illness. Ensure all proper documentation is received from the parents and/or doctor.

EXPECTATIONS AND RESPONSIBILITIES OF PARENTS

- **VOLUNTEER**

We are all volunteers in this organization - the BMHA Executive Board, the coaches, the managers, and the parents. This organization depends on our volunteers - volunteers spending their own time and effort so that our Children can enjoy the great game of Hockey. If you have any questions, concerns, or ideas please let one of the Board Members, Managers or Coaches know.

Volunteer Opportunities include: Board Members; Coaching; Managing; Safety Person; CAHL Governor; CAHL Director; CAHL Data Entry Person; Clock Operator; Scorekeeper and Tournaments. Information on these positions can be found on our website, the Hockey Alberta website, the CAHL website or ask a board member.

- **RESPECT IN SPORT - PARENT PROGRAM**

<https://hockeyalbertaparent.respectgroupinc.com/secure/>

It is required by Hockey Canada/Alberta that at least one parent of each player complete the "Respect in Sport" (RIS) parent program once. Your RIS # is required before the first practice date. You must register all your players to your RIS #.

The Respect in Sport Parent Program is an effective and informative online training program for parents of active children. This one hour online certification program reinforces a parents role in a child or youth's activities, encouraging positive sport behaviours, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.

The number one reason cited for coaches, managers and officials of all ages leaving a sport is unacceptable parent behaviour. Let the Respect in Sport Parent Program help assert proper parent behaviours to create a more rewarding, safe and respectful environment for all parties involved.

- **PARENT'S PLEDGE**

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.

All parents will be required to sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.

8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

- **FORMS AND REQUIRED PAPERWORK**

To complete all required forms and paperwork provided by BMH by the requested deadlines.

- **EQUIPMENT**

Parents are responsible to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada's requirements.

EXPECTATIONS AND RESPONSIBILITIES OF PLAYERS

- **PLAYER'S PLEDGE**

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association.

All players must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.

6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
8. I will acknowledge all good plays and performances - those of my team and my opponents.

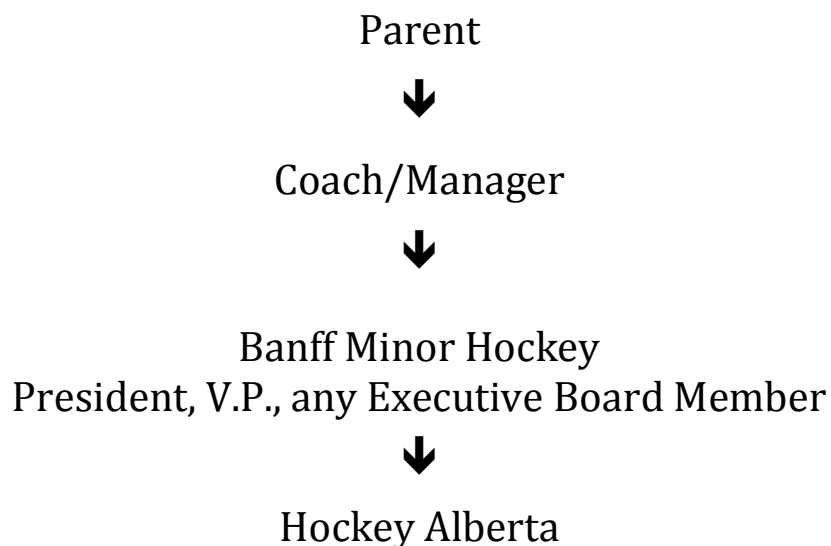
I agree to abide by the principles of this CODE as set and supported by this Association.

I also agree to abide by the rules, regulations and decisions as set for this Association.

COMMUNICATION PROCESS

All official 'Team' communications should follow the proper channels as displayed by the following model below.

For any problems or disputes please follow the 24 Hour rule. Allow yourself to calm down should you be agitated and take some time to review the situation before acting. Should you decide the situation requires escalation, please follow the proper process.



DISCIPLINE COMMITTEE

The Discipline Committee shall consist of the Vice-President who shall be Chairperson, and up to four other board members appointed by the Executive Board.

Their duties will include, but are not limited to; disciplining and/or suspending teams, players, team officials, on-ice officials, board members and/or any Association member.

Reports to the committee must be made in writing and may also include prior patterns of behavior during the current hockey season.

The Discipline Committee shall deal with each matter within seven (7) days of receiving the notification.

APPEALS COMMITTEE

The Appeals Committee shall consist of the Executive of the Association.

Their duties shall be to hear appeals from decisions made by the Discipline Committee.

The Appeals Committee may re-admit any team or individual suspended, or uphold or modify any decision made by the Discipline Committee.

Any appeal shall be made in writing outlining all particulars pertaining to the case and shall be delivered to the Secretary of BMHA within seven (7) days of being notified of the decision of the Discipline Committee.

The Appeal Committee shall deal with the appeal within seven (7) days of receiving the written appeal.

TOURNAMENTS

Tournaments are our main source of fundraising for the BMHA. The Executive Board, in conjunction with the Town of Banff, will set the dates annually for BMH tournaments. Each division will host a tournament that is organized and run by the teams. It takes all parents and players to organize & run the tournaments. There are many volunteer opportunities.

Each team has the opportunity to attend an “away” tournament. The maximum fee that will be paid is set annually by the Executive Board. The manager and coaches will work on determining where and when, or if, to attend an “away” tournament.

ASSOCIATION LOGO AND SPONSORSHIP / FUNDRAISING

Association Logo

- BMHA owns all the rights and artwork for all official symbols, crests, letterhead, etc. related to the Association.
- The use of the BMH logo, crests, etc., may only be used with the approval of the Executive Board.

Team Sponsorship/Fundraising

- Fundraising activities organized by BMH have priority over individual team fundraising activities. Specific team fundraising activities must not conflict or interfere with the Association’s activities.

EQUIPMENT

Parents are responsible to ensure their child has all the necessary equipment and that it is worn properly in accordance with Hockey Canada’s requirements. Full safety equipment, including CSA approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for conditioning camp, try-outs, practices, warm-ups, or games.

Mouth guards are strongly recommended for all BMH players, and may be required in certain leagues.

BMH shall provide each team with the following equipment: home and away game jerseys together with garment bags, pucks, first aid kit and at least 1 set of goaltending equipment and goal stick. Goaltending equipment is not provided to the Bantam and Midget teams.

BMH will require each player to purchase home and away socks at the beginning of the hockey season.

Jersey care is the responsibility of the player/parents throughout the season. Name bars are to be applied with a LONG STITCH ONLY – NO GLUE. Please remove name bars carefully to avoid damage to the jersey. Jerseys should be washed on a regular basis (do not wash with any Velcro items) and hung to dry (do not dry in dryer as this damages the cresting). Report any repairs required to the jersey to your team manager immediately.

Report any goalie equipment repairs required to your manager immediately. BMH will lend goalie equipment to Novice/Atom goalies attending summer hockey school. Please contact the Equipment Coordinator. A damage deposit in the amount of \$200.00 is required and will be returned upon receipt of the equipment.

ANNUAL GENERAL MEETING

Banff Minor Hockey shall hold an Annual General Meeting prior to May 31 in each year, of which due notice shall be given to all members. At this meeting there may be an election for President, Vice President, Secretary, Registrar, Treasurer, Ice Coordinator, Equipment Coordinator, Coaching Coordinator, Director of Communications and the following Directors as required: League Director, Recreation Director and Female Director. The Officers and Directors elected shall form the Executive Board and shall serve until their successors are elected and installed. Any member in good standing shall be eligible to stand for election to the Executive Board of the Banff Minor Hockey Association.

Banff Minor Hockey Bylaws can be found on our website.