

- 10.23. The BMHA Registrar will notify the parent/player, coach, or coordinator, and provide him/her with the player's name and telephone number.
- 10.24. NO PLAYER IS PERMITTED ONTO THE ICE UNTIL THE BMHA REGISTRAR HAS GIVEN FINAL APPROVAL.

New Player Transfers From Other Associations in BC

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

New Player Transfers From Other Associations in Canada

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

Foreign Player Registration

- 10.29. Applications from foreign-born players must be completed in full, along with the requirements of BC Hockey and Hockey Canada, before being allowed to participate with the BMHA.
- 10.30. Generally, foreign-born players who are in Canada on a temporary basis, are only eligible to play on a Recreational "C" team and are not permitted to play on any Representative "A" teams.

Late Registration

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

Registration Refunds

- 10.32. All requests for registration fee refunds must be made in writing to the BMHA Registrar. A reason for refund must be given and will remain confidential.
- 10.33. Refunds requested by August 15 will be refunded in full minus a \$50 administration fee.
- 10.34. Refunds requested after August 15 but before September 30 will be at 75% of the registration fee.
- 10.35. Refunds requested between October 1 and October 31 will be refunded 50% of the registration fee.
- 10.36. Refunds requested between November 1 and November 30 will be refunded 25% of the registration fee.
- 10.37. No refunds will be issued for requests made after November 30.
- 10.38. The request date is the date of the email or the post mark date if mailed.
- 10.39. Refunds requested in the current month will be processed
- 10.40. Refund through credit card
- 10.41. No refund will be given for Special Player Movement transfers to the Burnaby Winter Club Minor Hockey Association ("BWC"). This does not apply to the BWC Hockey Academy programs.

- 10.42. If BMHA is unable to form a team or division due to low registration numbers, those who have pre-registered for that team or division will receive a full refund by cheque within one month following posting of the specific notification.
- 10.43. The Rep Tryout fee is not refundable unless a player's absence is due to a medical condition that is substantiated with appropriate documentation from a licensed medical professional.

Refunds for Junior, Major-Minor Midget, Major Bantam, and Competitive Female Players

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

Players Trying Out for Major Midget, Minor Midget, Major Bantam

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

Players Trying Out for Junior

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

Financial Assistance

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

Insurance

- 10.55. As of 2004, Hockey Canada has taken responsibility for insuring all participants associated with Hockey Canada and their affiliates above and beyond what is already covered by MSP.
- 10.56. You must have MSP coverage before Hockey Canada can insure you.
- 10.57. If you do not have MSP coverage, you are not covered by Hockey Canada. For players in Canada on a temporary basis, special medical insurance provisions are available to ensure coverage.

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

BMHA Team Rosters

10.59. Team roster submission deadlines to the BMHA Registrar shall be at the direction of the BMHA Registrar in order to meet PCAHA deadlines.

10.60. These deadlines will be announced early in September. Deadlines will vary by division.

10.61. Failure to provide rosters to the BMHA Registrar will result in teams being suspended from commencing league play as per PCAHA rules.

Designation of Voters

10.62. As per the BMHA By-Laws, each family will be entitled to a maximum of two (2) votes at BMHA's General Meetings.

10.63. These two (2) individuals MUST be either:

10.63.1. The parent(s) or legal guardian(s) of the player, or

10.63.2. The player, in the case of a Juvenile player 19 years of age or older.

10.64. Listing of the two (2) voters' full names will be required and ONLY these individuals will be eligible to attend and vote at any Association Meeting, Annual or otherwise.

10.65. If at least one (1) proper name is not provided, the family will not be permitted to attend or vote at any Association meeting.

11. PROGRAM GUIDELINES

Junior Bulldogs and Wildcats Program

11.1. For beginning male and female players 4 years of age before December 31.

11.2. As the introductory stage to organized hockey, this program emphasizes skill development and FUN!

11.3. No hockey experience is required but players must be able to stand up and walk on the ice with their skates on and/or have their "Gliders 1" level of skating proficiency.

11.4. This program offers trained and certified hockey instructor.

11.5. Parents are encouraged to offer on-ice assistance within this program and it is also good initial training ground for future BMHA coaches.

U7 Minor and Major / U9 Minor and Major Programs

11.6. Through guidelines established by Hockey Canada, these programs will emphasize the following areas:

- **Fun:** The participant must enjoy the activity and the process of learning new and challenging skills. By placing an emphasis on fun, it is the Association's belief that the child will come to a greater enjoyment for the sport of hockey.
- **Athletic and Skill Development:** In a carefully structured and fun environment, the Association will educate our beginners in the importance of athleticism and good sportsmanship.

- **Positive Environment**: Through a caring and personal approach, the Association wishes to provide each player with a safe and positive environment. A positive environment will aid in achieving one of the Association ultimate goals, to foster good life skills.
- 11.7. The U7 and U9 programs are divided into four levels of age and skill as follows:
- 11.7.1. U7 Minor: players 5 years of age before December 31;
 - 11.7.2. U7 Major: players 6 years of age before December 31;
 - 11.7.3. U9 Minor: players 7 years of age before December 31;
 - 11.7.4. U9 Major: players 8 years of age before December 31
- 11.8. Although skill level is taken into consideration, age is generally the defining factor in player placement in the Initiation and Novice programs.
- 11.9. Player Movement
- 11.9.1. In general, movement between age division (up or down) is not encouraged with the exception of players who are in their first year of organized hockey.
 - 11.9.2. Reasons are not only based on a player's skill level but also on the attitude and maturity of the player.
 - 11.9.3. The Association encourages players to participate within their peer group as much as possible.
 - 11.9.4. Players may be moved to a different level as player numbers and skill level are taken into consideration.
 - 11.9.5. At no time will "lobbying" to move divisions be accepted.
 - 11.9.6. Should a parent or player disagree with their placement, a formal request **MUST** be made in writing to the Division Manager responsible for the Division the player was registered in by age. If approved, the President must then make an application to the PCAHA President's "C" League "Overage Committee" for their approval.
 - 11.9.7. No player movement will occur without the approval from all involved in the process.

11.10. Further information on each division is found in the table below:

	U7 Minor	U7 Major	U9 Minor	U9 Major
Age (before Dec 31)	• 5-6	• 6	• 7	• 8
Weekly commitment:	• 2 times	• 2 times	• 2 times	• 2 times
Coaches:	• Certified	• Certified	• Certified	• Certified
Teams:	• No formal teams/games	• Not earlier than November 1	• Not earlier than October 15	• Not earlier than October 15
Games:	<ul style="list-style-type: none"> • No formal games • Jamboree at end of season 	<ul style="list-style-type: none"> • Six (6) cross-ice league games after January 1 • Twenty-five (25) games total, includes exhibition, league, two (2) tournaments • Two-minute buzzer 	<ul style="list-style-type: none"> • Thirteen (13) league games after Remembrance Day • Thirty (30) games total • Two-minute buzzer 	<ul style="list-style-type: none"> • Thirteen (13) league games after Remembrance Day • Thirty-five (35) games total • Two-minute buzzer optional
Goalies:	• None dressed	• Dressed goalies	• Dressed goalies	• Dressed goalies
Ice time:	• Equal ice time	• Equal ice time	• Equal ice time	• Equal ice time
Stats:	• No scoreboard or standings	• No scoreboard or standings	• No scoreboard or standings	<ul style="list-style-type: none"> • Scoreboard used using mercy rule of five goals • Standings not kept
Travel:	• No out of district travel	• No out of district travel	• No out of district travel	• Out of district travel permitted
Parent involvement:	• Always encouraged	• Always encouraged	• Always encouraged	• Always encouraged
Other:	•	•	•	<ul style="list-style-type: none"> • Optional skill development sessions included once per week • Optional "Pond Hockey" program offered for interested players

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

Recreational “C” (House) Program

- 11.12. This program is the most common type of hockey played by male and female amateur players. It is fun hockey with an emphasis on fitness, relaxation, and fellowship. The objectives are:
- 11.12.1. To promote a game to fit the need of the participants;
 - 11.12.2. To be open to all players between 9 and 20 years of age;
 - 11.12.3. To allow players equal ice time;
 - 11.12.4. De-emphasize the importance of winning;
 - 11.12.5. Allow enjoyable participation;
 - 11.12.6. Assist in an individual’s physical development;
 - 11.12.7. Create a social environment;
 - 11.12.8. Allow an individual to participate freely in other sports and activities;
 - 11.12.9. Provide alternative types of hockey.
- 11.13. It is expected that all efforts should be made to attend all team practices and games.
- 11.14. Maximum numbers may occasionally be exceeded based on registration numbers and ability to form joint teams.
- 11.15. Players will be evaluated during the month of September and assigned to their “C” team. Due to PCAHA team balancing requirements, one or more player movements between BMHA teams may be required after the initial evaluation and placement.
- 11.16. Further information on each division is found in the table below:

	U11	U13	U15	U17	U21
Age (before Dec 31)	• 9-10	• 11-12	• 13-14	• 15-17	• 18-20
Team Composition:		<ul style="list-style-type: none"> • Max 15 skaters • 2 goalies 		<ul style="list-style-type: none"> • Max 17 skaters • 2 goalies 	<ul style="list-style-type: none"> • Max 17 skaters • 2 goalies
Weekly commitment:		<ul style="list-style-type: none"> • 1 practice • At least 2 games (1 home, 1 away) 			<ul style="list-style-type: none"> • No practice • Usually 1 game every 1.5 weeks
Team Officials:			<ul style="list-style-type: none"> • 1 Head coach • 2 Assistant coaches • Team Manager • Safety Person (HCSP) 		
Games:		<ul style="list-style-type: none"> • Participate in balancing, league, and playoff games within PCAHA 			
Goalies:			<ul style="list-style-type: none"> • Dedicated position 		
Ice time:			<ul style="list-style-type: none"> • Equal ice time 		
Tournaments:			<ul style="list-style-type: none"> • Not to conflict with league schedule 		

Representative “A” Program

- 11.17. Representative “A” (Rep) hockey is for male and female players who have the skill and desire to play at the most competitive level offered by PCAHA. Rep teams are formed by evaluating and selecting players in an effort to form a team of the highest quality players to represent the Association.
- 11.18. While the skill level is higher and a greater level of commitment is expected, it shares many of the same objectives as other BMHA programs.
- 11.19. The objectives are:
- 11.19.1. To provide an environment for elite-level hockey players to develop to their greatest potential;
 - 11.19.2. To develop skills on a physical, social, and personal level;
 - 11.19.3. To improve overall physical health, coordination, and fitness of players;
 - 11.19.4. For players to learn how to participate in a team environment;
 - 11.19.5. To develop good relationships with parents and coaches and all members of the hockey community;
 - 11.19.6. To prepare young people for everyday life by teaching responsibility, commitment, and work ethic;
 - 11.19.7. To learn how to maintain self-discipline in a competitive environment; and
 - 11.19.8. To become more self-directed and acquire leadership skills.
- 11.20. Registration deadline for Rep Tryouts is July 31.

Evaluation Criteria

- 11.21. Players will be evaluated based on the following on-ice and off-ice skills, according to the Hockey Canada Player Evaluation and Selection Guidelines, including the following:
- Skating
 - Passing
 - Puck control
 - Shooting
 - Positional play
 - Checking
- 11.22. In addition, the attitude of a player and their parents/guardian will be taken into consideration.
- 11.23. Attitude includes work ethic, commitment, desire, determination, discipline, respect for all participants, and coachability.
- 11.24. Playing Rep hockey is a privilege, not a right, and it is expected that players and their parents/guardians will treat it as such and conduct themselves in a manner consistent with the objectives of the Association.
- 11.25. Refer to www.hockeycanada.ca for further details.

Evaluation and Selection Process

- 11.26. Prior to each season, the Executive Committee will determine the number of Rep teams in each division.
- 11.27. Players wishing to play Rep hockey will pay a tryout fee at the time of registration and attend Rep tryouts.
- 11.28. Registration deadline for Rep tryouts is July 31.
- 11.29. The Rep Tryout Fee covers the first round of tryouts only. Players advancing to the second round of tryouts are eligible to play further inter-squad and exhibition games at the discretion of the Rep coaches.
- 11.30. Rep tryouts are traditionally held during the last ten days of August, depending on ice availability. Exact dates will be posted on the BMHA Website.
- 11.31. The Rep program requires commitment and attendance to all Rep Tryout sessions is expected of all players (including goalies).
- 11.32. The first round of the tryout process consists of on-ice skills evaluation sessions and inter-squad evaluation games.
- 11.33. Players and goaltenders will be evaluated by a committee appointed by the Executive Committee for each division.
- 11.34. Generally, evaluators will be made up of the "A" head coaches and "A" assistant coaches and may include third party evaluators at the discretion of the Executive Committee.
- 11.35. Supplemental evaluation sessions will be held for goaltenders. External evaluators are typically contracted to assist the evaluation committee in this process.
- 11.36. After the first round of tryouts, players are assigned to the Rep "A" Pool or released to the House "C" Pool. It is intended that these first-round assignments are made prior to Labour Day and posted on the BMHA Website.
- 11.37. Players assigned to the House "C" Pool will then attend the House "C" evaluations. Players assigned to the House "C" pool will be evaluated during the month of September and assigned to a "C" team. Due to PCAHA team balancing requirements, one or more player movements may be required after the initial evaluation and placement.
- 11.38. The second round to tryouts continues with the players assigned to the Rep "A" Pool continuing to be evaluated through a number of scrimmage games, practices, and exhibition games through the month of September. Ideally, the Rep "A" coaches will assess and mutually agree on the initial team rosters by the end of September.
- 11.39. Players in the Rep "A" pool may be moved between the A1, A2, or A3 (if applicable) rosters until the PCAHA deadline for player movement.
- 11.40. No player will be assigned directly from the Rep A1 team to a House "C" team without the approval of the Executive Committee.

Protocol for Assigning Players

- 11.41. Following the first round of assignments, the names of the players continuing on to the second round will be posted on the BMHA Website. Assignments will typically be made prior to Labour Day. Players whose names do not appear on the list will be contacted by the House "C" Division Manager for their respective division.

- 11.42. The second round of reassignments will be done by the Rep “A” coaches in person and in private. Releases are done with the utmost care, sensitivity, and respect for everyone involved. Parents must do their part and reflect the same respect and be supportive of their child, whatever the result from the evaluation process.
- 11.43. Coaches have an extremely difficult job in the final selection process and there will undoubtedly be some who will disagree with the decisions that are made.
- 11.44. Please remember that coaches look at many different aspects when making their decisions. Although hockey talent and skill are very important parts of forming a team, coaches will also assess the attitude of the player and their parents/guardian, team play, and potential for development over the length of the season. Attitude includes work ethic, respect for the coaches and other players, manners, and coachability.

Frequently Asked Questions

- 11.45. **Q: What if a player is a late cut from Junior, Major Midget, Minor Midget, or Major Bantam?**
A: If a player is released from Junior, Major Midget, Minor Midget, or Major Bantam and wants to return to BMHA, they will be returned to their established level of play. They must be registered and have paid the Rep Tryout Fee. Currently placed Midget players must be aware that returning players may displace other players in the Rep Tryout Pool up to and including October 31.
- 11.46. **Q: Does the player have to attend all evaluation sessions?**
A: While 100% attendance is expected, the Executive Committee reserves the right to make special consideration on extenuating circumstances. Players not attending due to special circumstances (injury, junior camps, family issues, etc.) should contact the Executive Committee member responsible for Rep “A” hockey in advance.
- 11.47. **Q: What happens if the player gets injured during Rep Tryouts?**
A: Any player injured during the Rep Tryout process, but before the Evaluators have had sufficient time to complete their evaluation, will remain in the Rep Pool to be re-evaluated when they are able to return to play.
- 11.48. **Q: Does it cost extra to play Rep “A” hockey?**
A: The basic BMHA registration fee is the same for Rep “A” players and House “C” players. This includes one practice ice time and one game time per week.

In addition to basic registration fees, there are also Rep Fees, which cover the costs of the paid coaches, extra ice time, and away socks.

Also, each team will levy Team Fees, which will cover any additional practice ice times, conditioning or dryland training, tournaments, travel/accommodation costs for the paid coaches. This additional cost is collected directly from the player’s parents/guardians and administered by the Team Manager.

By registering for Rep “A” hockey, members are committing to paying all costs related to playing Rep “A” hockey.

11.49. Q: **When does the Rep “A” season start and end?**

A: Generally, Rep Tryouts start in mid-August and the Provincial Playoffs must finish by the end of March.

11.50. Q: **How committed do I have to be to play Rep “A” hockey?**

A: Playing Rep “A” hockey is a privilege, not a right, and full attendance is expected. Acceptable reasons for missing any practice, game, or team functions, is limited to injury, illness, or immediate family crisis. Out of respect for all participants, any vacation time scheduled during the hockey season and all other activity commitments (sports/clubs/lessons) should be addressed with the coaching staff prior to the formation of the team. Players may participate in other activities, but Rep-level players should prioritize their attendance at hockey events in case of conflicts.

11.51. Q: **Can I play non-body checking Rep “A” hockey?**

A: No. From the U15 division and up, Rep “A” hockey is full body checking.

11.52. Q: **How far do I have to travel to play Rep “A” hockey?**

A: Depending on where PCAHA places your team for league play, you may play any teams within PCAHA ranging from Whistler and Sunshine Coast to the north, Chilliwack to the east, and Seattle to the south.

11.53. Further information on each division is found in the table below:

	U11	U13	U15	U18	U21
Age (before Dec 31)	• 9-10	• 11-12	• 13-14	• 15-17	• 18-20
Team Composition:		<ul style="list-style-type: none"> • 15 skaters • 2 goalies 		<ul style="list-style-type: none"> • 17 skaters • 2 goalies 	<ul style="list-style-type: none"> • Max 17 skaters • 2 goalies
Weekly commitment:		<ul style="list-style-type: none"> • 1 practice from BMHA • 1 practice paid by team • 2 games 			<ul style="list-style-type: none"> • No practice • 2 games
Games:	<ul style="list-style-type: none"> • Participate in balancing, league, and playoff games within PCAHA 				
Team Officials:	<ul style="list-style-type: none"> • 1 Head coach • 2 Assistant coaches • Team Manager • Safety Person (HCSP) 				
Goalies:	<ul style="list-style-type: none"> • Rotated every game 	<ul style="list-style-type: none"> • Starting goalie at coach’s decision 			
Ice time:	<ul style="list-style-type: none"> • Equal rotation of players • No fixed powerplay or penalty kill units 	<ul style="list-style-type: none"> • Fixed powerplay and penalty kill units permitted 			
Tournaments:	<ul style="list-style-type: none"> • Not to conflict with league schedule 				

11.54. The formation of a U21 team, as noted above at either the Rep “A” or House “C” levels, will be dependent upon player registration numbers and demand.

11.55. The number of practice and game times may be adjusted.

Referee Program

- 11.56. BMHA is committed to encourage any person who wishes to dedicate himself or herself to a career in officiating. The Association will assist individual referees in reaching higher skill levels.
- 11.57. This will be accomplished by providing leadership and direction from the BMHA Referee-in-Chief.
- 11.58. The Association will provide opportunities to develop skills through practical training, on-ice training sessions, as well as actual game situations training.
- 11.59. Referees are required to re-certify through BC Hockey every season.
- 11.60. Ideally, the first year of refereeing will be focused on working with the U7 and U9 teams to familiarize the new referee with positioning, the basic rules, and to gain on-ice experience, using a two-person system to ensure exposure to making penalty calls, off-sides, etc.
- 11.61. The second and subsequent years will focus on the three-person system, with equal time spent rotating between referee and lines positions, in order to increase the level of confidence with both positions and the increasing responsibility associated with the higher levels of hockey.
- 11.62. Every effort will be made to ensure that, prior to moving to higher levels of responsibility, the new referee will have demonstrated the confidence and dependability commensurate with the increased responsibility.
- 11.63. As per BC Hockey requirements, all officials aged 18 years of age and older must obtain a criminal record check. The Association will reimburse that officials for any cost for the criminal record check once five games or more have been officiated. Generally, criminal record checks are free of charge utilizing the form letter provided on the BMHA Website.

12. COACHING APPLICATIONS

- 12.1. All coaching applications are to be completed through the BMHA Website.

Coaches

- 12.2. Coaches must obtain a criminal record check / police information check with a vulnerable sector check. A form letter is available on the BMHA Website to obtain a criminal record check free of charge in person at the Burnaby RCMP detachment, including the various community offices, or using the Criminal Records Review Program (CRRP) available online. Please refer to the BMHA Website (www.burnabyminor.com) for the online link and access code.
- 12.3. You must indicate your qualifications on your application (coaching certifications, Respect in Sport, Concussion Assessment Training Tool (CATT), etc.). Please see **Appendix A** for the PCAHA certification requirements for all team officials.
- 12.4. All certifications must be completed by December 1.

Coach Selection

- 12.5. The Association chooses coaches through the Coach Selection Committee. All coaches receive final approval from the Executive Committee.
- 12.6. The criteria considered in selecting coaches includes, but is not limited to: coaching certification level attained through formal clinics, background and coaching experience, references, parental

evaluation forms, coaching philosophy compatible with BMHA philosophy, and other BMHA policies.

- 12.7. The Coach Selection Committee will contact and interview the coaching applicants. The Coach Selection Committee will then meet after the interviews have been completed and make one recommendation for each Rep team. These recommendations will then be brought before the Executive Committee, who will discuss and vote on the selections.
- 12.8. A monetary stipend will be provided to each non-parent volunteer coach as determined by the Executive Committee.

13. TEAM PERSONNEL

Head Coach

- 13.1. Train and instruct individual players and the team.
- 13.2. Oversee all team operations.
- 13.3. Will be held responsible for all team actions.
- 13.4. See Appendix A for required certifications.

Assistant Coach

- 13.5. Assist the head coach with coaching of the team.
- 13.6. In the absence of the head coach, will assume the role of head coach.
- 13.7. See Appendix A for required certifications.

Team Manager

- 13.8. Act as intermediary between parents and coaches.
- 13.9. Under coach's direction, schedule all out-of-league games.
- 13.10. Arrange for on-ice officials at all home games, as required.
- 13.11. Secure or arrange for dressing room and key for all games, as required.
- 13.12. Maintain records of team finances. A team treasurer may be appointed.
- 13.13. See Appendix A for required certifications.

Safety Person (HCSP)

- 13.14. Implement an effective risk management program for the team that strives to prevent injuries and accidents before they happen.
- 13.15. Conduct regular checks of players' equipment to ensure proper fit, protective quality, and maintenance, and advise players and parents regarding the purchase of protective equipment.
- 13.16. Promote proper conditioning and warm-up techniques as effective methods of injury prevention
- 13.17. Maintain accurate medical history files on all players and ensure this information is available at all games.
- 13.18. Maintain a fully stocked first aid kit and ensure that it is available at all games and practices
- 13.19. Responsible to ensure the team follows the proper procedure as laid out by Hockey Canada, BC Hockey, PCAHA, and BMHA for the treatment and gradual return of players after an injury, as required.
- 13.20. Implement an effective emergency action plan with your team and practice it regularly to ensure all persons involved understand their roles.

- 13.21. Be responsible to be aware of all Hockey Canada, BC Hockey, PCAHA, and BMHA risk management policies.
- 13.22. See Appendix A for required certifications

Criminal Record Check / Police Information Check Policy

- 13.23. The Association will only accept the results of the following:
 - 13.23.1. Police Information Check with Vulnerable Sector search obtained from a Burnaby RCMP Detachment/Community Police Office; or
 - 13.23.2. Criminal Records Review Program (CRRP) with Vulnerable Sector search initiated online (together, referred to as “CRC”).
- 13.24. All outside instructors and company employees who interact with BMHA players must provide a current CRC prior to any interaction with BMHA players.
- 13.25. Where applicable, registration with BC Hockey as an “Associate Member” may be required. Please refer to the BC Hockey Website at <https://www.bchockey.net/AdminAppForms/Associate%20Membership%20Application%202018-08-13.pdf>
- 13.26. All BMHA volunteers, whether rostered or non-rostered, who interact with players must complete and submit a CRC.
- 13.27. See Appendix A for required certifications.

Deadlines for Respect in Sport and CRC

- 13.28. All team officials (head coach, assistant coach, team manager, safety person) must complete Respect in Sport and the CRC by December 1.
- 13.29. Failure to obtain these requirements may result in the individual being removed from the team roster and not permitted further participation.
- 13.30. See Appendix A for required certifications.

Number of Rostered Personnel

- 13.31. The Association pays a fee to PCAHA for all rostered personnel.
- 13.32. The Association will pay for five (5) rostered personnel on teams at the U11 level and higher.
- 13.33. The Association will pay for ten (10) rostered personnel for U7 to U9.
- 13.34. Individual teams are responsible to reimburse the Association for rostered personnel above the number covered by the Association.

Volunteer Banquet

- 13.35. Each year, the Association hosts a Volunteer Banquet for rostered personnel, division managers, committee members, and the Executive Committee.
- 13.36. In addition, each team is able to invite two (2) non-rostered volunteers, free of charge, who have made a significant consistent contribution to their team.

14. PLAYER PROCEDURES

- 14.1. Please refer to the PCAHA Constitution, By-Laws, Rules and Regulations (<http://www.pcaha.ca/rules/index.php>).

Medical and First Aid Policies

- 14.2. A minimum of one member of each team must have completed the HCSP course as per Hockey Canada regulations.
- 14.3. All first aid kits remain the responsibility of the team or HCSP official.
- 14.4. Each player/parent is required to complete medical information and share this information with the Association in a manner required by the Association. At a minimum, the information shall include:
- 14.4.1. Player's full name;
 - 14.4.2. Date of birth;
 - 14.4.3. MSP number;
 - 14.4.4. Medical history information;
 - 14.4.5. Allergy history; and
 - 14.4.6. Existing medical conditions.
- 14.5. The medical information is to be kept with the HCSP and remains confidential.
- 14.6. Any missed ice time due to injury, illness, or fracture that requires medical assistance will require a doctor's note of fitness before resuming play.

Dressing Room Policy

- 14.7. BMHA is proud to have and promote a program where female and male players have an opportunity to participate together. It is the belief of the Association that the co-mingling of both genders in the dressing room is easily handled through the use of common sense and a respect for individual modesty.
- 14.8. To assist in this situation, Hockey Canada recommends the following dressing policy for teams with both male and female players.
- 14.9. Junior Bulldogs, Junior Wildcats, U7 to U9 and the U11 Divisions
- 14.9.1. All players should wear no less than athletic gym shorts and t-shirts at all times in the dressing room.
 - 14.9.2. If it is not possible to wear gym shorts and a t-shirt, other dressing options should be sought.
- 14.10. U13, U15, U18, and U21 Divisions
- 14.10.1. Females participating on integrated teams will dress in a separate dressing room. If no separate dressing room is available, the Hockey Canada and BC Hockey policies state that the majority gender will dress and undress FIRST in the team dressing room, followed by the minority gender.
 - 14.10.2. The male players of such teams will be ready ten (10) to fifteen (15) minutes prior to game time to allow the female players to enter the dressing room for pre-game activities.

- 14.10.3. Female players will be allowed in the dressing room after the game for post-game discussion. Female players will then proceed to their dressing room to change and male players will change after the female players have left.
- 14.10.4. If there is no separate female dressing room, the male players will undress first as per Hockey Canada and BC Hockey policies. When the male players have finished dressing and have left the dressing room, the female players will be allowed in the dressing room to change.
- 14.10.5. Parents and guardians of the female players should not leave them unsupervised in the dressing room.
- 14.11. All Divisions
 - 14.11.1. BMHA requires the “Two-Deep Method” at all times.
 - 14.11.2. When any and all players under 19 years of age are in the team’s dressing room before, during, and after a game or practice, a minimum of two (2) adults (either team officials or parents/guardians with Respect in Sport certification) shall be present in the dressing room or immediately outside the dressing room with the door ajar.
 - 14.11.3. Cell phones or recording devices of any kind are not permitted in the dressing room.
 - 14.11.4. Players are not to be left unsupervised at any time.

15. EQUIPMENT & APPAREL

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

Team Player Jerseys

- 15.2. A jersey deposit of \$200 per player will be collected by the Team Manager and given to BMHA at the time of jersey pick up. The deposit cheques will be returned when the jerseys are returned.
- 15.3. All players MUST wear BMHA-issued jerseys while participating in all games (including exhibition, league, playoffs, and tournaments) while representing BMHA. This is to ensure consistency and fairness to all teams and members within the Association. Any other “third jerseys” may only be used for practices.
- 15.4. BMHA provides each team, from Atom and up, with two sets of BMHA jerseys.
- 15.5. The numbering of BMHA team jerseys is to be consistent at all levels as follows: 1 – 20 and 30 – 35. In general, sweater numbers 1 and 30 – 35 are larger sizes for goaltenders.
- 15.6. When jerseys are issued, they are clean and ready for use. When returning jerseys at the end of the season, the Team Manager is responsible to see that all jersey sets are complete, NONE missing, they have been carefully washed, hung on wire hangers, and are ready for storing.
- 15.7. All jerseys must be returned to the Team Manager.
- 15.8. ALL BMHA EQUIPMENT MUST BE RETURNED BY APRIL 15.

Goaltender Equipment

- 15.9. The Association will make goaltender equipment available upon request. The Goaltender Equipment Manager will allow equipment to be signed out to the parent of a goaltender.
- 15.10. Full-time goaltenders at the Atom division and higher will receive a \$300 refund of their registration fees if they have their own goaltender equipment. This discount is applicable at the time of registration until October 31 of each season. In the event that a goaltender changes to a skater position during the season, the Registrar must be notified and the discounted balance of skater fees paid.
- 15.11. Refunds will be forthcoming on receipt of the written approval from the BMHA Equipment Manager to the BMHA Treasurer that the player's equipment has been checked and passed.
- 15.12. All arrangements to have the goaltender equipment checked should be made by contacting and arranging a convenient time with the Goaltender Equipment Manager.
- 15.13. Equipment checks should be completed by November 11 and, generally, no equipment checks will be performed after this date.
- 15.14. Off-season rental of goalie equipment is available. Those wishing to rent goalie equipment will be required to pay \$800 up front. If the goalie equipment is returned in good condition, \$600 will be returned by cheque to the person for the rented the goalie equipment. Arrangements will need to be made with the Goaltender Equipment Manager at least three (3) weeks in advance.

Apparel and Accessories

- 15.15. As stated in Section 3 above, the Association reserves the right to decide on official exclusive licensed suppliers/vendors for items containing the Association's names, logos, etc.
- 15.16. The Association will have approved suppliers who are able to provide team apparel, equipment, and accessories using the BMHA logos.

16. SPONSORSHIP POLICY

- 16.1. The Association does seek sponsorships as an association, either on behalf of the association as a whole, a division, or at an individual team level.
- 16.2. These sponsorships arranged by the Association can be recognized through means such as advertisements on the website, newsletter, tournament programs, participation in Association events, placement of sponsor badgers on jerseys, or any other suitable recognition.
- 16.3. The amount or type of recognition is dependent on the amount provided to the Association by the respective sponsor.
- 16.4. The term, rates, and approval of sponsors will be set out by the Communications and Marketing Manager and the Executive Committee.

17. FUNDRAISING GUIDELINES

- 17.1. All teams and participants have a responsibility to project a positive image of their team, the Association, the City of Burnaby, and of minor hockey in general.
- 17.2. From time to time, parents and players will be expected to make direct contributions to meet team and BMHA expenses through fundraising efforts.

- 17.3. Direct public support can be requested through various activities such as 50/50 draws, provided they are in good taste. Alcoholic beverages MAY NOT BE USED as prizes. A gaming licence is required by each team.
- 17.4. All fundraising programs must be well supervised and controlled.
- 17.5. All profits from fundraising programs are deemed to belong to the members of the team for which they were intended.
- 17.6. Fundraising programs should be carried out mainly within the City of Burnaby boundaries.
- 17.7. All plans for team fundraising must be discussed and approved at a parent meeting.
- 17.8. Team management is responsible for ensuring that BMHA guidelines, City of Burnaby by-laws and Provincial regulations are followed.
- 17.9. Teams may plan, budget and fundraise for the necessary funds to manage their team.
- 17.10. If a team wishes to make a larger team purchase, the decision must be handled democratically amongst all team parents by secret vote.
- 17.11. If "pub nights" or other adult-oriented events are organized for the purpose of raising funds for any BMHA teams or other causes, no direct or indirect inference to the BMHA is permitted.

18. TEAM FINANCIAL REPORTING

- 18.1. Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities.
- 18.2. It is appropriate and necessary to expect the following:
 - 18.2.1. Each team is responsible for obtaining its own gaming licence if it wishes to engage in 50/50 draws or other raffles; and
 - 18.2.2. The team shall comply with the BC Gaming Branch rules and regulations.

19. TOURNAMENTS

- 19.1. Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun.
- 19.2. The Executive Committee expects all teams to participate and support tournaments hosted by BMHA.
- 19.3. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to the Executive Committee member in charge of Tournaments for approval.
- 19.4. All tournament arrangements must be in accordance with all Hockey Canada, BC Hockey, PCAHA, and BMHA Rules and Regulations.
- 19.5. Tournament entry fees are paid through team budgeting and funding.
- 19.6. Teams may enter only official sanctioned tournaments.
- 19.7. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff, and visiting parents, on the ice, in the arenas, and elsewhere.
- 19.8. Well in advance of departure, teams are responsible to arrange the following:
 - 19.8.1. Rescheduling of any games and referees during the away period through the BMHA Ice Allocator and the PCAHA League Manager;
 - 19.8.2. Obtain travel permission through the Executive Committee;
 - 19.8.3. Obtain a Tournament Permission Number through your PCAHA League Manager;
 - 19.8.4. Arrange for travel insurance and extended medical coverage, as required; and
 - 19.8.5. Arrange for appropriate adult supervision throughout the time away.

- 19.9. Failure to obtain any or all of the items detailed in 19.8 above may result in your team being banned from play at the tournament, players not being insured to play, and other discipline under PCAHA and BC Hockey rules and regulations upon return to Burnaby.

20. CODE OF CONDUCT POLICIES

Coach's Code of Conduct

- 20.1. Remember that a child does not care how much you know until the child knows how much you care.
- 20.2. Be a positive role model for the players.
- 20.3. Winning is a consideration, but not the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun.
- 20.4. Model emotional maturity.
- 20.5. Be alert to the physical safety of players.
- 20.6. Be generous with your praise when it is deserved.
- 20.7. Be fair and just, do not criticize players publicly.
- 20.8. Teach good sportsmanship, respect for parents, opponents, and on-ice officials.
- 20.9. Be patient and understanding, be “upbeat” and encourage fun.
- 20.10. Familiarize yourself with the rules, techniques, and strategies of hockey.
- 20.11. Be an effective communicator, do not just yell at the players or on-ice officials.
- 20.12. Recognize your influence on players and be honest and consistent.
- 20.13. Teach the importance and value of teamwork.
- 20.14. Emphasize the development of the fundamental skills of hockey.
- 20.15. Adjust to personal needs and problems of players.
- 20.16. Maintain open lines of communication with your players’ parents/guardians. Explain the goals and objectives of the Association.
- 20.17. Never verbally or physically abuse a player or on-ice official.
- 20.18. When conversing with your players, or in the event that an official wishes to converse with you, be conscious of your position on the bench. Do not carry on a conversation where you are “towering” over the individual so that there is an intimidation aspect to your actions. This would include standing on the bench with your foot on top of the boards. This posture may incur a bench minor penalty. Eye-level is best.
- 20.19. Give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.
- 20.20. Organize practices to be fun and challenging for your players.
- 20.21. Be concerned with the overall development of your players. Stress good health habits and clean living.
- 20.22. Never use profanity around players, parents, or officials.

Player's Code of Conduct

- 20.23. Play for the fun of it, not just to please your parents or the coach.
- 20.24. Respect your coach, your teammates, and your opponents.
- 20.25. Play by the rules.

- 20.26. Never argue with the on-ice official's decision. Let your team captain or coach ask any necessary questions.
- 20.27. Control your temper. No mouthing off, breaking sticks, or throwing equipment.
- 20.28. Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- 20.29. Be a good sport. Cheer all good plays, whether your team or your opponents.
- 20.30. Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of any player.
- 20.31. Remember that the goals of the game are to have fun, improve your skills, and feel good. Don't be a show-off or always try to get the most points or penalties.
- 20.32. Cooperate with your coach, teammates, and opponents, for without them you do not have a game.

Parent's Code of Conduct

- 20.33. Encourage, do not force an unwilling child to participate in sports.
- 20.34. Remember children are involved in organized sports for their enjoyment, not yours.
- 20.35. Insist that your child always play by the rules.
- 20.36. Realize the importance of practice in developing your child's necessary hockey skills.
- 20.37. Never determine the worth of your child by whether the team won or lost a competition. Teach your child that honest effort is as important as victory so that the result to each game is accepted without undue disappointment.
- 20.38. Be positive and encouraging to your child. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship, never yell at your child for making a mistake.
- 20.39. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 20.40. Do not publicly question an on-ice official's judgment and never their honesty.
- 20.41. Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 20.42. Recognize that value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.
- 20.43. Do not discuss other team players as to their ability or aptitude in front of your own child.
- 20.44. Should you have concerns regarding your child, be considerate of the coach and pick an appropriate time for discussion on the matter. Immediately after a game is generally not the right time. Refer to Section 20.83 to 20.87 below for the proper procedure.

On-Ice Officials (Referees) Code of Conduct

- 20.45. Act in a professional manner at all times and take your role seriously.
- 20.46. Dress in a professional manner on the ice with appropriate referee gear that should include:
 - 20.46.1. Appropriate referee whistle in working order and a spare just in case;
 - 20.46.2. Black helmet;
 - 20.46.3. Clear half visor;
 - 20.46.4. Clean referee jersey with the appropriate BC Hockey and Hockey Canada identification patches properly affixed;
 - 20.46.5. Clean black referee pants (no jeans);

- 20.46.6. Skates with white laces; and
- 20.46.7. Recommended to also have elbow pads, girdle, and shin pads.
- 20.47. Show up on time and be on the ice ready to go as soon as the Ice Surfacing is complete and the arena attendant has closed and secured the door.
- 20.48. Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- 20.49. Always be current with the Hockey Canada, BC Hockey, PCAHA, and BMHA playing rules, their interpretations, and proper application.
- 20.50. Remember that on-ice officials are teachers too. Set a good example.
- 20.51. Make your calls with quiet confidence, never with arrogance.
- 20.52. Control games only to the extent that is necessary to provide a good experience for all participants.
- 20.53. Violence must never be tolerated.
- 20.54. Be fair and impartial at all times.
- 20.55. Answer all reasonable questions when requested properly.
- 20.56. Adopt a “Zero Tolerance” attitude towards verbal or physical abuse.
- 20.57. Never use profanity when speaking to players, coaches, or parents.
- 20.58. Use honesty and integrity when answering questions.
- 20.59. Admit your mistakes when you make them.
- 20.60. Never openly criticize a coach, player, or other official.
- 20.61. Keep your emotions under control.
- 20.62. Use only Hockey Canada-approved officiating techniques and policies.
- 20.63. Maintain your health and physique through a physical conditioning program.
- 20.64. Dedicate yourself to personal improvement and maintenance of officiating skills.
- 20.65. Respect your supervisor and their critique of your performance.

Spectator’s Code of Conduct

- 20.66. It is the Association’s policy to require parents/spectators to maintain a sportsmanlike and supportive atmosphere before, during, and after all BMHA events.
- 20.67. On-ice officials will stop the game when parents/spectators display inappropriate and disruptive behaviour and interfere with the other spectators or the game.
- 20.68. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the game area. Once these individuals are removed, play will resume.
- 20.69. Lost time will not be replaced and violators may be subject to further disciplinary action by the home association, PCAHA, or BC Hockey.
- 20.70. This inappropriate and disruptive behaviour includes, by is not limited to:
 - 20.70.1. Use of obscene or vulgar language in a boisterous manner to anyone at any time;
 - 20.70.2. Taunting players, coaches, on-ice officials, or other spectators by means of “baiting” ridiculing or threatening physical violence or actual physical violence;
 - 20.70.3. Throwing of any object in the spectator’s viewing area, players’ bench, penalty box, or on the ice surface, directed in any manner as to create a safety hazard.
- 20.71. At no time are spectators allowed to have any direct contact with the on-ice game officials, either before, during, or after the game.

- 20.72. The head coach of the team is required to file a letter of incident within seven days to the BMHA President. The Disciplinary Committee will then review the letter and make its recommendations.

Harassment Policy

- 20.73. The Association will not tolerate any form of harassment.
- 20.74. Harassment includes, but is not limited to:
- 20.74.1. Unsolicited remarks or gestures;
 - 20.74.2. Physical contact;
 - 20.74.3. Slander;
 - 20.74.4. Libelous acts;
 - 20.74.5. Harassment of a sexual, religious, racial and/or ethnic nature; or
 - 20.74.6. Retaliation and/or intimidation against any individual who has made a complaint.
- 20.75. If you are the victim of harassment or know of someone who is, the Executive Committee encourages you to contact any member of the Executive Committee for further action.

Alcohol, Drug, and Tobacco Policy

- 20.76. Alcohol, drugs, and tobacco (cigarettes, cigars, chewing tobacco, or vaporizers) have no place in youth sports.
- 20.77. The Association is committed to providing all of our players with an alcohol, drug, and tobacco-free environment.
- 20.78. The Association's Alcohol, Drug, and Tobacco Policy will be strictly enforced.
- 20.79. Players
- 20.79.1. Any player suspected of being under the influence of alcohol and/or drugs, is in the possession of alcohol and/or drugs, is attempting to distribute alcohol and/or drugs, will be suspended indefinitely pending a hearing with Disciplinary Committee.
 - 20.79.2. This will include documented off-ice behaviour related to hockey.
- 20.80. On-Ice Officials
- 20.80.1. Any on-ice official suspected of being under the influence of alcohol and/or drugs, is in the possession of alcohol and/or drugs, is attempting to distribute alcohol and/or drugs, will be suspended indefinitely pending a hearing with Disciplinary Committee.
 - 20.80.2. This will include documented off-ice behaviour related to hockey.
- 20.81. Team Officials
- 20.81.1. Team Officials are expected to conduct themselves in a professional manner at all times. In order to lead by example and to set the highest standards, any alcohol consumption by Team Officials should be limited to adult establishments.
 - 20.81.2. Under no circumstances should a Team Official interact with the team or a player if under the influence of alcohol or drugs.
 - 20.81.3. Any Team Official suspected of being under the influence of alcohol and/or drugs, to be in the possession of alcohol and/or drugs, or attempting to distribute alcohol and/or drugs will be suspended indefinitely pending a hearing with the Disciplinary Committee. This includes documented off-ice behaviour related to hockey.
 - 20.81.4. Additionally, Team Officials should not engage in any alcohol consumption around the players, including at hotels during tournament travel.

- 20.82. Parents
 - 20.82.1. The Association expects all parents to observe the high standards set forth in the Parent's Code of Conduct at the rink, hotels, and any other BMHA event.
 - 20.82.2. Consuming alcohol in or around the rink or entering a building in an intoxicated state will not be tolerated.
 - 20.82.3. Violation of this policy will result in disciplinary action and potential serious consequences.

"24-Hour Rule"

- 20.83. If you have any issues as a parent with coaching, we mandate that you respect the "24-Hour Rule".
- 20.84. This requires that if you have any issue or concern with any coaching decision, you wait a minimum of twenty-four (24) hours before contacting the coach to voice your concern.
- 20.85. If you feel you have not received a fair resolution from the coach, you may make your concern known to the Division Manager.
- 20.86. If you do not respect the 24-Hour Rule, we may consider it bullying behaviour. The Association has a zero-tolerance against bullying.
- 20.87. The following situations will be dealt with by suspension of parents or players:
 - 20.87.1. Not respecting the 24-Hour Rule;
 - 20.87.2. Interfering with the team during practices or games;
 - 20.87.3. Confronting/yelling at coaching staff during practices, games, or any other team-related activities;
 - 20.87.4. Making threats towards coaching staff; and
 - 20.87.5. Damages to property belonging to coaching staff, the City of Burnaby, the municipality or company that owns the arena/facility which has been damaged, and/or other BMHA members.

Grievance Communication Policy

- 20.88. The Association acknowledges that disputes will arise from time to time amongst those involved in the Association given the competitive nature of the game of hockey.
- 20.89. It is important to the Association that all such complaints are dealt with in a manner that is fair to all involved.
- 20.90. The Association strongly encourages parties to a dispute, where appropriate, to seek resolution through direct discussions or voluntary mediation using common sense before resorting to the formal complaint and discipline procedures set out in Section 14 of the BMHA By-Laws.
- 20.91. The purpose of this policy is to provide a positive and productive forum for parents/guardians to express a grievance without inhibiting a coach from fulfilling his/her coaching responsibilities.
- 20.92. Parents/guardians wishing to meet with a coach to discuss a grievance must observe the following guidelines:
 - 20.92.1. Parents/guardians will not approach coaches immediately after a game to discuss a grievance;
 - 20.92.2. To prevent further escalation and poor communication, parents must observe the "24-Hour Rule" cooling off period; and
 - 20.92.3. Individuals in violation of this may be brought the Discipline Committee.

- 20.93. Any formal complaint against any member, team, player, team official, referee, or director must be reported in writing to the BMHA President within seven (7) days from the date on which the complaint arose.

Discipline Committee

- 20.94. The Association will establish and maintain a discipline committee as a standing committee of the Association.
- 20.95. The discipline committee will consist of persons appointed by the Executive Committee from time to time and will be governed by the terms of reference and such discipline policies and procedures as are established by the Association.
- 20.96. The duties of the discipline committee are to review and determine all matters referred to the committee by the President or the Executive Committee, including any interim suspensions ordered by the President under the BMHA By-Laws.
- 20.97. Special disciplinary committees may be set up from time to time when circumstances dictate that the usual discipline committee may have a conflict of interest with the parties brought before them.
- 20.98. Appeal of rulings of the Discipline Committee shall follow the BMHA By-Laws.

Disciplinary Process

- 20.99. Team Officials
- 20.99.1. Policy violation of a team official must first be addressed to the Division Manager in writing.
 - 20.99.2. Depending on the results of this review, the matter could be referred to the Executive Committee.
- 20.100. Players
- 20.100.1. Game violations are subject to Hockey Canada, BC Hockey, PCAHA rules and regulations.
 - 20.100.2. Non-game violations are subject to review by the BMHA President and/or the Disciplinary Committee.
- 20.101. Player Suspensions (Atom and up)
- 20.101.1. A coach may suspend, for discipline, any player for up to two (2) consecutive games.
 - 20.101.2. Suspensions of more than two (2) games must be approved by the Executive Committee.

Complaints Regarding On-Ice Officials

- 20.102. Refer to current PCAHA Constitution, By-Laws, Rules and Regulations.

Major Penalties

- 20.103. Refer to current PCAHA Constitution, By-Laws, Rules and Regulations

21. RULES AND POLICIES FOR ALL ARENAS

- 21.1. All players will dress in the dressing rooms.
- 21.2. All dressing rooms must be cleaned up after use.

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

22. FIRE AND EMERGENCY EVACUATION PROCEDURES

- 22.1. In the event of an emergency or activation of emergency alarms, all persons and participants within the arena must evacuate the premise immediately.
- 22.2. This includes all players and Team Officials.
- 22.3. Exits are clearly marked and located throughout the arenas.
- 22.4. Refer to posted procedures in all arenas and follow the instruction provided by arena staff and emergency personnel.

23. PUBLICATION POLICY

- 23.1. In order to protect the integrity of the Association's youth programs, its Team Officials, on-ice officials, players, and parents/guardians, no individual or group may represent the Executive Committee, Team Officials, on-ice officials, players, and parents/guardians without the express written consent of the Executive Committee.
- 23.2. Provincial privacy legislation and related regulations are to be followed.
- 23.3. Violation of this policy may lead to disciplinary action and/or expulsion by the Executive Committee.

24. BURNABY MINOR HOCKEY ASSOCIATION WEBSITE

- 24.1. The Association maintains a website www.burnabyminor.com which will be utilized to provide information to our members and to the general public.

25. GENERAL INFORMATION

Picture Day

- 25.1. Approximately late November/early December.
- 25.2. Instructions will be provided.

Ice Schedule

- 25.3. Coaches and Division Managers will be provided with their team's ice schedules as well as a Special Events Calendar.
- 25.4. If possible, ice times lost to special events (regional tournaments, etc.) or due to unforeseen circumstances will be replaced.

Awards

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

Alfred Balfry Memorial Award

- 25.8. Established by the Executive Committee for the 1980-1981 season from donations received in memory of Alfred Balfry, a former playing member of the Association.
- 25.9. This \$1,000 bursary is presented annually to a Grade 12 student who is or was a BMHA player displaying team play, character, sportsmanship, and hockey ability.
- 25.10. As a bursary, it is intended for a member intending to participate in post-secondary education.

Don Boyd Memorial Award

- 25.11. Presented to an individual who provides excellent service to the Association.

Female Coach of the Year

Fred Hume Award

- 25.12. This award is presented to the Representative "A" team that displays outstanding sportsmanship through the playing season.
- 25.13. Donated by the Corporation of the District of Burnaby in the 1967-1968 season in memory of Mr. Fred Hume, a community activist in Burnaby.

Gary Boyle Memorial Award

- 25.14. This award is presented annually to a player displaying sportsmanship, character, and hockey ability.
- 25.15. Established by the Executive Committee for the 1974-1975 season from donations received in memory of Gary Boyle, a former player of the Association.

House Coach of the Year

Jack Gilroy Award

- 25.16. This award is presented to the outstanding goaltender in the Atom "C" Division.
- 25.17. Donated by Mr. Jack Gilroy in the 1965-1966 season. Mr. Gilroy is the son of Mrs. Bette Gilroy, the first Registrar of BMHA and a founding member of the Association.
- 25.18. Mr. Gilroy was a goaltender on the first Hockey Canada-registered team to represent BMHA.
- 25.19. Mr. Gilroy donated this trophy to encourage players to become goaltenders.

Most Sportsmanlike Female Team Award

Most Sportsmanlike House Team Award

Most Valuable Female Goaltender Award

Most Valuable Female Player Award

Most Valuable “Rep” Goaltender Award

Outstanding Senior Referee Award

Outstanding Junior Referee Award

President’s Award

25.20. Nominated by the BMHA President for Outstanding Contribution to the Association.

25.21. Established in 1968-1969.

Rep Coach of the Year

Terry McLean Memorial Award

25.22. This award is presented to the most valuable house goaltender.

25.23. Established by the Executive Committee in memory of Terry McLean, a former goaltender of the Association.

Tony Marzitelli Memorial Award

25.24. Presented to the top team manager for the season



SUMMARY - TEAM OFFICIAL QUALIFICATIONS - 2019-2020

TEAM TYPE	HEAD COACH	ASSISTANT COACH	SAFETY PERSON	MANAGER
HC-Carded Teams (all "A" teams in PeeWee and above) (incl. all HC-carded Female teams)	Coaching Level - Development 1 Checking Qualification - Yes (PeeWee, Bantam) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Development 1 Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
Atom "A" Teams (PCAHA-carded)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
"C" and non-HC-carded Female Teams, Atom and above (PCAHA-rostered)	Coaching Level - Coach 2 - Coach Level Checking Qualification - Yes (Atom to Bantam) Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 2 - Coach Level Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes
Initiation and Novice Female Initiation & Novice (PCAHA-rostered)	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Coaching Level - Coach 1 - Intro to Coach Respect in Sport - Yes CATT - Yes CRC - Yes	Safety Program - Yes Respect in Sport - Yes CATT - Yes CRC - Yes	Respect in Sport - Yes CATT - Yes CRC - Yes

Note 1: BC Hockey requires that each team designate a Head Coach.

Note 2: Each team must have at least one qualified Team Safety Person registered with the team on or before **December 1st** will result in the team being ineligible for playoffs. Where there are no playoffs (Initiation/Novice), fines or other disciplinary action will result.

Note 3: All team officials must submit a current Criminal Record Check (CRC) and Vulnerable Persons Check (VPC) prior to participation.

Note 4: Coaches who acquired Coach 2 - Coach Level in 2016-2017 or prior are also qualified at Coach 1 - Intro to Coach Level.

Note 5: On-ice helpers rostered in HCR are not Team Officials and may not participate in games in any capacity.

Note 6: Development 1 Coaches must complete maintenance modules (professional development) to retain certification.

KEY: U7 (Initiation, Tyke); U9 (Novice); U11 (Atom); U13 (PeeWee); U15 (Bantam); U18 (Midget); U21 (Juvenile)