



Blackfoot
Hockey
Association

Standing Policies and Procedures
Amended August 2017



STANDING POLICIES AND PROCEDURES OF THE BLACKFOOT HOCKEY ASSOCIATION

August 2017

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PREAMBLE

The Blackfoot Hockey Association is an incorporated society and was founded under the Societies Act of the Province of Alberta, RSA 1980 On May 13, 1986.

These Standing Policies and Procedures are enforced in conjunction with the Blackfoot Hockey Association's Bylaws as amended from time to time. Where there is a difference between these Standing Policies and Procedures and the Bylaws, the Bylaws shall prevail.

Capitalized items are as defined in the Bylaws or in these Standing Policies and Procedures.

BHA MISSION STATEMENT

"Blackfoot Hockey Association provides an equal opportunity to play hockey in a fun and safe learning environment. Through the fair play initiative and team participation, the association strives to teach valuable life skills."

STANDING POLICIES AND PROCEDURES

1.0 AFFILIATION AND RULES AND REGULATIONS

- a) The Association shall be a member of the Minor Hockey Association of Calgary or a successor organization (MHAC).
- b) The playing rules and regulations for BHA shall be those adopted by MHAC from time to time.
- c) Changes or amendments to the playing rules and regulations for BHA may be proposed by the Executive or Members in good standing with the guidelines of MHAC. A Member wishing to propose such a change must submit it in writing to the Executive. If the Executive approves such a change, it will be submitted at the next Board Meeting for approval by the Board.

2.0 REGISTRATION AND FEES

- a) Registration fees, including any early bird discounts, are set annually in accordance with the Bylaws.
- b) Registration dates are set annually and both fees and dates will be communicated to Members via email and the BHA website at www.blackfoothockey.com.
- c) A player's registration will not be accepted until any amounts owing from a prior season have been paid in full. At the discretion of the treasurer, if prior year payments were paid late, a player's registration may not be accepted

until amounts owing for the current year are paid in full, or satisfactory payment terms are in place.

3.0 REGISTRATION FEE PAYMENT OPTIONS

- Option 1: Full payment at time of registration
- Option 2: 50% payment at time of registration and 50% paid on or by September 15
- Option 3: 1/3 payment at time of registration, 1/3 paid on or by August 15th and 1/3 paid on or by September 15

Members are encouraged to pay online using Visa or Mastercard. In person registration paying by cheque or cash is also available by contacting the Administrator at info@blackfoothockey.com. In order to take advantage of early bird discounts, members must register prior to the dates outlined in the annual registration package.

4.0 NSF FEE

The charge for NSF fees is \$20.

5.0 REGISTRATION DATES

A final registration date will be included in the annual registration package distributed to members. Players registering after that date will only be placed on teams if space is available.

6.0 REQUIREMENT TO REGISTER

- a) All players must register with Blackfoot Hockey Association. They are expected to attend tryouts unless still involved in "AA" or "AAA" tryouts. Individuals in these circumstances should advise Blackfoot's Division Coordinators.
- b) All registered players who fail to be evaluated with Blackfoot Hockey Association will be placed on a team as determined by the Hockey Development Director. For players new to BHA who do not evaluate, decisions will be made by the Hockey Development Director on an individual basis.

7.0 REGISTRATION FOR PLAYERS INVOLVED IN AA OR AAA TRYOUTS

Some players in older age categories may choose to tryout for AA or AAA teams. In order to guarantee a place on a BHA team should the player be unsuccessful in making the AA or AAA team, the player MUST register with BHA prior to the final registration date. In order to take advantage of early bird fees, the player MUST register prior to the dates on which fees increase. It is recommended that players trying out for AA or AAA teams contact the Administrator at info@blackfoothockey.com and arrange for in-person

registration. Parents may pay via postdated cheques which will not be cashed until it is determined that the player will play for BHA in the upcoming season. The registration fees payable will be based on the fees in effect on the date which this in-person registration is completed.

8.0 REFUNDS OF REGISTRATION FEES

- a) Refunds for hockey registration are available from BHA when a player withdraws for the season. No refunds will be issued for missed games or portions of the season. To initiate a withdrawal, parents need to email the Treasurer at treasurer@blackfoothockey.com.
- b) Prior to the treasurer issuing a refund, the Age Division Coordinator may be contacted to inform him/her of the withdrawal of the player. The Coordinator may contact the player/parents to determine the reason for the withdrawal. In these cases, the refund will be processed once the Coordinator contacts the Treasurer regarding the players withdrawal.
- c) Refunds will be issued as follows:
 - i. Prior to the player's first assigned evaluation ice time (or conditioning skate if applicable) – 100%
 - ii. Prior to being notified of team placement – 75%
 - iii. Prior to November 1st – 50%
 - iv. On or after November 1st no refund will be issued
- e) Where players are released due to too many players/goalies on a team a full, non-penalized refund will apply.

9.0 TEAM SELECTION PROCESS

The Team Selection Process is as determined in the Evaluation Manual as determined from time to time. The Evaluation Manual will be approved by the Executive and ratified by the Board.

10.0 ELIGIBLE PLAYERS

- a) All players must initially register with BHA in their respective age category.
- b) Player movement to a younger age category could be recommended by the BHA President to MHAC if the skill level of a player is significantly below that of other players in the player's age category. Upon approval by MHAC, of such recommendation, the player may be moved. This is expected to be rare.
- c) Team affiliation is reviewed on an annual basis and is submitted at the start of the season for MHAC's approval. Teams may not use affiliate players until the official affiliation list has been provided by BHA.

11.0 CUTTING PLAYERS

- a) Hockey Calgary limits the number of players who may be assigned to any team. If there are not sufficient players to form another team, some players registrations may be cancelled. A full refund will be made, without penalty, in this situation. The affected player(s) will be released and may choose to register and play with a different hockey association for that season. Best efforts will be made to form teams without releasing players.
- b) The Registrar will notify the President and the appropriate Division Coordinators of the cut-off date for player registrations. This date will be communicated to parents in the annual registration package. A waiting list may be started for that Division for registrations received after that date. Players on the waiting list will be placed on a team only if there are available spots. All registrations must be accompanied by payment in accordance with the approved payment schedule. The Registrar will ensure that players on any waiting list are aware that a position on a particular team may not be available.
- c) Players who register late are included in the Team Selection process, provided payment of fees has been met in accordance with the approved payment schedule. However, their placement on a team, following the Team Selection Process, is not guaranteed. Players who register late will receive no refund or reduction in fees for missed ice times.
- d) When players must be cut, due to an insufficient number of players to form another team no players from the waiting list will be placed on teams. Player cuts will then be made according to the evaluation process in effect for that age division. Cuts may be by position if the evaluation process is by position.

12.0 PLAYER ACCELERATION - Novice to Midget Only

- a) In exceptional circumstances, parents may request that their child play in a higher age group. **PLAYER ACCELERATION IS NOT RECOMMENDED.**
- b) A completed "Acceleration Application Form" (the Application) (available upon request from the BHA Office) and a \$200 deposit are required from the requesting parent. Application should be submitted by March 1 of the prior season such that the player may be observed, if necessary, prior to approval of the Application.
 - i. Exceptions to this rule may be made for players that are new to the Association.
 - ii. An Application must be signed by all parties indicated on the Application before it will be considered.

- iii. The BHA Executive and/or Hockey Development Director may require a one-on-one meeting with the parents and/or the player as part of the application process.
 - iv. Final approval of the Application by the BHA Executive does not guarantee that the player will be accelerated.
 - v. All decisions by the BHA Executive are final.
- c) Upon approval of the Application, the player skates in the older group evaluations instead of their own. Special attention will be paid to the player during evaluations by (including, but not limited to):
- i. Evaluators present at the rink,
 - ii. Category Coordinators,
 - iii. Blackfoot Hockey Development,
 - iv. Members of the Blackfoot Executive, and
 - v. Other independent evaluators.
- d) If, at any time during the evaluations, it is concluded that the player will NOT make the top half of Team 1 in the higher age category the player will be notified immediately and moved back to the lower age category. A spot will be held for the player on the Team 1 in the lower age category while evaluations are taking place in the higher category. All decisions are final.
- e) If the player is successful in making the top half of team 1 in the higher age category, the \$200 deposit will either be credited towards outstanding registration fees or refunded, less any out-of-pocket expenses incurred by Blackfoot for the evaluation process. If the player is unsuccessful, they are returned to the lower age category and the deposit is forfeited. BHA fees payable by the player will be based on the category in which they play.
- f) Players may only be accelerated by one year, for example, a player born in 1999 may be accelerated to put them in the same age category as a player born in 1998. Acceleration approval from BHA is only valid for one season. There is no guarantee that a player who was accelerated in the past will be accelerated again.
- g) Hockey Calgary does not permit player acceleration from TimBits to Novice.

13.0 RELEASING PLAYERS

- a) GOALTENDERS - in the event that Blackfoot Hockey Association has more goal tenders than can be accommodated on teams in a category, releases will be given and an attempt to relocate them will be made as quickly as possible. Relocation will only be considered following the Blackfoot Hockey Association evaluation process for each player concerned. Goaltenders will be released by Blackfoot Hockey Association by the team registration date set by the Minor Hockey Association of Calgary.

- b) OTHER PLAYERS (except Junior) - releases are provided in the case of individual transfers or relocation of place of residence outside Blackfoot Hockey Association member communities. Releases will also be provided in the case of Cutting Players as described above.
- c) OUT OF BOUNDARY PLAYERS - will be considered when BHA is not able to fill all positions from within the member communities. The player will need to be released by their "home" association.

14.0 PLAYER RE-EVALUATION

Refer to the Evaluations Manual for the current process.

15.0 GAME AND CONDUCT AND DISPUTE RESOLUTION

- a) Player and parent safety is our most important goal. Parents are responsible to raise issues of physical and emotional safety (i.e. bullying) on a timely basis. Parents are reminded to be familiar with the Association's Bullying and Harassment Policy.
- b) Currently there are two Game and Conduct Directors. When this document refers to Game and Conduct Director it may be either Game and Conduct Director acting individually, or the two Game and Conduct Directors working together. The Game and Conduct Directors are solely responsible for determining which of them is involved in any situation.
- c) From time to time, issues may arise on an individual team. This may include safety issues as described above, or other team management issues including perceived concerns with fair play or financial concerns. Should parents have any team related issues to be addressed, they shall involve (in this order):
 - i. Team Parent Representative (voted in by team parents or volunteer)
 - ii. Team Manager
 - iii. Head Coach
 - iv. Age Division Coordinator

After discussion with each person in this list, if the parent feels the issue has not been addressed, he or she shall involve the next person on the list

- d) If, after meeting with the Age Division Coordinator, any party to the dispute determines that the issue has not been resolved to his or her satisfaction, he or she shall request that the relevant Age Division Coordinator complete a Game and Conduct Incident Report to formally convey the issue. A Game and Conduct Incident Report will not be completed, and the Game and Conduct Director(s) will not become involved unless ALL previous steps have been followed, except in the rare circumstance described in the following paragraph. This report shall be submitted by the Age Division

Coordinator to the Game and Conduct Director who will act upon the report by meeting with the affected parties.

- e) In the circumstance where a parent feels threatened or otherwise uncomfortable with approaching any individual on this list they may directly contact the next person on this list. In this situation, the parent should explain why they are not following the normal process. If the parent is not comfortable contacting anyone on the list, the parent may directly contact the Game and Conduct Director. The Game and Conduct Director will determine whether he/she will become involved at that point or whether the parent should follow the regular process.
- f) The Game and Conduct Director shall report all Game and Conduct Incident Reports received and their ultimate resolution, to the Executive. These reports will be on an anonymous basis unless the issue is referred to the Discipline Committee.
- g) The Game and Conduct Director will maintain a confidential file including all Game and Conduct Incident Reports which are received. This permits the incumbent Game and Conduct Director to consider whether previous incidents should be considered in any matter. This file will be made available to the Discipline Committee when relevant.
- h) If, after meeting with the Game and Conduct Director, the parties agree to a resolution, all parties involved in the dispute shall sign the Game and Conduct Incident Report, noting that the incident has been resolved. If the incident is not resolved in this manner, the Game and Conduct Director shall refer the matter to the Discipline Committee.

16.0 DISCIPLINE COMMITTEE:

- a) The Discipline Committee shall be convened as required, in the full and final discretion of the Executive.
- b) Prior to the Discipline Committee being convened, the Executive, or in their absence the President, shall first refer the issue directly to the Game and Conduct Director(s).
- c) For further clarity, the Discipline Committee will be convened by the Executive if the Game and Conduct Director(s) determines that an issue has not been appropriately resolved through the normal Game and Conduct process as described above or if the Executive determines that the Discipline Committee is otherwise required to be convened. It is expected to be unusual that the Executive would convene the Discipline Committee without the agreement of the Game and Conduct Director(s).

- d) The Discipline Committee shall include five (5) Board Members, and decisions shall be based on majority vote:
 - i. A Committee Chairperson, usually the Game and Conduct Director
 - ii. The Vice-President for the division involved
 - iii. The Age Division Coordinator or an Assistant Age Division Coordinator for the relevant division (as an ex-officio member)
 - iv. Another Board Member
 - v. The Association President (as an ex-officio member)

- e) The Discipline Committee shall be convened to address the alleged improper conduct of a:
 - i. Coach or Assistant Coach
 - ii. Manager,
 - iii. Player,
 - iv. Parent
 - v. BHA Referee
 - vi. Board Member or
 - vii. Any other Member of the Association.

- f) The Discipline Committee shall have the authority to suspend any individual beyond those suspensions levied by Hockey Calgary. This decision will be made considering all factors made available to the Discipline Committee included, by not limited to:
 - a. Previous Association Game and Conduct or Discipline Committee matters
 - b. Previous Hockey Calgary Game and Conduct or Discipline Committee matters
 - c. Completion of Respect in Sport
 - d. Actions since the incident

- g) In rare circumstances where there are significant safety concerns, the Game and Conduct Director(s) may, with the agreement of at least 2 Executive Members, institute an immediate and temporary suspension of an individual prior to convening the Discipline Committee.

- h) The Discipline Committee may consider, but it not required to adhere to, the following general guidelines. More severe offences relating to player safety (physical or emotional) may receive longer suspensions.

Offence	Individual	Suspension Guideline
First offence –	Coach	Verbal warning, formal report kept on file
	Player	Verbal warning, formal report kept on file
	Parent	Verbal warning, formal report kept on file

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Second offence	Coach	1-3 games and all practices until completion of the final game in the suspension
	Player	1-3 games (not suspended from practices in most circumstances)
	Parent	1-3 games (not suspended from practices in most circumstances)
Third or subsequent offence	Coach	Up to lifetime ban from coaching in the Association
	Player	Up to remainder of the season (may issue carry over suspension into the following season in addition to this)
	Parent	Up to remainder of the season (may issue carry over suspension into the following season in addition to this)
Serious safety related offence	Coach	To be determined on an individual basis. Could include up to lifetime ban from coaching in the Association.
	Player	To be determined on an individual basis.
	Parent	To be determined on an individual basis.

- i) Any suspension not fulfilled in its entirety at the end of a year carries over to the next year.
- j) The Discipline Committee shall have this follow-up procedure in place for all Discipline issues submitted.
 - i. The Committee shall investigate and prepare a report of their findings and any recommended corrective action and submit it in writing to the members involved. This report shall also be submitted to the Board for consideration. This report should not contain the names of the affected individuals except when a suspension or other disciplinary action is determined.
 - ii. A follow up to this corrective action shall be conducted and reported as above on the effectiveness of the corrective action.

17.0 TEAM OFFICIALS

- a) A Team Administration Manual will be made available on the Association Website. Team officials are expected to be familiar with these Standing Policies and Procedures and with the Team Administration Manual.
- b) The Head Coach is responsible for supervising the conduct of the players.

All team officials are responsible for their own individual actions/behaviours

- i. Smoking, swearing or cursing by any player or Team Official are prohibited anywhere within hockey arenas.
 - ii. The use of alcoholic beverages or illegal drugs by any player or Team Official immediately before, during or after any hockey event is strictly prohibited.
 - iii. Vandalism or damage to dressing rooms is prohibited
 - iv. Should there be unbecoming conduct by any team official, player or Member, (including but not limited to the items mentioned above) in any hockey arena, MHAC may be notified and may undertake disciplinary action. In addition, a Disciplinary Committee meeting may be convened and further actions taken that may include any or all of the following:
 - i. Suspension from participating in game play
 - ii. Revocation of spectating minor hockey game(s)
 - iii. Payment for property damage
 - iv. Involvement by policing authorities with possible pressing of charges
 - v. Dressing room supervision – the Head Coach is responsible to ensure there are at least one and preferably two responsible adults in the team dressing room before and after each ice time. Players, at any age, are NOT to be left unsupervised AT ANY TIME BEFORE OR AFTER GAMES. A coach should be the last person to leave the dressing room at each ice time and should ensure that the room is neat and tidy. Teams are responsible for any damage caused to a dressing room.
- c) Head Coaches will be selected by the the Vice Presidents in consultation with the Manager of Hockey Development, and others as considered necessary.
- d) Head Coaches shall be limited to “Head” Coaching no more than one team in any given hockey season without the approval of both division coordinators and the relevant Vice Presidents.
- e) Other Team Officials may perform roles on more than one team but only as long as the duties of ALL roles may be successfully performed. Please NOTE: that taking on more than one Team Official role is STRONGLY discouraged. Other adults/parents associated with teams should be encouraged to step forward to share in these responsibilities.
- f) The Head coach shall nominate the team’s Assistant Coaches. Assistant Coach assignments will be reviewed and approved by the relevant Vice President in conjunction with the Manager Hockey Development.

18.0 GOALIE COACH

All teams - Atom through Junior- are required to designate a "Goalie Coach". That coach is strongly encouraged to complete any goalie coach training course which may be offered by Hockey Calgary from time to time.

19.0 RESPECT IN SPORT

All coaches of record, are required to take the Respect in Sport Coach Certification on-line, prior to the start of the season. Deadlines for completing the course are outlined in the Team Administration Manual, as amended from time to time. All coaches will be reimbursed by BHA for this certification, as outlined in the Team Administration Manual as amended from time to time.

Parents are required to complete the Respect In Sport Certification as outlined in the Team Administration Manual, as amended from time to time.

20.0 FAIR PLAY CODES

- a) The Board of Directors of the Association will adopt a Fair Play Code for Coaches, a Fair Play Code for Parents and a Fair Play Code for Players as amended from time to time.
- b) All Coaches will sign the Fair Play Code for Coaches prior to the first seeding round game. The respective Age Division Coordinator is responsible for maintaining the file of completed Fair Play Code for Coaches forms. Failure to provide the signed form to the respective Age Division Coordinator may result in suspension of coaching duties until the signed Fair Play Code for Coaches is provided.
- c) All parents of any Association Player will sign the Fair Play Code for Parents. Each Team Manager is responsible for obtaining the signed Fair Play Code for Parents from each parent of each Player on the team. Managers may be asked to provide the signed Fair Play Code for Parents in the event of Game and Conduct or other disciplinary matters. Failure to have signed a Fair Play Code for Parents may be considered in such matters.
- d) All Players will sign the Fair Play Code for Players. Each Team Manager is responsible for obtaining the signed Fair Play Code for Players from each Player on the team prior to the first seeding round game. Younger players may need the assistance of their parents to complete the form. Managers may be asked to provide the signed Fair Play Code for Players in the event of Game and Conduct or other disciplinary matters. Failure to have signed a Fair Play Code for Players may be considered in such matters.
- e) No later than one week prior to the first seeding round game, Managers

will provide a list of outstanding Parent and Player Fair Play Codes to the relevant Age Division Coordinator.

- f) No later than 3 days prior to the first seeding round game, Age Division Coordinators will provide a list of outstanding Coach, Parent and Fair Play Codes to the Director of Coordinators and the Game and Conduct Director(s).
- g) Coaches who have not signed the Fair Play Code for Coaches may not be permitted to coach practices or games until the Fair Play Code is provided to the Age Division Coordinator. This determination will be made by the Executive in consultation with the Director of Coordinators and Game and Conduct Director(s).
- h) Players may not be permitted to practice or play in games if the Fair Play Code for Players and Fair Play Code for Parents (for each parent) have not been provided to the Age Division Coordinator. This determination will be made by the Executive in consultation with the Director of Coordinators and Game and Conduct Director(s).

21.0 BLACKFOOT HOCKEY ASSOCIATION POLICIES ON THE PREVENTION OF HARASSMENT, BULLYING AND ABUSE

The Board of Directors of the Association will adopt a Fair Play Code for Coaches, a Fair Play Code for Parents and a Fair Play Code for Players (collectively “the Codes”) as amended from time to time.

22.0 INJURIES

The Head Coach (or delegate) is responsible for ensuring that the Hockey Canada Injury Report is filled out and submitted to Hockey Canada for injuries defined in the report.

23.0 FUNDRAISING

- a) BHA teams are expected to comply with fundraising guidelines included in the Team Administration Manual.
- b) All monies raised through fund raising must be disbursed through the team’s hockey operations. Excess funds at the end of the season may be returned to parents only to the extent they represent a refund of parent direct contributions (i.e. seed money). Monies raised through fund raising which are not spent on hockey operations must be remitted to the Association. Any such funds remitted to the Association will be used to subsidise players whose families cannot afford their registration fees in the next season. Teams are encouraged to donate other excess funds to the Association for this purposes as well.

24.0 TEAM APPAREL

- a) The Board of Directors will approve official Association suppliers for apparel and merchandise from time to time. Only suppliers approved by the Board of Directors have authorization to use the Association’s logos (as approved by the Board of Directors from time to time) and to supply official product to Association teams.
- b) The Team Administration Manual includes details on how to order apparel and merchandise with Association logos. Teams may also contact the Administrator for more information.
- c) Any team purchasing apparel, merchandise or other items with an Association logo, other than through an authorized supplier will face a penalty. Such penalty will be determined by the Board of Directors from time to time. The current penalty is the loss of two practice ice times. If teams make multiple purchases from unauthorized suppliers, additional

penalties may be determined by the Board of Directors.

- d) BHA teams are authorized to wear Association approved uniforms only. Any team that uses any unauthorized uniform item such as but not limited to jerseys, pant shells and/or socks will result in an immediate suspension for the Head Coach and Team Manager for the remainder of the season.

25.0 ICE ASSIGNMENT

- a) Within each division, best efforts will be made to ensure that each team is assigned an equal number of full ice practices and half ice practices.
- b) All TimBits ice times are shared ice.
- c) Most Novice and Atom practices are shared ice. Best efforts will be made to ensure that each team receives 5 full ice practices (generally, one per month).
- d) Most Peewee practices are shared ice. Best efforts will be made to ensure that each team receives 10 full ice practices.
- e) Bantam, Midget and Junior teams will not share ice times.

26.0 TEAM NAMES

All Association teams will be called the Chiefs. Teams will be differentiated by a number (i.e Atom Chiefs 1, Atom Chiefs 2 etc.). If there are two teams in the same division, they will be differentiated with letters (i.e. Novice Chiefs 2A and Novice Chiefs 2B).

27.0 TOURNAMENTS

Profits from Association tournaments when held, will be retained for the Association, to support Hockey Development.

28.0 JERSEYS

The Association restricts the design/makeup of all jerseys worn by BHA teams while they are playing MHAC sanctioned games (under the BHA name). This design/makeup will be the same as all other BHA jerseys provided by the association at the commencement of the hockey season. BHA Jerseys are only to be worn during games, not practices. Other Jersey considerations will be included in the Team Administration manual as updated from time to time.

29.0 EQUIPMENT DEPOSITS AND FINES

- a) At the beginning of each season, teams are required to provide an equipment deposit in exchange for jerseys and other equipment. The equipment deposit shall be \$500 for all teams.
- b) To receive a refund of the equipment deposit, teams must return all equipment and submit final year-end financial statements to the treasurer in the manner set out in the Team Administration Manual as amended from time to time.
- c) Fines for late return of equipment and/or late submission of financial statements are as set out in the Team Administration Manual as amended from time to time.

30.0 CASINO VOLUNTEER CREDIT

The value of the volunteer credits given out for Association casino workers is \$75.00 per shift. Amounts are a refund of registration fees paid for the most recent registration fees paid. Cheques will be issued upon completion of the casino shift.

31.0 DONATIONS

- a) BHA is not a registered charity and cannot issue charitable receipts. Non-directed donations to the Association shall be applied to benefit all of the Association.
- b) Some businesses will support specific teams with donations. If a team receives a donation of > \$100, the team is requested to inform the Administrator so that such donations may be recognized on the Association's website. The team should send a thank-you note directly for all donations received.
- c) If a sponsor wishes to provide funds to a specific team, but will make payment only to BHA, the Team Manager or Treasurer should contact the Administrator.

32.0 BHA LOGO

- a) If a team wishes to use the BHA logo, permission should be obtained from the Administrator.
- b) BHA logos may be used as provided by BHA in black and white or in colour but may not otherwise be modified.
- c) There cannot be any other cresting, wording or other objects blocking or overlaying the BHA logo.

- d) The BHA logo CANNOT be used on any product or materials distributed for fundraising initiatives. There are no exceptions to this.

33.0 BOARD MEMBERS

- a) Board Members shall act with consistently high moral and ethical standards. Board Members shall comply with the Association Code of Conduct for Board Members as amended from time to time. Board Members will sign an agreement to abide by this Code of Conduct on an annual basis. Signed agreements will be maintained by the Secretary. Board Members may be suspended from their Board position until such time as a signed agreement is provided to the Secretary.
- b) Board Members will treat all discussions of individuals at Board Meetings as confidential.
- c) Board Members may not act as an official with any other Hockey Association in competition with BHA.
- d) Board Members may not accept a Head Coach or Manager position with any BHA team without prior consent of the Board, as approved by a Motion at a regularly scheduled Meeting of the Board.

34.0 CATEGORY REPORTS AT BOARD MEETINGS

All category reports to the Board must be in writing. They are not to be read at the monthly Board meeting. Any matters arising from the report will be addressed at the meeting.

35.0 FOOD FOR VOLUNTEERS

Food for volunteer evaluators at tryouts is limited to a maximum of \$75.00 per full team unit established for the respective level, i.e. Initiation, PeeWee, etc.

36.0 STANDING PROCEDURES APPROVAL PROCESS

These Standing Policies and Procedures may be amended by the Executive subject to approval by the Blackfoot Hockey Association Board of Directors at any regularly scheduled Board Meeting