

**BELLEVILLE  
MINOR HOCKEY  
ASSOCIATION**  
([www.bellevilleminorhockey.com](http://www.bellevilleminorhockey.com))

**Manual of Operations**

**By-law, Regulations, & Policies**

# 2022-2023 BMHA Manual of Operations

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THIS BOOKLET IS PREPARED  
BY THE DIRECTORS OF

## BELLEVILLE MINOR HOCKEY ASSOCIATION

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Note;

Section 1: By Laws (amended June, 2022)

Section 2: Rules and Regulations

Section 3: Policies and Procedures

# By-Laws

## BELLEVILLE MINOR HOCKEY ASSOCIATION

### BY-LAWS

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A by-law relating generally to the conduct of the affairs of the Belleville Minor Hockey Association (BMHA)  
BE IT ENACTED as a by-law of the Belleville Minor Hockey Association

## 1.0 DEFINITIONS

1.1 In this by-law and all other by-laws and resolutions of the BMHA, unless the content otherwise requires:

- a) “AGM” means the Annual General Meeting of the BMHA
- b) “Appoint” includes “elect” and vice versa
- c) “Associate Member” shall refer to all individuals affiliated with the BMHA who assist in administration, instruction and /or operation of development programs, league operations, convener duties, and game officiating and who come under the supervision of an appointed Executive Member.
- d) “Association” means our Center or Zone, which is registered with the OMHA
- e) “Ballots” means the mechanism by which to register a vote
- f) “BMHA” means the Belleville Minor Hockey Association (Or such other name as the BMHA may in the future legally adopt)
- g) “Board” means the board of directors (elected or appointed) of the BMHA. “Board Members” may also be referred to as Executive Members
- h) “By-Laws” refers to this by-law and all other by-laws of the BMHA that may be enacted from time to time.
- i) “Categories” means a center’s level of competition, or in instances, teams with in the center. Example: AA, A AE, or House League, Select
- j) “Center” means a minor hockey association with in a city, town, village, municipality or geographic subdivision which has corporate limits or boundaries as accepted by the OMHA for the purpose of determining hockey eligibility of players competing within the jurisdiction of the BMHA
- k) “Delegates” means individuals authorized to represent the Association and Vote at the meeting of the members
- l) “Director” individual who has been elected or appointed to the Board.
- m) “Division” means age groups within an Association (i.e.U21, U18, U16, U14, etc)
- n) “Electronic Roster” means the document on which a player or team official registered to participate in activities of the BMHA as approved by the OMHA
- o) “HC” means Hockey Canada (or such other name as the Canadian Hockey Association may in the future Legally adopt)
- p) “CHIP” means Hockey Canada Initiation Program
- q) “HOCP” means Hockey Canada Officiating Program
- r) “HTCP” means Hockey Trainers Certification Program
- s) “in good standing” shall refer to any member who has paid any membership dues or other fees owing to the BMHA and who is not the subject of a disciplinary investigation or sanction by the BMHA or OMHA
- t) “meeting of the members” includes an AGM and a general meeting of the members
- u) “Members” means all classes of membership in the BMHA as provided for in Article, and “member” means any member of the BMHA and includes delegates.
- v) “National Association” means Hockey Canada, the governing body for amateur hockey in Canada
- w) “OHF” means the Ontario Hockey Federation (Or such other name as the OHF may in the future legally adopt)
- x) “OMHA” means the Ontario Minor Hockey Association (Or such other name as the OMHA may in the future legally adopt)
- y) “Policies” written statements governing issues affecting the affairs of the OMHA which have been considered and approved by the Board of the BMHA
- z) “Quorum” means a minimum number of members to give authority to specific committees of the BMHA or the AGM or any other specific general meetings of the members
- aa) “Region” shall refer to the geographic grouping of the Association as we fall under the OMHA
- bb) “Regional Executive Director” the individuals who has been elected by the OMHA to manage our Region

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- cc) “Regulations” means the BMHA’s Regulations and rules of competition and any other rules and guidelines governing competition within the BMHA
- dd) “Standing Committees” means those committees enumerated in section
- ee) “Subcommittee” means a committee comprised of a specific number of Executive members and members
- ff) “Term of Office” means the length of time that a Director may serve on the Board without having to renew his position
- gg) “Zone” means an Ontario Minor Hockey Association created by the OMHA as a geographic area for the purpose of AAA

1.2 Subject to the foregoing words and expressions defined in this Act have the same meanings when used herein; words importing the singular number include the plural and vice-versa; words importing the masculine gender include the feminine and neutral genders; and words importing persons include individual and bodies incorporate.

## **2.0 REGISTERED OFFICE AND SEAL**

2.1 The seal of the BMHA shall be in the form as the Board may by resolution from time to time adopt and shall be entrusted to the Executive Director of the BMHA for its use and safe keeping.

2.2 The Head Office of the BMHA shall be in the City of Belleville, in the County of Hastings, in the Province of Ontario, Canada, and at such place therein as the Directors may from time to time determine by special resolution of the members pursuant to the Act. The BMHA may establish such other offices within Hastings/ Quinte, as the Board may deem expedient by resolution.

## 3.0 MISSION OF THE BMHA

The mission of the Belleville Minor Hockey Association (BMHA) is to promote and provide a high quality organized hockey experience for all of its participants and especially for children and youth playing hockey in the BMHA Centre as defined by the Ontario Minor Hockey Association.

BMHA will provide organized hockey in both Recreational House Leagues (RHL) and also in Representative Team (RT) categories. BMHA will consider both RHL and RT hockey as having equal importance.

BMHA will encourage and promote participation (i.e. players, referees and other game officials, coaches, trainers, conveners, parents, general members, committee members and board members) by as many interested persons as possible in order to provide this quality hockey experience.

BMHA will endeavour to continuously improve through the support and development of all participants in their desires to become the best that they can be in their form of participation.

BMHA will provide this quality hockey experience all the while respecting its own By-Laws and Rules and Regulations and, where applicable, the philosophical ideals and the rules and regulations of the Ontario Minor Hockey Association (OMHA), the Ontario Hockey Federation (OHF) and Hockey Canada (HC).

BMHA will provide this quality hockey experience with the highest standards possible within our means and with reasonable regard to cost for the participants.

BMHA will endeavour to continuously find ways to measure its success in accomplishing this mission and vision.

### VISION:

Our ultimate vision of success would include the following:

1. To have 100% of all participants in BMHA rate their experience as excellent

### CORE VALUES:

BMHA and all of its participants will agree to and promote the following core values:

- Safety
- Fun for All
- Physical, Mental and Social Development
- Development of Hockey Skills and Hockey Knowledge
- Truth, Honesty and Integrity
- Fairness
- Goodwill
- Beneficial Outcomes

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*We will support and guide our Mission, Vision and Core Values through the application of the following 4 Way Test*

Whenever any participant in BMHA is thinking, saying or doing anything with respect to minor hockey (and hopefully in his or her life in general) he or she will ask:

1. Is it the TRUTH?
2. Is it FAIR to All Concerned?
3. Will it Build GOODWILL and Better Friendships?
4. Will it Be BENEFICIAL to All Concerned?

## **4.0 AFFILIATIONS**

The BMHA shall have the following affiliations;

- a) The BMHA shall be a member partner of the OMHA; and
- b) The BMHA shall be affiliated to Hockey Canada through the OHF

## **5.0 CLASSES OF MEMBERS**

There shall be three (3) classes of members in the BMHA

- A) Active Members
- B) General Members
- C) Association Members

## **6.0 TERMS OF MEMBERSHIP AND ELIGIBILITY**

### 6.1 Terms and Eligibility

- (a) Active Members

Active members shall include the following

- Elected Directors
- Appointed Directors

At all General meetings and Annual General Meetings Active members will be allowed one vote.

- (b) General Members

Membership in the BMHA may be granted to the parents of any minor child or to those who have reached the age of majority (18 years) and playing minor hockey under the Corporation, whose registration fees have been paid to the Corporation (BMHA). Each member will receive one vote at the Annual General Meeting of the members.



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## (c) Associate Members

Associate members shall include the Current Executive Director; Immediate past president (1yr), League Conveners, BMHA officials, BMHA Coaches, BMHA Game Officials, and any person who has paid membership fees to the BMHA and is in good standing for the current season.

- (i) Each member shall be entitled to one vote on each question arising at the Annual general meeting of the Members.
- (ii) The interest of a Member in the Corporation is not transferable and lapses and ceases to exist upon their death or when they cease to be a member by resignation or for non-payment of annual dues or otherwise in accordance with the by-laws of the Corporation. Any member may resign from membership upon notice in writing to the Corporation.

## One Class of Membership

Although it is possible for a member to be qualified for more than one (1) class of membership in the BMHA, no person may hold more than one (1) class of membership. It is therefore mandatory that each member shall declare themselves prior to the start of any meeting of the membership and advise the Chair, of the membership class they wish to represent. Once the meeting is called to order the member must remain in that class of membership and may not change to any other class of membership.

## 6.2 Membership List

The Executive Director shall prepare and maintain a list of current Active and General Members. This list shall be kept at the head office, be undated as necessary and be made available to all members in accordance with the Act. Such list of members shall be used to determine eligibility to vote at any meeting of the members.

## 6.3 Membership Year

Unless otherwise determined by these By-laws, every membership, other than Life Memberships, shall commence immediately upon payment of registration or other fee as designated for membership and shall be terminated immediately following the current seasons AGM.

## 6.4 Termination

- a) A membership in the BMHA shall not be transferable and shall terminate upon resignation, end of term, or death in the case of an individual membership
- b) A member whose conduct is considered by the Board to be contrary to the BMHA's stated Code of Conduct and the purpose of the BMHA shall be asked by the Board to explain or justify their actions. If these members are unwilling or unable to do so, they shall be asked by the Board to resign from the BMHA. If they do not resign the Board shall give proper notice of a motion, to be considered at the next Board meeting, requesting the expulsion of these members. A copy of this motion shall be communicated to the member(s) concerned within a reasonable period of time to allow for a written response. If a response is made it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority in a ballot conducted at the meeting. The member(s) concerned shall be invited to attend the meeting and to explain their position(s) before the vote is taken.
- c) A member may resign from the BMHA by submitting a resignation in writing addressed to the Executive Director, who in turn notifies the appropriate Board Members.
- d) Members in good standing shall be those admitted as members who have paid all required membership fees to the BMHA. Members whose membership fees are in arrears shall be suspended from membership and not permitted to vote, make nominations, or hold office in the BMHA. The Executive Director shall inform those concerned of this suspension in writing.

## 6.5 Membership Fees

Membership fees shall be established annually by the Finance/Budget Committee and be approved by the Board. Fees for any unexpired term of membership are not refundable. However the Board may, in its sole discretion, grant a request for such refund in extenuating circumstances.

## 6.6 Right to Vote

All Active Members, General Members and Executive Members who are at the time of the meeting entered into the books as members in good standing shall be entitled to notice of and to vote at all meetings of members of the BMHA.

## 7.0 MEETINGS OF THE MEMBERS

7.1 The annual or any other general meeting of the Members shall be held at the Head Office of the Corporation or at any place as the Board of Directors may determine and on such day as the said Directors shall appoint.

7.2 At every annual meeting, in addition to any other business that may be transacted, the approval of the minutes of the preceding Annual General Meeting, the report of the Directors', the Financial Statements and the report of the Accountants shall be presented, a Board of Directors elected, Accountants appointed for the ensuing year, and the remuneration of the auditors shall be fixed. The members may consider and transact any business either special or general without notice thereof at any meeting of the members. To request a special meeting the Board of Directors must be requested in writing from at least thirty (30) members who are parents of persons who are playing minor hockey for the Corporation and have paid the requisite registration for doing so.

7.3 Notice of all Members' meeting, annual or special general, shall be posted to Public forums under the control of BMHA (website, etc) for three consecutive weeks. The statutory declaration of the Secretary or President that notice has been given pursuant to the By-law shall be sufficient and conclusive evidence of the giving of such notice.

7.4 No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat.

7.5 A quorum for the transaction of business at any meeting of Members shall consist of a simple majority of Members present in person or represented by proxy.

### 7.6 Additional General Meetings of Members

In addition to the AGM, the Board may call a general meeting of the BMHA at any time, and must do so on the written request of the contact persons representing a minimum of 10% of the BMHA's member association. Due notice of all general meetings will be posted, by the Executive Director, at least twenty (20) days prior to the date of the general meeting.

### 7.7 Voter Eligibility

Subject to the provisions, if any, contained in Letters Patent of the Corporation, each Member of the corporation shall at all meetings of Members be entitled to one (1) vote. Members may vote by written proxy at all meetings of the Members. Such proxy themselves must be a Member but before shall produce and deposit with the Secretary sufficient appointment in writing from their constituent or constituents. No Member shall be entitled either in person or by proxy to vote at meetings of the Corporation unless they have paid all dues or fee, if any, then payable by them.

At all meetings of Members, every question shall be decided by a majority of the votes of the Members present in person or represented by proxy unless otherwise required by the By-laws of the Corporation or by law. Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any Member. Upon a show of hands, every

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Member having voting rights shall have one (1) vote, and unless a poll be demanded a declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the Members presented in person or by proxy, and such poll shall be taken in such manner as the President shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands, or at a poll, the President shall be entitled to a second or casting vote.

The President, or in his absence, the Vice-President, shall preside at all meetings of Members.

## 7.8 Notice

### a) Annual General Meeting

Notice of the AGM shall set out the time and place of the meeting and shall be posted in various public forums prior to the AGM

### b) Additional General Meetings of the Membership

Notice of additional general meetings shall be posted in the local paper a minimum of twenty (20) days prior to the meeting listing the purpose of the meeting and any relevant documentation in a Board agreed upon location.

### c) Error or Omission in Notice

An inadvertent error or omission in giving notice of any meeting shall not invalidate any such meeting or make void any proceedings taken at such meeting.

## 7.9 Quorum

A quorum for an AGM or additional general meeting requires that the number of non-Board members in attendance and eligible to vote shall be at least equal to the number of Board Members in attendance, plus one. No business shall be enacted in the absence of quorum except to take measure to obtain a quorum, to establish the time at which to adjourn, or to take a recess.

## 7.10 Voting Procedures

a) A majority of votes cast by members present and voting unless otherwise required by the Act or by the By-laws of the BMHA shall decide every question proposed for consideration at meetings of the members.

b) At the meetings of the members, every question shall be decided by a show of hands unless a specific count is required by the Chair. Each vote shall be followed by a declaration by the Chair as to whether such vote is “carried” or “defeated” and an entry to that effect must be entered into the minutes to provide conclusive evidence.

## 7.11 Proxies

a) BMHA AGM - Proxies will be permitted.

*The following Rules and Regulations with respect to Proxy votes became effective April 28, 2011 and such rules and regulations shall continue to be in full force and effect until changed by the Board of Directors of BMHA.*

- 1. That all Proxies must be prepared on the then prevailing Proxy form as supplied by BMHA. All Proxies must be picked up personally at the BMHA office so that clear explanation can be given as to the purpose and effect of the Proxy and so they may be numbered and labeled for tracking purposes .*
- 2. Proxy forms can only be picked up by a valid Member or Other Member of BMHA. The Member or Other Member is only entitled to pick up his or her Proxy form, excepting only that a Member may also pick up the Proxy form for his or her spouse as well if that spouse is also a valid member of BMHA.*
- 3. All Proxies must be signed by both the giver and the receiver of the Proxy.*
- 4. No person can give a proxy unless that person is an accepted Member in good standing of BMHA and that such Member giving the Proxy having valid rights to vote at the meeting of the Members to which the Proxy applies.*
- 5. Proxy votes are only valid for one specified meeting as shown on the Proxy form.*
- 6. Proxy holders must themselves be a member of BMHA with sufficient documentation in accordance with all the Rules and Regulations of BMHA must be complied with in order for that Proxy to be valid.*

7. *The number of Proxies a person can carry to and utilize at any meeting is limited to two (2). Therefore if a Proxy holder is already a member of BMHA, that person could have their vote plus two additional votes by Proxy for a total of three (3). If the Proxy holder is not a valid member of BMHA that person could not vote by Proxy.*
8. *All Proxies must be submitted for approval to the Secretary of BMHA no later than 48 hours prior to the commencement of the meeting of the Members at which the Proxy is intended to be used in order that such Proxies can be validated by the Chairman of the meeting to which the Proxies apply.*
9. *The decision as to validity by the Chairman is final and binding.”*

b) Additional general meetings - Proxies will not be permitted. Members must be present at the additional meetings of the membership in order to exercise their voting rights.

## 7.12 Adjournment

Any meeting of the members of the BMHA may be adjourned at any time and from time to time such business may be transacted at the continuation of such adjourned meeting(s) as might have been transacted at the original meeting. No notice shall be required for continuation of any such adjourned meeting. Such adjournment may be made regardless of whether a quorum is present.

## 7.13 Chair

In the absence of the President the members present and entitled to vote at any meeting of the members shall choose another Director as Chair. If no Director is present or if all Directors present decline to act as Chair, the members present shall choose any member present to be Chair.

## 7.14 Board Members Election Results

The numeric results of the election for office in the BMHA will be announced immediately following the elections. The result will be available upon written request to the Executive Director of the BMHA.

## 8.0 BOARD OF DIRECTORS

The property and business of the Corporation shall be managed by a Board of eleven (11) Directors, each of whom at the time of his election or within ten (10) days thereafter and throughout his term of office shall be a Member of the Corporation. The elected Board of Directors shall have the option of appointing up to three (3) house league conveners to be members of the Board for a one-year term. The appointed conveners will have the same rights and privileges as the elected members of the Board. A simple majority of the current number of total Board of Directors shall constitute a quorum. The Board of Directors will always endeavor to have all eleven (11) seats on the Board filled within a reasonable time frame.

### 8.1 Composition

#### a) Eligibility

- Shall be eighteen (18) or more years of age
- Shall not be an un-discharged bankrupt
- Shall not have been convicted of a criminal offence under the Criminal Code of Canada (CCC)

### 8.2 Nominees

a) Each nominee for Executive Member shall be a member as defined by our membership eligibility

b) Each Department within BMHA will be run by a Committee of Directors Responsible for;

- Office and Administration
- Development Programming
- General Hockey Operations
- House League Operations
- Representative League Operations

These directors will be responsible for the standing sub committees involved at these levels.

## 9.0 PROCEDURE FOR ELECTION OF THE BOARD OF DIRECTORS

### 9.1 Nominations

The election of the Board shall take place at the AGM of the members. No election of a Board Member shall be completed without their consent given verbally or in writing prior to the election or appointment. Nomination forms for the Board shall be available each year at the BMHA office by March 1<sup>st</sup>. A nomination form must be completed by all nominees and two (2) nominators who are members of the Association. Such completed form must be delivered to the Executive Director at the BMHA office 72 hours prior to the election.

### 9.2 Board Positions (amended June 16, 2014)

The Board shall consist of the following positions:

- President –elected – one (1) year term
- Vice President – elected – one (1) year term
- Treasurer– elected – one (1) year term
- Secretary– elected – one (1) year term
- Directors at Large (See Organizational Chart)

These positions will be determined by the Directors after election to the Board by the members.

House League Convenors will be appointed by the Board and will have the same authority and assume the same responsibilities as Board members in disciplinary matters within their League.

### 9.3 Elections Procedures

The Executive Director will prepare an initial report to the membership by March 31, stating the number of positions up for election in each year. Individuals are nominated to the Board by the members and are later elected to a position by the elected Board Members. Available Board positions will be posted in various media outlets. Nominees to the Board must be in good standing with the BMHA and OMHA.

### 9.4 Vacancies

Any vacancy occurring on the Board may be filled only for the remainder of the current year of the vacated term by resolution of the Board then in office, provided there is a quorum of the Board. The Board shall consider applications from the members for the appointment to the vacancy on the Board. The Board shall appoint a replacement Board member within thirty days after the position was vacated.

### 9.5 Termination

#### Removal of Director by Membership

Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting members of the BMHA, by a resolution passed by at least two-thirds (2/3) of the votes cast at a general meeting of members, may remove any Board Member before the expiration of his/her term of office. Members of the BMHA, by a majority of the votes cast at the meeting, may elect any person in his or her stead for the remainder of their term.

#### Removal of Director by the Board

The Board may by resolution approved by two-thirds (2/3) of the Board members present, remove any Board members present, remove any Board member for cause before the expiration of his/her term of office.

#### Absenteeism

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Unless otherwise determined by the Board, the absence of a Board member from three (3) consecutive Board meetings or the absence of a Board members from any four (4) out of eight (8) consecutive Board meetings shall be deemed to be a resignation from the Board.

## Resignation

A member of the Board may resign their membership in the BMHA by submitting a letter of resignation to the President of the BMHA

If a Member of the Board is found to have been convicted of a criminal code offence, the Board Member shall immediately tender their resignation to the President of the BMHA.

## 10.0 BOARD OF DIRECTORS MEETINGS

### 10.1 Governance

The Board of Directors shall govern the BMHA in compliance with the objects, powers, By-Laws and Policies of the BMHA and OMHA, Regulations and all applicable laws and regulations including the BMHA Mission, Vision and Core Values.

### 10.2 Board Meetings

Regular Board meetings – Except as otherwise required by law, the Board may hold meetings at such place or places as the President may from time to time determine. The Board shall meet not less than seven (7) times per year.

### Special Board Meetings

Special Board Meetings may be called by the President or on petition in writing to the Executive Director signed by any three (3) voting Board members. Business transacted at the special Board meeting shall be limited to that specified in the notice calling the meeting.

### 10.3 Notice of Board Meetings

Board meetings will be held on a regular day each month (i.e. the 3<sup>rd</sup> Thursday of the month) and immediately following the AGM.

### 10.4 Adjournment of Directors Meetings

Any meeting of the Board of Directors may be adjourned at any time and from time to time such business may be transacted at the continuation of such adjourned meeting(s) as might have been transacted at the original meeting. No notice shall be required for continuation of any such adjourned meeting. Such adjournment may be made regardless of whether a quorum is present.

### 10.5 Quorum

A quorum for Board meetings shall consist of a majority of the voting members eligible for the said meeting and shall include the President or Vice President in his absence and the Treasurer. No business of the Board shall be transacted in the absence of a quorum.

### 10.6 Voting Rights

Each voting Board member present at a Board meeting, not including the Chair, shall be entitled to one vote. The Chair shall cast a vote only in the event of a tie vote. Or in the case that they have removed themselves as the Chair.

A majority of votes of the Board members present and voting at a Board Meeting shall decide every question.

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At the meetings of the Board every question shall be decided by a show of hands unless a secret ballot is demanded by a Board member present. Each vote shall be followed by a declaration by the Chair as to whether such vote is “carried” or “defeated” and an entry to that effect must be entered into the minutes to provide conclusive evidence.

## 10.7 Conflict of Interest

Every Board Member who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the BMHA shall make a full and fair declaration of the nature and extent of the interest at a Board meeting.

Declaration of a conflict of interest shall be made at the Board meeting at which the questioning of entering into a contract or transaction or other matter is first taken into consideration or, if the Board member is not present, at the next meeting attended by the Board member.

After such a declaration, the Board member shall not enter into discussion nor vote, nor shall he be counted in the quorum in respect of such a contract or transaction or other matter.

If a Board member fails to make a declaration of interest in a contract or transaction or other matter in compliance with this section, the Board member shall account to and reimburse the BMHA for all such profits realized, directly or indirectly, from such contract or transaction or other matter.

## 10.8 Indemnification of the Board

Every Director or officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any company controlled by it and their heirs, executors, administrators and other personal representative, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against;

All costs, charges and expenses whatsoever which such Director, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;

All other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the members own willful neglect or default.

## 10.9 Confidentiality

Every Board member shall respect the confidentiality of matters brought before the Board for consideration in Camera.

## 10.10 Rules of Operation

Notwithstanding any other provisions contained in this By-law, the Board shall have the power to pass, without any immediate confirmation or ratification by the members of the BMHA, all necessary rules and regulations as it deems expedient or related in any way to the operations of the BMHA, including, without limitation, the conduct of its members, provided such rules and regulations are not otherwise inconsistent with the By-laws of the BMHA.

## 11.0 BOARD MEMBER RESPONSIBILITIES

### 11.1 President (amended June 16, 2014)

The President shall preside at all meetings of the Members and at all meetings of the Board of Directors. He shall be the chief executive officer and chief spokesperson of the Corporation and shall exercise general control of and supervision over its affairs. In case of absence or disability of the President, a Vice President may exercise the powers and perform the

duties of the President. The President with the Secretary or other officer appointed by the Board for the purpose shall sign all by-laws and membership certificates. He shall have such other powers and duties as the Board of Directors may from time to time determine.

## 11.2 Vice President

The Vice-President or the respective Vice-Presidents shall have such powers and duties as may be assigned to him or them respectively by the Board of Directors. In case of absence or disability of the President, a Vice-President may exercise the powers and perform the duties of the President, and if such Vice-President shall exercise any of such duties, the absence or disability of the President shall be presumed.

## 11.3 Treasurer

The Treasurer, or the Secretary-Treasurer, shall have general charge of the finance of the Corporation. They shall deposit all monies and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as the Board of Directors may from time to time designate by resolution, and shall render to the Board of Directors, whenever directed by the Board of Directors, an account of the financial condition of the Corporation and of all their transactions as Treasurer; and as soon as possible after the close of each financial year, they shall make and submit to the Board of Directors a report for such financial year. They shall have charge and custody of and be responsible for the laws governing the Corporation. He shall perform all acts incidental to the office of Treasurer subject to the control of the Board of Directors.

## 11.4 Secretary

The Secretary, or the Secretary-Treasurer shall attend to the giving and service of all notices of meetings of the Board of Directors and of Members of the Corporation and shall keep the minutes of all such meetings in a book or books to be kept for that purpose. They shall keep in safe custody the corporate seal of the corporation. They shall have charge of the records of the Corporation, including books containing the names and addresses of the Members and Directors of the corporation, together with copies of all the reports made by the Corporation, and such other books and papers as the Board of Directors may direct. They shall be responsible for the keeping and filing of all books, reports, certificates and other documents required by law to be kept and filed by the Corporation. They shall be responsible for keeping archival material for the Corporation. They shall make available to the Members the minutes of meetings of the Members of the Corporation. They shall perform any other duties as appertain to their office or as may be required by the Board of Directors.

## 11.5 Roles and Responsibilities of At Large Members

The members at large will make up the Board participant requirements for all Committees.

- They will be responsible for the organization and supervision of Leagues, ensuring that schedules are created and standings are compiled and reported.
- They will attend league meetings, play off and playdown games as necessary.
- Approve eligibility of players and team officials to participate as per the Regulations and Policies of the OMHA
- Serve on discipline and Appeals committees
- Attend meetings of the Board and general meetings of members
- Serve on Standing and Ad hoc committees
- Carry out duties or assignments as requested by the President or Vice president.

## 11.6 Responsibilities of the Board

The Board shall:

- Have the power of the BMHA and may delegate all of its power duties and functions as it sees necessary
- Make policies and procedures as necessary for the governance of BMHA, including policies and procedures relating to the conduct, discipline and management of disputes
- Have the power to suspend, expel or take disciplinary action against any member, league, team, player, team official, game official or individual for any breach of the BMHA By-laws or of any decision, policy or regulation of the Board.
- Interpret and clarify any clause of the Regulations and, at the request of a Board member, have the authority to correct or amend any decision or omission which may have been granted or allowed by that Board member, or by the proceeding Board member.



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- Fill any vacancy which may occur in its number, with the position to be filled by election at the next AGM
- Be empowered to make arrangements, from time to time, with other recognized hockey organizations, provided only that such agreements are within the general rules or organized hockey.

## 12.0 EXECUTIVE DIRECTOR

12.1 The BMHA shall employ an Executive Director to administer the day-to-day operations of the BMHA

12.2 Responsibilities of the Executive Director

- Delegate the recording of the minutes of general meetings of the members, Board meetings and any other meetings as required, and ensure that BMHA records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the By-laws, and Policies and Procedures established by the Board or by the members
- Ensure proper custody of the minutes and resolutions and other corporate records and documents
- Be responsible for the receiving and distributing all correspondence received or sent by the BMHA and all communication within the BMHA
- Prepare or delegate the preparation of all schedules for Local League and Representative teams within the BMHA, in concert with anyone appointed to assist by the Board
- Be responsible for delegating the notification of all teams of their playdown schedules
- Recommend policy to the Board regarding internal and external communications of the BMHA
- Ensure that all necessary and appropriate insurance has been purchased
- Receive minutes from the chair persons of Standing Committees and distribute same to all members of the Board
- Prepare the paperwork for the payment of all accounts
- Maintain the membership list
- Carry out duties as assigned by the President or the Board
- Conduct such activities as necessary for the welfare of the BMHA

## 13.0 COMMITTEES OF THE BOARD

13.1 Standing Committees

Nothing in this By-law shall be construed to limit the ability of the Directors and members of the BMHA from abolishing or creating Standing Committees by By-law or from establishing such Ad Hoc Committees or Sub Committees by Board resolution as may be desired or required from time to time.

All standing committees will be comprised of a Chair person, Board members, and a General member of the BMHA, unless otherwise approved by the Board. The following may be the standing committees of the BMHA:

- House League Operations Committee
- Representative League Operations Committee
- Budget Committee
- Equipment Purchasing and Distribution Committee
- Grievance and Appeals Committee
- Discipline Committee
- Sponsorship Committee
- Development Committee

13.2 Standing Committee Procedures

Compliance

All standing committees shall comply with all By-laws, guidelines, Policies and Procedures of the BMHA as determined by the Board or the members of the BMHA, from time to time, and also with shall comply with all requirements of the OMHA, the OHF, HC and, if applicable, any other hockey organization with which BMHA teams are participating.

No Board member shall hold a position of Chairperson of a specific committee for a term of longer than two (2) years, without special resolution of the Board.

## Meetings

Each Standing Committee shall meet at the call of the Chair as required

## Notice

Notice of all meetings of Standing Committees shall be communicated to all members of the Standing Committee at least seven (7) days prior to the meeting, except in the case of emergencies.

## Quorum

A quorum for a Standing Committee shall be a majority of the members of the Standing Committee

## Voting Rights

Each member shall have one vote. In the case of a tie vote, the Chair shall have a second or casting vote.

## Minutes

Standing Committees shall maintain and keep minutes of their meetings and shall report to the Board at regular intervals and at any other time upon request by the Board

## Annual Report

Each Standing Committee may prepare an annual report of the matters for which it is responsible. To be presented to the BMHA members at the AGM.

## 13.3 Sub Committees and Ad Hoc Committees

The Standing Committee procedures shall also govern the procedures for all Subcommittees and Ad Hoc Committees of the BMHA

## 14.0 Execution of Documents

### Books and Records

The Board shall ensure that all necessary books and records of the BMHA required by the By-laws of the BMHA or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safe keeping.

## 15.0 FINANCIAL YEAR

### 15.1 Financial Year

The Financial year of the BMHA shall end on the 30<sup>st</sup> of April in each year or on such other date as the Board may from time to time by resolution determine.

## 16.0 BANKING ARRANGEMENTS

### 16.1 Banking Resolution

The board shall designate, by resolution, the Officers and other persons authorized to transact the banking business of the BMHA, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the banking of the BMHA, to have the authority to set out in, the resolution, including, unless otherwise restricted, the power to:

- Operate accounts of the BMHA with a bank or trust company

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- Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.
- Issue receipt for and order relating to any property of the BMHA
- Authorize any officer of the bank or trust company to do any act or thing on behalf of the BMHA to facilitate the activities of the BMHA.

## 16.2 Deposit of Securities

The securities of the BMHA shall be deposited for safekeeping with one or more banks, trust companies or other place or places of safekeeping to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the BMHA signed by such Officer or Officers, agent of agents of the BMHA, and in such manner as shall be determined from time to time by resolution of the Board, and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the BMHA shall be fully protected in acting in accordance with the directions of the BMHA and shall in no event be liable for the due application of the securities so withdrawn from or the proceeds thereof.

## 16.3 Cheques

All accounts shall be paid by cheque with two authorized signatures, until otherwise determined by the Board; the authorized signees shall be the BMHA Treasurer, BMHA President, BMHA Vice President and the Executive Director.

## 17.0 BORROWING BY THE BMHA

### 17.1 Borrowing

The Directors of the Corporation may from time to time:

- borrow money upon the credit of the Corporation in such amounts and on such terms as may be deemed expedient by obtaining loans or advances or by way of overdraft or otherwise;
- issue debentures or other securities of the Corporation;
- pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and
- mortgage, hypothecate, charge or pledge or give security in any manner whatever upon, all or any of the property, real or personal, immoveable or moveable, undertaking any rights of the Corporation, present or future, or any money borrowed or to be borrowed or any obligation or liability of the Corporation, present or future.

From time to time, the Directors may authorize any director, officer or any employee of the Corporation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the corporation as the Directors may authorize, and in general to manage, transact and settle the borrowing of money by the Corporation.

## 18.0 NOTICE

### 18.1 Computation of Time

In computing the date when notice must be given under any provision of this By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice **is** included, unless otherwise provided.

### 18.2 Omissions and Errors (amended June 16, 2014)

The accidental omission to give notice of any meeting of the Board or members or the non-receipt of any notice by any Director or member or by the accountants of the BMHA or any error in any notice not affecting its substance does not invalidate any resolution passed or, any proceedings taken at the meeting. Any Director, member or the accountants of the BMHA may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

## 18.3 Method of Giving Notice

Whenever notice is required to be given under the provisions of this By-law of the BMHA, such notice may be given either personally or by telephone or by electronic means or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Director, officer or member at his or her address as the same appears in the records of the BMHA. Any notice or other documents so sent by mail was deposited in a post office or public letter box as aforesaid. Any electronic notice shall be deemed to have been sent when the sender transmits the information. For the purpose of sending notice, the address of any member, Director or Officer shall be his or her last recorded address in the records of the BMHA.

## 19.0 PASSING AND AMENDING BY-LAWS

19.1 The Board or any member in good standing may, from time to time, recommend to the membership amendments to the By-laws of the BMHA

19.2 The Executive Director shall notify by public post the list of proposed amendments at least two (2) weeks prior to the AGM.

19.3 Provided that it is not in contrary to amateur hockey rules and regulations, any amendment, placed before the AGM, must be voted upon and may not be withdrawn from the meeting.

19.4 If the Board intends to discuss any amendments of the By-laws of the BMHA at a Board meeting, written notice of such intention shall be sent by the Executive Director to each Director not less than (10) ten days before such meeting. Where such notice is not provided, any recommendation to amend the By-laws may nevertheless be moved at the meeting and adjourned to the next meeting for which notice of intention to discuss such By-Laws shall be given.

19.5 A By-law, Regulation or an amendment to the By-law or Regulation, recommended by the Board or proposed by a member, shall be presented for adaption at the next AGM of the members of the BMHA. The notice of such AGM shall refer to, describe and explain the By-law or Regulation to be presented at the meeting of the members.

A motion to amend the By-laws, recommended by the Board or proposed by a member at an AGM or at a general meeting of the members called for that purpose, must be approved by two-thirds (2/3) vote of the members present and voting at such meeting.

A motion to amend the Regulations, recommended by the Board or proposed by a member, at an AGM or at a general meeting of members called for that purpose, must be approved by a majority of the members present and voting at such meeting.

The members at the AGM or at the general meeting of the members may confirm the proposed By-law, Regulation or amended By-law or Regulation as presented, or amended or reject the proposed By-law, Regulation or amended By-law or Regulation.

19.6 Any changes to Hockey Canada Regulations Part III, which make the regulations more stringent than the current OMHA Regulations, will be adopted by the BMHA and implemented for the current playing season.

19.7 An independent "Regulations Chairperson" shall be appointed by the Board to conduct that portion of the meeting of the members dealing with changes or amendments to the By-laws and/or changes or amendments to the Regulations.

## 20.0 REPEAL OF PRIOR BY-LAWS

### 20.1 Repeal

All prior by-laws of the BMHA, including the document entitled the “Constitution” of the BMHA, are hereby repealed as of the coming into force of this By-law.

### 20.2 Proviso

The repeal of all prior by-laws of the BMHA shall not impair in any way the validity of any act or thing done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to any such by-law prior to its repeal.

## 22.0 RULES OF PROCEDURE

21.1 The most current edition of “Procedures for Meetings and Organizations” by M.K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the meetings and affairs of the BMHA in all cases to which they are applicable, provided they are not inconsistent with the By-laws or any other governing document or laws affecting the BMHA.

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## INTRODUCTION:

Welcome to Belleville Minor Hockey.

This Booklet is prepared by the BMHA Board of Directors with the intent of providing all participants guidance in the ways by which we will conduct the business of providing an excellent hockey experience to the youth that are involved in our great organization.

As you read through the material contained in this document you will find that parts of the document are of a general and philosophical nature. These parts of the document are intended to give all participants a very good understanding of the expectations of behavior while experiencing hockey in the BMHA Centre.

Other parts of this book are actually written in the context of Rules and Regulations. These sections are intended to be more hard and fast. The Rules and Regulations are necessary in order for the Board or other interested parties to be able to rely on the application of specific solutions to specific circumstances.

Rules are **not meant to be broken**, however, we must all realize that there may be some circumstances that arise from time to time that need to have some flexibility applied. It is in these instances that we ask all participants to support the director responsible or the Board of Directors when situations arise that require the application of flexibility. Be assured that when these examples of special circumstances arise, that very careful thought will be applied with hopefully an outcome that is fair, builds goodwill and is beneficial to all concerned.

As a participant, in whatever capacity, we ask that you always try to look for ways to make your involvement a positive experience for you and for anyone else that is involved and affected by your actions.

Let's use this booklet to help guide us to having a safe and fun hockey experience in BMHA.

Sincerely  
Board of Directors  
Belleville Minor Hockey Association

## **ETHICS & RESPONSIBILITIES OF COACHING IN MINOR HOCKEY**

As a coach, you play a key role in Minor Hockey. You must be fully aware of your responsibilities, realizing you have another obligation to fill besides the teaching of hockey skills to your players.

Sports, recreational activities and physical fitness, play an important role in our overall educational system. These programs have not originated by accident, but have purposely been instituted to develop and mold the character of tomorrow's citizens.

As a hockey coach, you must consider your position in exactly the same vein. The people around you and your players are all subject to the influence, which you exert in your role as a coach, particularly those in the younger age groups. You must, therefore, be prepared to accept the obligations of giving leadership.

What is leadership? It is simply "SHOWING BY EXAMPLE" the qualities that make a good citizen. These qualities are developed through hockey by teaching what is right and wrong; fair and unfair; cooperation with teammates; respect for authority; respect for the property of others; unselfishness and a sense of duty. In essence, it is the making and molding of young men and women.

Remember that your actions are open to examination. Accept the challenge and you will have a lasting satisfaction far beyond the winning of games and championships.

Remember that it's not whether you win or lose, but how you play the game.

Hockey should be a memorable experience for all players and coaches.



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## IMPORTANT DATES

<u>DATE</u>	<u>ACTIVITY</u>
June 15	Team roster must be submitted, along with offer of commitment forms for all players
June 30	AA teams must submit list of minimum number of affiliated players from ae before any affiliated player may play ap list must be approved by omha
First week of august	parents meeting  all police record checks for bench staff must be submitted to the office
Sept 15	hand in all forms to bmha office as listed on first introduction page
Mid October	no player may be permanently removed from house league after player draft has occurred, affiliate forms will be the only offer. <b>*(ROSTERS WILL ONLY BE SUBMITTED TO THE OMHA TWICE FOR APPROVAL, 1<sup>ST</sup> TIME – MAIN TEAM, SECOND TO ADD AP'S. PLEASE ENSURE THAT ALL AP DOCUMENTS ARE SUBMITTED AT ONE TIME ROSTERS WILL NOT BE SUBMITTED ONE AP AT A TIME)</b>
Nov 1	notify office of final #s for insurance, (bench and additional insured)
Dec 15	last chance to make changes to AP list due to player injury
Dec 31	<u>last date to turn in fundraising money</u>
Jan 14	no tournament to be scheduled after regular season (no exceptions)

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## **CHAPTER 1: GENERAL BMHA RULES AND REGULATIONS**

In this Section, the Rules and Regulations stipulated shall apply generally to both Local League and Representative Teams in the Belleville Minor Hockey Association. Where any Rule or Regulation, in this Section is deemed to be specific to either House League or Representative Teams, the said rule shall indicate such specificity. Otherwise, each Rule or Regulation shall apply to both House League and Representative Teams.

1. As per OMHA Policy one parent/guardian per family shall complete the SpeakOut course as outlined on the OMHA.net website before the commencement of season. Registration will not be accepted at the BMHA without this course completed.
2. Coaches and/or managers are responsible for seeing that all players on their team act in an appropriate manner, on and off the ice, including the dressing room. If a coach or manager must leave before the last player has left the dressing room, he must appoint a parent to be in charge. If a coach or his designate has a problem with players, he will report it to the convener or Director Responsible in the case of Representative Players. The convener will immediately report the incident to the appropriate Director responsible. The players are responsible for conducting themselves in a sportsmanlike manner. Pushing and shoving and horseplay may result in suspension. Please refer to the code of conduct guidelines on Pages 16 & 17 for full details.
3. All exhibition games and tournament entries must be approved by the division convener or the Director responsible and such approval shall include the completion of any necessary documentation as required by BMHA or OMHA. In the case of Representative Teams, funds will not be issued from the team account if it is in a negative balance, all cheques and entry documents are the responsibility of the team manager to send.
4. BMHA recognizes that from time to time teams may have a need for affiliated players in the event of injury, sickness, vacations or other justifiable reasons. In all cases, the use of affiliated players should be done with good communication and application of the rules and documentation specific to each case. For Local League use of affiliated players, it is imperative that all concerned become involved. Coaches must first discuss the need for affiliated players with their convener responsible for their division who in turn will involve the convener from the next lower division. Together, these people will develop an appropriate plan for the selection of affiliated players that will provide for fairness in selection to all players that are possible affiliated players. Once this process is complete then generally the rules governing affiliated players in the OMHA Rule Book shall apply. In the case of the selection of affiliated players for representative teams, the rules contained in the OMHA Rule Book shall be the governing authority.
5. No team shall hold a separate bank account. All monies must be forwarded to the BMHA Treasurer who will credit the team account accordingly.
6. Teams must not solicit any sponsor without the approval of the B.M.H.A. Executive.
7. No promotional or fund-raising activities may be undertaken without the express written approval of the B.M.H.A. Executive. Organized fundraising is permitted at the Representative level only.
8. No player will be excluded from a team due to illness or injury. He will be given all benefits due his team at the end of the year.
9. **All players must be kept in their respective dressing room until completion of the preceding game, and if the ice is being resurfaced, until the Zamboni has left the ice and the doors are closed.**
10. Teams are requested to leave the ice surface immediately upon completion of their game.
11. Due to scheduling, teams are requested to clear the dressing room as quickly as possible.
12. All players are responsible for their own clothing and personal articles.

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13. The division convener or appropriate Director responsible must approve any changes deemed necessary to the original team composition.
14. The appropriate Director responsible will approve all changes to House League or Representative schedules.
15. A player whose parents have moved into the area covered by BMHA during the hockey season will be permitted to play in the division for which he is eligible, as long as registration has been received prior to September 30<sup>th</sup>, and provided that space is available. If he becomes a resident at a time that he cannot participate in three regularly scheduled games prior the division play-offs, he will not be eligible to play for the remainder of the season on any team competing in the play-offs, but will be permitted to play on a team which has been eliminated and is only playing exhibition or tournament games.
16. Any player leaving a B.M.H.A. Representative Team once selected to said team, to play for a team of higher caliber, i.e. junior shall forfeit his registration fee. All Representative players once signed to a BMHA Representative team shall forfeit their registration fee should they wish to leave that team once the season has begun. Movement back to house league will be allowed provided that there is space, that the change occurs before August 15<sup>th</sup> of that season and that the additional fees are paid to BMHA for House League play. (Fees to be determined by BMHA Treasurer)
17. Any player, who has not registered by August 31, will be placed on a waiting list, and will be assigned to a team on a first come first serve basis as soon as a vacancy exists. Final registration to occur at the discretion of the BMHA Executive.
18. When justified, the convener or Director responsible may suspend players and/or team officials. The convener will report any suspensions to the Director responsible immediately. The players and/or team official may request in writing within 24 hours of the suspension, that a hearing be held before the Board of Directors. Such a hearing to be within 48 hours of the formal request.
19. A player on a rostered select team receiving any suspension, as a result of penalties incurred with either his registered house league team or his rostered select team will serve the suspension with his house league team and will not be allowed to play for the rostered select team, or participate as an affiliate to any team, until the suspension has been served (OMHA Regulation 8.2 e). BMHA allows Select Coaches the discretion to have their players serve suspensions received in their games with the Select in addition to those served in House League as required by OMHA..
20. Any player wishing to up one division in House League will be required to attend the Evaluation Weekend for their own Division, once evaluated the Convener of the Current Division and the Convener of the requested Division will determine whether the players is qualified to play up, the decision will be taken to the House League Director for final Decision.
21. Team officials will, at all times, conduct themselves in an exemplary manner and will not carry on arguments or displays of hard feeling before any team member. The use of alcoholic beverages while engaged in any activity with any team will not be tolerated (please see BMHA Alcohol and Abuse Policy, located in Section 3). This includes arriving with the intent of engaging in an activity with a team, having already consumed alcohol prior to attending the team activity.
22. Any parent convicted of a criminal offense against the B.M.H.A. will not be allowed to participate in any fundraising activities for any team. Their fundraising commitments must be fulfilled by a suitable and appropriate replacement.
23. No foul or abusive language will be tolerated from the bench, or in the dressing room. (Please see BMHA Code Of Conduct)
24. Coaches may arrange to have their respective dressing room locked by picking up a key from the rink attendant.
- 25. All Coaches and team Staff shall provide to the BMHA Executive a current police check as provided by the local police authority. Failure to provide such check will result in immediate replacement of the individual that has not provided a police check.**

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26. All coaches' positions are subject to review and approval of the police check per BMHA and OMHA policies.
27. As per OMHA policy all coaches, assistant coaches, trainers, or other volunteers on the ice at practice must wear an approved C.S.A. Hockey helmet.
28. Any player who assists in a practice of a younger age classification must wear the following equipment, hockey gloves, helmet, skates, jock and throat guard.
29. Only carded team officials approved by the BMHA and OMHA, and players fully equipped and actively involved in the game in progress shall be allowed on the bench.
- 30. During Representative League Playoff times, all teams must be ready to travel on 24hrs notice, schedules are based on the availability of ice at each center, and teams must accommodate last minute changes.**

## APPOINTMENT PROCESS

From time to time the BMHA will need to engage the services of other individuals in various capacities or functions in order to fulfill the mandate of providing an excellent hockey experience to the participants and especially the players. Such positions include, but are not necessarily limited to, Coaches, Coaches Mentor(s), Referee in Chief, Referee Assigners, Tournament Conveners, League Conveners and other special function positions. The appointment process for such positions shall be as follows:

1. Referee in Chief (RIC) or Referee Assignor: If the Executive Director determines in any given year that BMHA will have a Referee in Chief and/or a Referee Assignor, then the Executive Director shall advertise for the position or positions. All applicants shall be reviewed by the Executive Director along with the Committee Responsible for Human Resources and a successful applicant recommended to the Board for approval. The Board and the successful applicant will enter into a Supply of Services Agreement with term of engagement to last no longer than two seasons per contract.
2. Coaches Mentor: If the Board determines in any given year that BMHA will have a Coaches Mentor Program then the same process of selection as used for the RIC shall be used in order to select the appropriate Coaches Mentor.
3. Coaches: The Development Programming Committee shall be given the authority to develop an appropriate interview and selection procedure and methodology to select coaches for both House League and Representative teams.

In the case of representative teams the process shall include an advertisement one month before final submission deadline each year inviting applicants. The personnel committee, by method chosen by the committee, shall then review, complete the interviews and complete the selection process no later than April 30<sup>st</sup> for Representative Teams and July 31<sup>st</sup> for House League teams each year (Deadlines differ for teams with Fall based Tryouts). Also, in the case of representative team coaches, if the Board has a director responsible for OMHA representative teams, then this director shall be involved in the procedure used for selection of coaches.

In the case of House League coach's selection, the personnel committee shall also advertise publicly the need for House League coaches and invite applicants to submit their applications well in advance of the need for BMHA to select teams and form leagues. The Director responsible for House League play at all divisions shall be involved in the procedure used for selection of coaches.

4. Other Special Positions: In the event that the Board deems from time to time that BMHA requires the services of other special positions then the Board shall develop specific processes of selection for that position at the time the position is deemed necessary or as soon as is practical thereafter.

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## Criminal Record Checks (CRCs)

1. All Board members, team officials, house league convenors and BMHA employees must have a current CRC on file with the Association. CRCs can be obtained from the Belleville Police Department for all Belleville residents.
2. All CRCs must include a vulnerable persons sector check of offences for which a pardon has been granted. Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, an additional approved copy should be requested at the time of application.
3. CRCs must be provided for all team officials before the team's OMHA roster sheet will be released.
4. The Association will protect and maintain the confidentiality of all CRCs. CRCs will only be reviewed by the OMHA Contact unless the OMHA Contact determines that a review by the Executive Committee is warranted. If in the opinion of the Executive Committee there is anything in the CRC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person.

## Coach Certification Requirements

<b>DIVISIONS</b>	<b>Coaches HOUSE LEAGUE / MD / LOCAL LEAGUE / ROSTERED SELECT</b>	<b>Coaches Rep AAA-D</b>	<b>Trainers All Levels</b>	<b>Managers All Levels</b>
INITIATION TYKE	Coach 1 & Speak Out or Respect in Sport	N/A	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport
NOVICE MINOR ATOM ATOM	Coach 1 or Coach 2 & Speak Out or Respect in Sport	Coach 2 & Speak Out or Respect in Sport	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET   JUVENILE	Coach 2 & Speak Out or Respect in Sport	Development 1 & Speak Out or Respect in Sport	HTCP Level 1 & Speak Out or Respect in Sport	Speak Out or Respect in Sport
<p><b>Coaching Certification Legend:</b></p> <ol style="list-style-type: none"> <li>1. Coaches of House League/Local League/ Select in divisions below Novice (Initiation/Tyke) must hold Coach 1 certified. No other qualifications are accepted.</li> <li>2. Coach 1 or Coach 2 or higher: Coach 1 or Coach 2 level, Development 1, Development 2, High Performance (or Advanced) 1 &amp; 2</li> <li>3. Coach 2 or higher: Coach 2, Development 1, Development 2, High Performance (or Advanced) 1 &amp; 2</li> <li>4. Development 1 or higher: Development 1, Development 2, High Performance (or Advanced) 1 &amp; 2</li> <li>5. High Performance 1 or higher: High performance 1 &amp; 2, Assistant Coaches: Development 1 or higher: Development 1 &amp; 2; High Performance 1 &amp; 2</li> </ol>				
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>☑ All Certifications must be registered with the OMHA.</li> <li>☑ House League NCCP certification applies to Head Coaches only. Assistant Coaches at the House League level require Speak Out! or Respect in Sport certification.</li> <li>☑ The certification for Assistant Coaches for House League may be Speak Out! or Respect in Sport only, but they would require the same certification as the Head Coach for participation with teams from outside its House League</li> </ul>				

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(i.e. exhibition and/or tournament play). In addition, if the Head Coach were not available to start a House League game, an appropriately certified NCCP Coach would be required to act as the Head Coach.

31. An individual is only allowed to be carded to a maximum of two (2) OMHA representative teams per season.

## **PLAYER ELIBIBILITY**

1. All players in BMHA that participate either in House League or on a Representative team will do so only if said player complies with OMHA Regulation 3.0 Player Eligibility (OMHA 2011-12 Manual of Operations, By-Law, Regulations and Policies pp. 81-87).

## **GOALTENDER RELIEF**

1. No application for goaltender relief will be considered if the BMHA center will be reduced at that level for which relief is requested to less than 2 goaltenders per Representative Team and 1 goaltender per House League Team. The VP of BMHA's representative team and Executive Director will not consider any request to provide relief to adjacent centers until all BMHA center teams have rostered a goalie on each Local League team.

## **EQUIPMENT**

1. All goaltenders must have heel guards or official goal skates with the exception for Local League goalies only. They must wear C.S.A. approved hockey helmets and full-face masks, neck guards and chin flaps. Goalie equipment is provided for Atom Local League teams and below only where available.
2. All players must wear C.S.A. approved hockey helmets and full face masks, neck guards, hockey gloves, hockey pants/girdle and shell, athletic supporters, shin pads, elbow pads, shoulder pads and socks if wearing short pants/shell. A player's helmet and mask must not protrude more than 1.5" from the head and face and shall not be a football helmet type. All players shall wear a colored mouth guard per OMHA standards. All players must have helmets on while on the bench, even if not playing at that particular time as in the case of the extra goalie. All participants on the ice during practice must wear an approved C.S.A. hockey helmet as per OMHA policy. All participants on the ice during practice under the age of 18 years must also have on hockey gloves, and a neck guard.
3. All sticks must conform to C.H.A. standards.
4. Team coaches are responsible for all BMHA owned equipment assigned to them by BMHA.
5. Team coaches are responsible for the return of all equipment (Jersey's and Goalie Equipment) immediately following the team's last playoff game or a date set by the Executive.
6. All House League sweaters are the property of the Association. House League sweaters will be crested with the Belleville Bulls Cartoon Logo on the front with a Sponsor Bar and OMHA Stop sign on the back above the numbers.
7. All OMHA sweaters are to be purchased from the Bulls Pro Shop immediately following acceptance to the teams in May. Individual sweaters are the property of the player and are not the responsibility of BMHA.
8. Annually, each representative team player will purchase approved BMHA home and away

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jerseys and socks from the BMHA approved vendor.

9. In the case that a player keeps the same jersey number in subsequent years, and there are no other changes to the jersey, the coach may approve that a player keep his jersey for a second year depending on the condition and fit of the jersey to ensure appropriate team uniformity. This request must be placed to the team coach prior to the scheduled team fitting session. If there is a disagreement related to the appropriateness of a specific player's jersey, the Equipment Director will make the final decision.
10. Each team's manager will schedule jersey fitting sessions with the BMHA approved vendor at a time and place that is convenient for the team and agreed upon with the approved vendor. All sessions should be conducted prior to June 30 (excluding Midget).
11. Each player will incur the full cost of the jerseys/socks and be required to submit payment directly to the approved vendor upon receipt of the invoice. The vendor will bill each player individually for the cost of the jerseys. Players are financially responsible for the purchase cost of their jerseys from the time of the order and will be required to submit the payment for their jerseys/socks to the approved vendor at the time of the order. Each team will purchase two AP jerseys for the season.
12. Any alterations, repairs or the addition of name bars and sponsor bars must be done by the association's approved jersey vendor.
13. In the event that a jersey is required during the hockey season, the team manager must contact the BMHA approved vendor for the purchase of replacement or addition of a jersey. The team will be responsible for the payment at the time that the order is placed.
14. Players can select their own numbers. Numbers must be two digits or less. Two digit numbers cannot begin with a Zero. Restrictions on jersey numbers include 0, 00, 69, 99 and they may not be ordered, placed, or used on any jersey. Numbers 32 and 33 will be reserved for AP jerseys only. AP jerseys must be number 32 and 33 only.
15. Name bars cannot exceed 4 X 13 inches in size and must be placed at the top of the jerseys. Sponsor bars cannot exceed 4 X 13 inches in size and must be placed at the bottom of the jerseys. Name and sponsor bars are to be only black and white in colour. The approved vendor has all the exact requirements. Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.
16. Players are responsible for the full cost of their jerseys and socks. Players will keep their jerseys at the end of the hockey season.
  17. Teams cannot require that players purchase a third jersey. Any team wishing to purchase souvenir or replica BMHA jerseys (third jersey) requires the signed approval of all parents on the team and the approval of the V.P. Rep. Such approval will only be granted in very special circumstances.
18. If a third jersey is approved, the criteria related to what games it can be worn must be reviewed and understood. Third jerseys are not to be worn during regular league games or during any tournament championship game. This third jersey may not be worn during official BMHA Photography sessions or pictured in the media as representing the BMHA. Team officials who do not follow these operating rules will be requested to meet with the Discipline committee for review and corrective action. All teams and players within BMHA represent the association and must only wear the official jersey as detailed above.
19. Unless, in any given year, the Board of BMHA determines that House League jerseys can be kept by players after the season ends, the House League player is responsible for returning his sweater back into his/her coach. Registration Fees for House League will include a deposit fee for Jersey's this fee will be returned after inventory has been taken on all jerseys at the end of the season.

## ***CHAPTER 2: HOUSE LEAGUE COMPOSITION AND PLAYING RULES:***

### **LEAGUE COMPOSITION**

1. Each league Tyke through Midget will carry a maximum of 15 skaters and two goalies. The Executive of BMHA will determine the numbers of players on each team based on annual registration. The placement on teams shall be based on a first come first serve basis.
2. The Conveners and Directors of BMHA are under no obligation to meet any special requests for players to be on certain teams. Special requests will not be accepted by the BMHA office as teams are comprised based on a balancing that takes place within the first 3 ice sessions. At all times, siblings will be placed on the same team if they play in the same division, unless requested otherwise.
3. Players of coaches and sponsors shall be placed on the team that the parent coaches or sponsors.
4. Conveners and the Director responsible for H.L. shall be responsible for the orderly selection of teams. Generally, conveners with the assistance of Coaches shall draft players to teams based on a rating system that occurs in the first 3 ice sessions or by such other means deemed appropriate at the time of selection and with the approval of the Director responsible for H.L. and the convener. The first step of the draft shall be the placement of the coaches and the Trainers child on the team, these are the only players guaranteed to each team. The next step shall be to divide up the rest of the division list as close as possible by equal skill level.
5. The Director responsible for H.L. may choose to not use a draft system and in such instance will draw up teams for any division or divisions using a methodology that supports our mission, vision and core values together with the four way test. Before proceeding with any methodology other than a draft the Director responsible for H.L will have his or her plan of selection approved by the Board.
6. The convener or Director responsible for H.L. shall have the authority to balance the teams before team pictures are done.
7. All players must be registered before playing. (See BMHA Registration and Refund Policy)
8. Coaches using ineligible players will be suspended until further review.
9. A convener or his designate will be on duty during all regularly scheduled games. An exception would be in the case of the OMHA convener, in which case, the representative team manager will be on duty in place of the OMHA convener.
10. Before House League coaches are assigned a team, they must possess Valid Certifications from the OMHA, the Conveners and the Vice-President of L.L. will then submit a list of proposed coaches and assistant coaches to the Board of Directors. Only approved coaching staff will be insured and permitted on the bench.
11. House League Coaches must use all practice ice assigned to them by BMHA. This ice must not be re-assigned by the coach. Ice that is purchased by the coach in addition to ice assigned by BMHA shall not conflict with the BMHA assigned practice ice. All teams Tyke through Bantam are allotted practice ice. Any team not attending shall result in the coach being suspended and any further BMHA ice for that team for practice purposes may be terminated.
12. No exhibition games will be allowed without two CHOP certified referees. As well as the granted permission of the OMHA Regional Director.



## GAME PLAYING RULES

1. OMHA and C.H.A. rules will prevail in all divisions with the additions and as set out in this section.
2. **EQUAL ICE TIME WILL BE GIVEN TO ALL PLAYERS.** All Coaches must Sign a Fair Play agreement upon the commencement of the season. Where this condition is deliberately abused, the convener will take disciplinary action which will be as follows:
  - 1<sup>st</sup> Offence- warning
  - 2<sup>nd</sup> Offence- 1 game suspension
  - 3<sup>rd</sup> Offence- Terminated
  - The Novice division and up will change ends between periods.
  - In the Novice division after the 5<sup>th</sup> game icings will be called for the remainder of the schedule.
  - Atom division & Up
    - 16 Players ..... 1 goalie, 6 defencemen, 3 centres, 6 wingers
    - 15 Players ..... 1 goalie, 5 defencemen, 3 centres, 6 wingers
    - 14 Players ..... 1 goalie, 4 defencemen, 3 centres, 6 wingers
    - 13 Players ..... 1 goalie, 4 defencemen, 2 centres, 6 wingers
    - 12 Players ..... 1 goalie, 4 defencemen, 3 centres, 4 wingers
    - 11 Players ..... 1 goalie, 4 defencemen, 2 centres, 4 wingers

Alternate methods other than those listed above may be implemented upon permission of the convener.
3. A team must ice one goalie equipped in proper equipment and six skaters or forfeit the game.
4. From Atom and up, if a House League team has no goaltender; a regular goaltender from the same division may be used pending notification to the division convener. No protest shall be allowed on the above substitution.  
No other substitutes allowed.
5. The home team shall supply the game sheet and ensure that both teams fill it out. In the absence of a convener, the home team is responsible for an official scorer during the game. At the completion of the game the game sheet shall be forwarded to the home team coach of the following game. When there is no convener present, the home team of the last game shall take all the game sheets for the day's game to the Vice-President of the Local League Division.
6. The visiting team is responsible for the operation of the clock.
7. Regular scheduled House League games for Tyke and Novice shall be determined on a yearly basis. Period lengths will be as listed by the Convener and BMHA Board once rostering is complete. All games will manage a 3 period g
8. Regular House League games for Atom and above shall be determined on a yearly basis. Period lengths will be as listed by the Convener and BMHA Board once rostering is complete.
9. Regulation goal posts and nets will be used in all divisions, excluding mite.
10. There will be **no body checking in House League at or in any division.**

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11. Any team rescheduling a league game shall be responsible for all expenses.

## PENALTY REGULATIONS

Refer to C.H.A. Rule Book – Section IV and the OMHA Suspension List as per OMHA Manual of Operations

1. Referees must use their best judgment at all times in the applications of the rules, enforce the rules fairly and impartially, and penalize rough play strictly. Referees should be familiar with the BMHA Rules & Regulations Booklet.
2. In Tyke and Novice House League games, penalties will be straight time, except when penalties are assessed during the stop time portion of the game. Straight time penalties are 3 minutes for minors, 7 minutes for major penalties. Tyke and Novice will only serve the remainder of their shift for minor penalties. Major penalties must be served.
3. Three penalties in the same game will result in the player being ejected from the remainder of the game. Timekeepers will draw the 3<sup>rd</sup> penalty to the attention of the referee.
4. Body checking in House League shall be a minor or major penalty at the discretion of the referee. **Excessive body checking penalties will be reviewed by the discipline committee.**
5. Fighting Rules
  - Any player receiving a first fighting major (GM 30) shall be suspended as per the OMHA Manual of Operations and the CHA rule book.
  - If a player receives a 2<sup>nd</sup> major penalty during the season they shall be suspended for 2 games in addition to whatever is listed in the OMHA Operations and CHA rule book.
  - If a player receives a 3<sup>rd</sup> major penalty for fighting during the season, they shall be suspended indefinitely until a hearing with the Disciplinary Committee is held and a decision is rendered.
6. If it is obvious to the referee, he can give the instigator a fighting major and write him up as the instigator and give the other player a major for roughing
7. A player receiving a second penalty during the season requiring a second suspension will face additional sanctions from the discipline committee.
8. Any team official contravening the BMHA rules and regulations will be subject to suspension by the Division Convener and /or the Executive.
9. Any player or team official under suspension for an offence other than a match penalty shall be allowed to play exhibition games and attend practices with his team. If a suspension is issued for a match penalty, the suspended individual shall not associate with his/her hockey team. Match penalties are reported to the OMHA and dealt with by the OMHA.
10. The number of game suspensions for a Match penalty shall be determined by the OMHA. The suspension list will be distributed to each coach and convener as soon as it is published by the OMHA.

## HOUSE LEAGUE PLAYOFFS

All play-offs in a series shall be conducted using a system as approved by BMHA in conjunction with the Director responsible for House League play. League Conveners shall determine based on team numbers and Standings the format for Playoffs on a yearly basis.

## PROTESTS AND COMPLAINTS

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1. All protests are to be submitted in writing by the coach, and signed by the coach and the division convener and/or the President of BMHA, and/or Executive responsible for House League and delivered to the BMHA secretary (Via the BMHA office) within 48 hours after the completion of the protested game.
2. All protests must be accompanied by \$20.00 which will be returned if the decision is in favour of the protesting team. All money lost due to a protest will be turned over to the Help Fund.
3. **Any protests questioning the referee's judgment will not be accepted.**
4. The Executive responsible for House League will be responsible for the formation of a protest committee, to be made up of three conveners, one outside person, and the referee-in-chief to handle the protests in their division

## **TOURNAMENTS and EXHIBITION GAMES**

1. House League and Select teams may participate in OMHA sanctioned tournaments and Exhibition Games only to the extent allowed by the OMHA Rulebook. Playing in tournaments and/or exhibition games will not interfere with the BMHA House League schedule.
2. Any House League and Select team participating in a tournament or exhibition game must have an OMHA carded coach and trainer rostered in the current season on the bench as per OMHA regulations. (2 different people must fill these roles)
3. The coach of any House League or Select team participating in a tournament or exhibition game must have the written approval of the Division Convener or the Director responsible for House League (as per General Rule Chapter 1, Rule 2). Any coach found participating in a tournament or exhibition game without the written permission and other compliance documentation as required by BMHA or OMHA will be suspended based on the Discipline committee's decision, such decision to be final and binding.
4. A House League coach is allowed to participate in a tournament or exhibition game with their BMHA assigned team. they **may not** add players from teams in their division. Coaches must give at least two weeks' notice in advance of a tournament or exhibition game, if they intend to add players from a younger division to replace injured or vacationing players according to the rules associated with affiliated players in both the BMHA and OMHA Rules and Regulations handbooks. Coaches must submit a roster to the Director responsible for House League prior to entering any tournament. Violation of any part of this rule will result in a suspension based on the Discipline committee's decision, such decision to be final and binding.
5. A House League team may not participate in a tournament or exhibition game that has body checking.
6. No coach shall be permitted to assemble a team of players selected from his/her own division in order to attend tournaments or exhibition games.

## ***CHAPTER 3: O.M.H.A. TEAMS***

### **REGULATIONS AND DEADLINES**

1. Players wishing to play for OMHA teams within the BMHA system, must be registered with BMHA, and are not eligible for help fund assistance. Once player has accepted a position on an OMHA team, his registration fund will be forwarded to that team; no refund of fees will be available after that time. Movement back to house League is also not permitted after August 31<sup>st</sup>.
2. All OMHA teams at the AA Representative level must carry a minimum of 15 skaters and 2 goaltenders. AE Representative Teams must make every effort to carry a minimum of 15 skaters and 2 goaltenders.

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3. There will be no refund of Registration fees, surcharges or parent contributions upon withdrawal from a team. Players that remain on the OMHA roster for representative teams after an injury and then return to play will be responsible for all fees paid by remaining players.
4. Players competing for any AAA, AA, A or AE team may only sign on Letter of Commitment for one team in any one season and will not be eligible for House League play.
5. Players may affiliate to only one team during any one season. Once rostered as an affiliate player you are then contracted to that team and may not be removed to affiliate to a separate team.
6. A team will not play any game either home or away where there are not two carded officials.

## Affiliated Players

7. A) All OMHA teams at the AA and A Representative level must carry a minimum of 15 skaters and 2 goaltenders. A shorter roster may be permitted from time to time **at the AE level only** provided that the required number of players is not present at tryouts, shorter rosters are at the discretion of the Chair of Development Programming. **Coaches must submit a player roster within 3 days of the final day of tryouts to the BMHA office. AA teams must submit four (4) AP players immediately upon finalization of roster.** B) BMHA accepts NRP players as per OMHA Regulation 3.5 (at the AA level only). If only 3 local goaltenders are present then the AA team must roster an NRP goalie if available.
8. Novice to Bantam Rep teams must affiliate a minimum of five (5) players and one (1) goaltender and may not affiliate more than seven (7) players and two (2) goaltenders. AP's once signed must be offered an invitation to a minimum of 5 practices of their AP rostered team, there is no restriction on the number of practices and games an AP can participate in, except in an OHF year when the AP can NOT participate in more than 5 league games after Jan 10<sup>th</sup> to keep his eligibility. AP use in games is at the discretion of the Coach.
9. OMHA teams may not invite additional players to their regular practice, except those players on the team's approved affiliated player list or by special permission of the Board in situations where it is deemed practical and advisable for development reasons for the player or players in question.

## Novice to Bantam AP Request

Level	AP From	Alternate AP (after Oct 31)
AA	A or AE (same age)	Select (same age)
A or AE	Select (same age)	House League (Same Age)
Select	House League	

Note;

- Residential Requirements as per OMHA regulations apply to all AP players.
  - Major Midget AA and Minor Midget AA may AP players from the age group below provided that an A team is not running in the same age.
  - In the case where the AE team of your own division does not wish to AP to AA teams may approach the AA team in the year below provided that you can show proof of Affiliate decline at AE.
10. No House League AP's will be rostered before October 31 each season. **Coaches may submit paperwork for players prior to Oct 31 but rosters will not be adjusted prior to this date.** In the case where there is an injury, teams may AP from the AE team below for the number of injured players.
  11. The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or manager of the player's team before contacting the affiliated player.
  12. Affiliated players are required to be included in the Teams Budget. Affiliated players are required to pay a minimum of a \$75 fee to the team.

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Prioritization table below illustrates situations for AP usage:

Rep Request	Roster conflict	Result
AP requested to attend practice	None	AP attends practice
AP requested to attend league game	None	AP attends games
AP requested to attend league game	Practice	AP attends game
AP requested to attend practice	League Game	AP attends League game on rostered team/ declines AP request
AP requested to attend League game	League Game	AP attends League game on rostered team/ declines AP request
AP requested to attend Playdown Game	Practice	AP attends Practice

HL requests	Roster Conflict	Result
AP for Rep team Game or Practice	None	Attends AP Rep team
AP for Rep team Game	HL Practice	Attends AP rep team
AP for Rep team Game or Practice	HL Game	Must Attend HL Game
AP for Rep Playdown Game	HL Game	Must attend HL Game

## **TYKE MINOR DEVELOPMENT**

The BMHA will roster a Tyke 6 (OMHA Initiation) and a Tyke 7 (OMHA Tyke) development teams for play in the Lakeshore League. All rules and regulations of O.M.H.A. teams apply equally to these teams.

## **TEAM MANAGEMENT AND EQUIPMENT**

1. The players upon being selected to a representative team must pay all team surcharges, parent contributions or other amounts planned for and budgeted by the team. Team managers are required to have all surcharges or parent contributions turned into the Treasurer by November 15th. All fundraising monies should be in no later than December 31<sup>st</sup>. Any player not paying their surcharges or other parent contributions within the time allotted shall be suspended from any further games & practices until the fee is paid in full.
2. **All game sheets must be left in the OMHA box at the rink for the convener to pick up.**
3. OMHA teams are to prepare and submit a team budget by September 30<sup>th</sup> of the current year, subject to the approval of BMHA. OMHA team budget target not to exceed level established by BMHA. A copy of the teams approved Budget must be signed by a parent of each player and must be submitted to the office along with other required documents.
4. All OMHA teams' managers shall present, to the families/parents of their team, the financial status of the team, monthly as proved/published by the BMHA Board.
5. All OMHA sweaters will have the "Bulls" logo on the front and the sponsor's name and OMHA stop sign will appear on the back underneath the number. If the players' names are added to the sweater, these will appear above the number on the sweater. The purchase of team sweaters is the responsibility of the individual player and must be sourced through the Belleville Bulls Pro Shop.
6. **During Playoff times all Representative teams must be prepared to travel on 24hrs notice. Teams are responsible to be aware of current weather predictions and are required to take a bus should there be active weather. Cancellations will only occur should the bus cancel.**
7. Any team, OMHA or Local League purchasing clothing, accessories or articles associated with any team purchases, or made in a manner that would connect them to a team official and worn/used due to their association with Belleville Minor Hockey will only use the "official" logo and "wording" as approved by the Board, purchased from an authorized supplier to be determined at the beginning of each season based on RFP response. No facsimiles of or similarity to the logo or term relating to the "Bulls" or Belleville Minor Hockey will be acceptable.

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## 8. DRESS CODE

All OMHA teams, first or additional entry, and tyke major, shall follow the dress code policy as set by the BMHA Executive:

- BMHA representative teams are representing the City of Belleville.
- All teams **Tyke through to Peewee Major** have the option to wear
  - black dress pants or neat black jeans (not faded),
  - black shoes,
  - a white dress shirt and tie or a solid colored dress shirt and tie
  - or white, black or red turtle neck or mock turtle neck with “Bulls” Logo
  - or white, black or red golf shirt with Bulls Logo
  - at all league/play off and exhibition games. Players will all wear either the winter jacket approved by the BMHA or the upper shell of the windsuit approved by the BMHA in addition to the shirts chosen to be worn by the team.
- Teams from Tyke through to Peewee Major may choose to wear the BMHA windsuit to all games and practices.
- **Bantam Minor through to Midget Major** must wear
  - black dress pants or neat black jeans (not faded),
  - black shoes,
  - a white dress shirt and tie or a solid colored dress shirt and tie
  - or white, black or red turtle neck or mock turtle neck with “Bulls” Logo
  - or white, black or red golf shirt with Bulls Logo at all league/play off and exhibition games. Players will all wear either the winter jacket approved by the BMHA or the **upper shell** of the windsuit approved by the BMHA in addition to the shirts chosen to be worn by the team.
- **All the players of the team must be in the same attire at any particular game.** This means, for example, that if the team decides to purchase black turtle necks and to wear these at all away games then all players shall be the same. Team’s minimum wear at tournaments will be as above or BMHA approved wind suits. All players must be dressed alike at any game either home or away depending on the mix of clothing chosen by the team.
- All OMHA players will wear a black CSA approved helmet and BMHA approved socks. In addition to helmet and socks, black gloves and black pants will also be mandatory.

## TOURNAMENTS, EXHIBITION GAMES AND PRACTICES

1. OMHA teams will be permitted to participate in a maximum of three, (3) tournaments per hockey season. A home tournament does not count as one of the above. Teams willing to participate in more than 3 must obtain written permission from the Board.
2. The BMHA reserves the right to limit the number of exhibition games that any one team may participate in during any single season.
3. **Team practices may be suspended during playoff season, depending on ice availability. Teams may not receive replacement ice for that lost due to the scheduling of games.**
4. Teams playing exhibition games must have two or three carded referees.
5. **The following indicates the game lengths for each division. There shall be no variation from this chart for all home league and exhibition games.**

Age Division	Period Lengths
Novice/Novice AE/Tyke Major	10/10/15
Atom Minor/Atom Minor AE/Atom/Atom AE	10/15/15
Peewee Minor/Peewee Minor AE/Peewee/Peewee AE	10/15/15
Bantam Minor/Bantam Minor AE/Bantam/Bantam AE	15/15/15
Midget Minor/Midget Minor AE/Midget	15/15/15

Floods – See BMHA Flooding Policy

## **CODE OF CONDUCT**

This Code for Conduct identifies the standard of behaviour which is expected of all BMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in BMHA activities and events.

BMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of BMHA shall conduct themselves at all times in a manner consistent with the values of BMHA, which include fairness, integrity and mutual respect.

During the course of all BMHA activities and events, members shall avoid behaviour, which brings BMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

BMHA members and participants shall at all times adhere to BMHA's operational policies and procedures, to rules and regulations governing BMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of BMHA.

Members and participants of BMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of BMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse will not be tolerated, and will be dealt with under BMHA's Policies.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of BMHA. Such action may result in the member losing the privileges which come with membership in BMHA, including the opportunity to participate in BMHA activities and events, both present and future.

# POLICIES AND PROCEDURES



## POLICIES AND PROCEDURES

### Registration and Refund Policy

#### REGISTRATION

1. The Board will set registration dates and fees prior to May for the subsequent season.
2. The registration fee and details for each upcoming season will be posted on the BMHA website.
3. Registration of a player after August 31 for House League is subject to a \$25.00 administration charge. The only exceptions to this rule are new players where registration is permitted up to September 15 without payment of the late registration administration charge.
4. All registration fees for players that attended Representative Tryouts must be prior to attending tryouts. Cheques are not accepted for payment of registration fees.
5. No player may participate in any team activity, including tryouts, until he or she is registered with the Association. No players or families' registration is complete until all current and outstanding fees and charges have been paid, including any fees owed to BMHA or a representative team from the previous season from any member of the same family.
6. Players with outstanding rep fees from the just concluded season will not be permitted to register with BMHA for the upcoming season until such time that all outstanding past due rep fees are paid in full.
7. Every player must be in financial "good standing" in order to register for the upcoming season. A player classified as "not in good standing" does not qualify for a triple A Waiver.
8. Players who are new to BMHA are required to submit a copy of their child's birth certificate, passport, or health card. This must be submitted at the time of registration, player registrations will not be accepted without this document, and spaces will not be held.

#### REFUND POLICY

1. Any player requesting a full refund (minus administration fees) must do **so before October 1 of each Season**. After that date partial refunds will be considered if a written request explaining the justification for such refund is received by the Board of Directors. No refunds after November 15<sup>th</sup> will be granted.
2. Refunds will be granted from the earlier of a) the date that a 'Player Registration Refund Request' is received by the Association, and b) the date that a player's injury or medical condition prohibits a player from playing. (Doctor's letter will be required)
3. In order to be considered for a refund you are required to complete the "Player Registration Refund Request" form. Any requests arising as a result of an injury that prohibits a player from play must be submitted within 30 days of the date of the injury.
4. Refunds will not be granted for games lost due to injury, illness or otherwise.
5. (See 15. General Regulations for Players, Coaches and Team Officials)
6. BMHA will not grant refunds for games lost due to delays, deterrents or cancellations of the ice by the City as the result of: strikes, picket lines or other union actions; Acts of God; major mechanical and electrical failures which are beyond the control of the BMHA.
7. Any player who attends representative tryouts during the spring tryout period and is not selected to a representative team, who does not desire to play in the BMHA House League, must apply for their registration refund prior to Aug 15<sup>th</sup> or no refund will be considered.
8. Refunds will not be granted to OMHA Representative Players once position with team has been accepted; all fees are managed by the Team and therefore forfeited if player chooses to leave team. No movement back to House league will be permitted after August 15, or in the case of Midget Major October 15.

## **BMHA Social Media Policy**

It is the policy of the BMHA that harassment and bullying in all its forms will not be tolerated. Accordingly, all BMHA personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviours, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying. With technology at the forefront, this policy also includes incidents of Bullying using any electronic media, or “Cyberbullying”.

Cyberbullying is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, online personal polling Web sites, social networking Web sites such as MySpace, Facebook, message boards, forums, and or chat rooms, to support deliberate, repeated, or hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to, harassing, teasing, defaming, intimidating, or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, Web site postings or blog postings.

Cyberbullying occurs between people at any age. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve) but may also constitute behaviours between youth or between adults.

The following is a non-exhaustive list of tactics used by bullies to control their targets:

1. continually criticizing the target’s abilities
2. blaming the target of the bullying for mistakes
3. public ridicule of target and/or family members
4. making unreasonable demands related to performance
5. repeated insults or put downs of the target
6. repeated threats to remove or restrict opportunities or privileges
7. denying or discounting the targets accomplishment
8. threats of and actual physical violence

Individuals who feel that they have been the victims of such misuses of technology or know someone being Cyberbullied or perpetrating cyberbullying should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to their respective BMHA director. All reports of harassment in cyberspace will be investigated fully through the BMHA disciplinary committee. Sanctions may include, but are not limited to, suspensions, removal from the association, and referral to local law enforcement.

## Try-Out Policy and Guidelines

One of the primary objectives of Belleville Minor Hockey Association (BMHA) is to provide information to players and parents in order that they may become more familiar with the selection process. Please note that these are only guidelines and that adjustments may be made on a case by case basis with agreement from the Coach, Chair of Development Programming as well as the Executive.

In addition, it is the responsibility of BMHA and its members to meet level of play requirements in accordance with the OMHA guidelines. These guidelines include that an Association may not enter a team in a lower level of play if there is no team entered in the immediate level above. For example, BMHA must enter an "AA" team if it wishes to enter an "A" or "AE" team. This stipulation applies to all levels and ages in the Rep system. BMHA encourages players to compete at the appropriate level of competition to maximize their development both as players and individuals. A selection process occurs each year in order to formulate competitive teams. Any player who is register with BMHA for the Season and is a current resident of Belleville (OMHA Reg. E 6 & 7) can attend tryouts

We recognize that the decision to play at a certain level is a family decision and that the overall well being of the player is the priority. However, please keep in mind that playing at a level below the player's true skill level denies your child and the teams their best chance to succeed and advance. Therefore, in an effort to balance your decision with the objectives of BMHA and the OMHA guidelines, we have developed the BMHA Tryout Policy for all age categories and levels of play below.

**1 Players must attend all of the tryout sessions for the team they wish to play for.** Absences for extenuating circumstances (i.e. illness, injury, etc.) can be permitted at the discretion of the Development Programming committee and independent assessors (selection committee, when utilized).

**2.** Players are required to be present at the first tryout of any division in order to be eligible for team play. BMHA will separate the AA and A or AE tryouts due to the possible number of players on the ice. In any season where the number of players moving up is in a decline BMHA reserves the right to combine the AA and second team tryouts.

**3.** It is mandatory for all players to first attend, within their appropriate age category. If the players intention is to attend tryouts for the age category one level of play higher than the level of play in their just completed season then a letter signed by the parent must be provided and a committee will meet to discuss whether this intent falls under the OMHA Guidelines for tryouts, based on this decision you will be either allowed to move forward or asked to try out for your appropriate age group.

**4. VOLUNTARY WITHDRAWAL.** If at any time after attending a minimum of two tryouts a player wishes to voluntarily withdraw from tryouts prior to completion, we ask that a parent/guardian of that player and the player speak to the Coach or Development Programming Chair prior to leaving the tryout process.

**5.** As always, please consult the Development Programming Chair for the appropriate category or the Executive Director for any clarification of this policy.

### **General**

BMHA will hold registration for Tryouts

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The first two tryout sessions are generally used to select players of the most developed skill level within that age group. Players tend to 'sort themselves' into 3 tiers during tryouts. The assessors are usually able to identify the tiers so that they can then spend the last sessions focusing their evaluation on the middle tier. Cuts will be allowed after the second tryout at the AA level only.

This objective enables the association and its members to put forth competitive teams for all levels of play. Players should give careful consideration to their desired level of play and be prepared for the team tryouts at that level. **Should a player be released from the AA level, it is important to understand that they will remain in competition for the team at the next level of play.**

All OMHA teams at the AA Representative level must carry a minimum of 15 skaters and 2 goaltenders. A and AE Representative Teams must make every effort to carry a minimum of 15 skaters and 2 goaltenders. A shorter roster may be permitted from time to time at the **A and AE level only** at the discretion of the Chair of Development Programming, based on the numbers that attend tryouts.

**Coaches must submit a player roster within 3 days** of the final day of tryouts to the BMHA office.

This can be forwarded via email to [bmhajrbulls@gmail.com](mailto:bmhajrbulls@gmail.com)

Novice to Bantam Rep teams must affiliate a minimum of five (5) players and one (1) goaltender and may not affiliate more than seven (7) players and two (2) goaltenders. AP's once signed must be offered an open invitation to all practices of their AP rostered team, there is no restriction on the number of games an AP can participate in, except in an OHF year when the AP can NOT participate in more than 5 league games after Jan 10<sup>th</sup> to keep his eligibility.

BMHA accepts NRP players as per OMHA Regulation 3.5 (at the AA level only). If only 3 local goaltenders are present then the AA team must roster an NRP goalie if available.

## Expectations

As an association, we encourage players to play at the highest level they are comfortable with and capable of playing, however, players have to approach the competitive team tryouts with realistic goals in mind. As a rule of thumb, a realistic goal would be to move up one skill level in the second year of an age group, and drop one skill level when moving up an age group. This is just a guideline as player skill development rates differ and player numbers vary at each level. While teams are never pre-selected and no spots are reserved on a team, there is often a core group of athletes who consistently earn a position at the AA level. This is a reality in all sports.

## Time Commitment

Competitive teams (AA-AE) normally register for 3 tournaments, 2 may be out of town. The team will also purchase extra ice sessions in addition to those provided by the BMHA scheduler, plus other sessions designed to develop conditioning/ strategy. So, players may be involved in hockey activities three to four times per week. Most competitive coaches expect players to attend all games and practices and to make hockey their primary sports focus during the winter.

## Financial Commitment

Competitive players can expect to pay anywhere from \$1500-\$2500+ above Registration fees for additional ice time, tournament play, etc. These additional funds are team based and at the discretion of the parents. All teams are asked to submit a budget to the BMHA Treasurer by Sept 15<sup>th</sup> of each season, this budget is to be discussed and approved by the parents of all players.

## Player Selection Process

Register, determine which team tryout session you attend, and check the tryout schedule/location. All players are required to be fully registered before beginning tryouts (please refer to the BMHA Registration and Refund Policy for details), registration is available on the BMHA website [www.bellevilleminorhockey.com](http://www.bellevilleminorhockey.com) as well as during set registration dates that will be posted each season. During the first tryout you will be required to pay a fee of \$75.00 for 3 guaranteed tryout sessions, pre payment for this charge will require that you produce a receipt to the tryout management table before entering the ice surface for all remaining sessions.. At the tryout session Coach and volunteers will take attendance and a jersey will be provided to each player for use during the tryouts, at the commencement

this jersey remains the possession of the player. Once players are on the ice, the Coach will hold a short parent information meeting. Tryout session formats are outlined at this time. Actual tryout sessions may differ from this format depending on age group and skill level.

**The first and second session** will be geared towards evaluating skating, passing and stick handling skills.

**The third session** will place as much emphasis as possible on game situations such as scrimmage drills involving 1-on-1, 2-on-1, 3-on-2, etc. Or could take place in the form of an actual game against surrounding centers that are also in the process of forming their teams. There may be decisions/releases made after the second session at the AA level only. In this case, all players will receive a letter (to be opened away from the arena) directing them to a tryout session at the next level of play. Should a parent or player be interested in feedback they should contact the Coach or Selection Committee (contact info should be included in the letter received from the coach).

**The fourth session** may be in the form of a scrimmage. After the third session, some players deemed to have already made the team might be asked not to participate in the final assessment session so that evaluators may better assess the skills of the remaining players. All final decisions will be in the form of hand delivered letters to all players.

## **Parent Coaches**

The Coach's child is not given preferential treatment and must be able to make the team based on merit. All parent/coaches are advised that the offer to coach is contingent upon their child being selected for the team by the independent assessors. Evaluators and on-ice helpers are to be selected by the Development Programming Committee in conjunction with the proposed coach (in any year where a Selection Committee is used, the goal should be to have the same assessors attend each tryout at a given level to ensure consistency). If necessary, arrange for an additional assessor who may be able to assess goalies. All assessors should come from the qualified BMHA list of assessors. The proposed coach has the option to be on the ice during the tryout process. Since the parent coaches are in conflict of interest when the team is being selected, the independent assessors in combination with the proposed Coach shall be responsible to select the core of the team (typically comprised of the first 8 skaters and 1 goalie). For the selection of all additional players the parent/coach shall be permitted final decision once the core team is selected and his/her child has been selected by the independent assessors.

## **Assessment Costs**

-All Players are required to complete the registration form and pay **half the Registration fee set for that season** prior to the commencement of tryouts, the remaining Registration fees must be paid before July 31, players' names will be withheld from the OMHA roster until all Registration fees are paid this could affect them from attending preseason events.

-Please note that players with an outstanding balance from the previous season are unable to register until they are in good standing, this includes fees owed to their individual teams.

-The cost of Tryouts will be \$75.00 for each player for tryout sessions this must be paid at the first ice time for that team (CASH ONLY)

-Once a player has been selected for the team and has accepted this position they must immediately sign the Letter of Commitment, they then have until July 31 to pay the remaining half of registration, should they be unable to remain with the signed team they have until Aug 31 to request a refund, once this date has passed all fees are forfeited to the chosen team.

Please see the BMHA Registration and Refund policy for further information.

**Please refer to the OMHA Manual of Operations for rules regarding**

**9. Releases**

**10. Right of Choice**

**11. Residential Qualifications**

**12. Player Eligibility**

**13. Eligibility to Play**

**14. Exemption to play in another center**

**15. (pg's 80 – 87)**

## Eligibility to Tryout in a Higher Division

### **OMHA Manual of Operations**

#### **Regulation 3.6**

- a) A player shall be eligible to try out, and if qualified by ability, may register and play for a Representative team in the next higher division of his Home Center or Home Center Zone. OMHA Centers and Zones cannot prevent underage players from attending tryouts in the higher division.
- b) Centers may establish criteria that players would be required to meet in order to play on a higher division Team.
- c) For additional entry teams the Center can restrict players from playing in a higher division.

### **BMHA Rules for Eligibility to Tryout in a Higher Division**

Any player that wishes to tryout in a division above that outlined in the OMHA Age Reference Chart must submit a request to attend the tryouts of the division one above his own, two (2) weeks prior to the start date of the above division. Based on the evaluations of an independent assessor present at the tryouts they must be ranked in the Top 3 Forwards, the Top 2 Defence, and ranked the Top Goaltender.

Underage players are eligible to tryout at the AA level only. Only 1 underage player may be rostered per team.

Please Note: The Coach will have final say on all underage players regardless of evaluations.

## Ice Cancellation and Turn Back Policy

Representative Teams will be allotted a 23 slot practice schedule at the beginning of the season where permitted. This ice is the responsibility of the team. Based on City policy, Teams must return their ice to the City with 30 days' notice of use date in order to receive full refund or pay for the rental.

Should the team or BMHA administration be able to find another team to utilize the cancelled ice which would have been charged to the original user who cancelled with less than thirty (30) days' notice the original user will not be financially responsible for the facility charge.

## Ice Flooding Policy

As per the agreement between the City of Belleville Recreation, Culture & Community Services Department and Belleville Minor Hockey Association, the Flooding policy for **all exhibition and regular season league play** will be as follows:

1. Floods will be done at the end of each game for all Tyke Select and Novice games (this includes all levels "A" and "AE").
2. Floods will be done between the 2<sup>nd</sup> and 3<sup>rd</sup> period for all Atom and Peewee games. There will be an exception made for Atom teams when they are only slotted 1 hour for game play (this includes all levels "AA", "A" and "AE").

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3. Flood prior to the first Bantam and/or Midget game following BMHA usage of ice. The floods will continue every two periods for every subsequent Bantam and/or Midget hockey game.

This policy applies to contracts between Belleville Minor Hockey Association and the City of Belleville, and not **individual users** and the City of Belleville.

This policy is not in effect for OMHA or League playoffs. Playoff flood schedules are set up contractual agreements between the two participating centres.

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## Policy, Procedures and Rules and Regulations for Other Member Status and Proxy Voting in the Belleville Minor Hockey Association

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Effective February 19, 2009 the following are the policies, procedures, regulations and fees associated with Other Member Status in the Belleville Minor Hockey Association.

*“As per the rights provided for in the By-Law of Belleville Minor Hockey Association (BMHA), the Board of Directors of BMHA have implemented a requirement of membership fees/dues (the “Other Member Dues”) for other persons wishing to become voting members of BMHA who are not parents of children registered with BMHA (the “Other Member”), and*

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*Other Member Dues shall be defined as both an application in the form supplied by BMHA and a monetary fee paid and submitted together in the manner and timeline prescribed hereafter in order for the applicant to be accepted as a Member of BMHA and such application shall be received by the Secretary or the Secretary's designate and then put forward with a recommendation for acceptance or rejection (such acceptance not to be unreasonably withheld) at the next ensuing meeting of the BMHA directors or members, and*

*The Other Member Dues shall be set at the rate of \$50.00 (Fifty Dollars) for the 2008-2009 Fiscal Year for the BMHA, and*

*The requirement for Other Member Dues shall remain in effect in perpetuity and at the rate of \$50.00 (Fifty Dollars) until otherwise changed by the Board of Directors of BMHA, and*

*Such application and dues (Other Member Dues) must in any case be submitted and paid no later than 48 hours prior to the May meeting of the Board of Directors in any Fiscal Year of BMHA in order for such membership to be valid for voting at the Annual General Meeting (AGM) or any other special meeting of the members prior to the AGM, or, in the case of any other special meeting of the members held at any other time, such application and dues must be submitted and paid no later than 30 days prior to the day on which such special meeting is to be held, and*

*Subsequent to the acceptance of any application and payment of dues for any Other Member such Other Member shall be added to a registry of members used for the purposes of recognizing membership and determining voter eligibility at any meeting of the members of BMHA, such registry of membership shall be maintained and kept up to date by the Secretary or the Secretary's designate.”*

*BMHA has adopted the following Rules and Regulations with respect to Proxy votes and such adoption shall take effect immediately from the date of the meeting of the Board of Directors of BMHA held on February 19, 2009 and such rules and regulations shall continue in perpetuity going forward until changed by the Board of Directors of BMHA.*

- 1. That all Proxies must be prepared on the then prevailing Proxy form as supplied by BMHA.*
- 2. All Proxies must be signed by both the giver and the receiver of the Proxy.*
- 3. No person can give a proxy unless that person is an accepted Member in good standing of BMHA and that such Member giving the Proxy having valid rights to vote at the meeting of the Members to which the Proxy applies.*
- 4. Proxy votes are only valid for one specified meeting as shown on the Proxy form.*
- 5. The only persons entitled to receive and utilize Proxies must be people who are Members of BMHA themselves. Proxies cannot be given to a non Member who would not themselves be entitled to vote.*
- 6. All Proxies must be submitted for approval to the President of BMHA no later than 48 hours prior to the commencement of the meeting of the Members at which the Proxy is intended to be used in order that such Proxies can be validated by the Chairman of the meeting (which is the President) of BMHA.*
- 7. The decision as to validity by the President is final and binding.”*



# DISCIPLINARY PROCEDURES

## DISCIPLINARY PROCEDURES

### BASIS FOR DISCIPLINE

The Belleville Minor Hockey Association (BMHA) Code of Conduct (CC) sets out principals that a Member is expected to abide by in his or her conduct. Disciplinary sanctions may be imposed against a Member for any conduct that is found to breach the BMHA Code of Conduct.

## RULES AND PROCEDURES

### Rule 1: Initiating a Disciplinary Process

1.01 A Disciplinary Procedure may be initiated for the purpose of determining if the conduct of a Member has breached the BMHA CC.

Any person (“the complainant”) may request the initiation of the Disciplinary Procedure by filling out a Request for Investigation (RFI) with the BMHA Executive Director at the BMHA Office. No Disciplinary procedures will begin until a formal Request for Investigation has been received.

1.02 An RFI may be either:

- a) A standard form submission, which the BMHA shall make available to any person  
Or
- b) Any written submission providing a sufficient description of a dispute or conflict that has arisen relating to a Member’s professional conduct.

1.03 Directors of the BMHA (herein referred to as “BOD”) shall call a meeting of the Disciplinary Committee (DC) and these members shall conduct an investigation after a written RFI has been filed.

### Rule 2: Investigations by the Disciplinary Committee

2.01 The DC shall investigate every filed RFI in order to consider:

- a) Whether the conduct alleged in the RFI might constitute a breach of the BMHA CC by the Member who is the subject of the RFI (“the named member”); and
- b) Whether the RFI is frivolous or vexatious

2.02 If the Disciplinary Committee concludes

- a) that the conduct alleged in the RFI does not constitute a breach of the BMHA CC by a Member;
- b) that the RFI is Frivolous or vexatious; or
- c) that the Member’s alleged conduct is under the jurisdiction of that member’s membership, then the complainant and the Names Member shall be notified in writing of such conclusion and no further steps shall be taken in the Disciplinary Procedure.

2.03 If the Disciplinary Committee conclude

- a) that the conduct alleged in the RFI might constitute a breach in the BMHA CC by the Names Member;
- b) that the RFI is not frivolous or vexatious; and
- c) that the Member’s alleged conduct is under the jurisdiction of that Member’s membership, then the Committee shall forward the matter for Dispute Resolution subject to Rule 2.04.

2.04 Instead of forwarding the matter for dispute resolution pursuant to Rule 2.03, the committee may make a written recommendation, with supporting reasons to the BOD:

- a) that the Disciplinary Committee should deal with the matter as a “minor matter” in accordance with Rule 2.05; or
- b) that the Disciplinary Committee should forward the matter directly to a hearing in accordance with Rule 4

2.05 The BOD shall review any such recommendations and:

- a) if it accepts the recommendation that the RFI be treated as a “minor matter”, it may advise the Named Member in writing of any concerns the Disciplinary Committee may have about the Named Member’s conduct and may order that the Named Member complete educational requirements as a condition of continuing membership, but no other sanctions may be imposed and the disciplinary Procedure will be terminated without finding that the conduct of the Named member has breached the BMHA CC
- b) if it accepts the recommendation that the matter be forwarded directly to a hearing, it shall order such hearing to occur; and
- c) if it does not accept the recommendation of the Disciplinary Committee , the BOD shall refer the matter for dispute resolution or directly to a hearing, as it sees fit.

2.06 When investigating an RFI, the Disciplinary Committee shall follow the procedures outlined below:

- a) Internally document receipt of the RFI;
- b) Provide written acknowledgement of receipt to the complainant, within ten (10) days of such receipt
- c) Deliver a copy of the RFI to the named Member and request a written response from the Named Member within fourteen (14) days of such delivery; and
- d) After such fourteen (14) days have expired, prepare a written report regarding the matter set out in Rule 2.01.

## RULE 3: HEARINGS

3.01 The Hearing Panel shall conduct a hearing to consider the merits of the RFI. If the Hearing Panel decides that the conduct of the Member has breached the BMHD CC, the Hearing Panel shall also determine the appropriate sanctions to be imposed on the Named Member.

3.02 The Hearing Panel conducting the Hearing shall consist of three (3) individuals, all of whom shall be members in good standing, one of whom shall be a member of the BOD. The BOD, or any two (2) of the Chair, Vice Chair and Treasurer, shall appoint the members of the Hearing Panel from a roster of willing and qualified Members.

3.03 A date for the hearing shall be set by the Hearing Panel. The complainant and the Named Member shall be given at least fourteen (14) days notice of such date. If the complainant or the Named Member seeks to adjourn such date, that person must submit a request for adjournment in writing to the Hearing Panel, including the reason for the request. The Hearing Panel will decide if a hearing date shall be adjourned or continue as scheduled. The decision of the Hearing Panel on adjournment shall be final and conclusive.

3.04 a) **Appearance at Hearing:** The complainant and the Named Member are entitled to appear at the hearing in person. Any other individual who wishes to attend a hearing must obtain permission from the Hearing Panel. Such individuals must sign a confidentiality agreement in the form maintained at the BMHA Office.

b) **Appointment and Authority of Chair:** One person on the Hearing Panel shall serve as Chair of the panel. The Chair shall be responsible to maintain the Rules of Order as set out by the BMHA By-laws.

c) **Admissibility of Evidence:** The Hearing Panel is not a judicial body nor is it a hearing by a court of law. The Hearing Panel may admit evidence as it sees fit.

d) **Procedures at Hearing:**

- i. A representative from the BOD or delegate of the BOD shall present to the Hearing Panel the RFI and any information obtained by the BOD pertaining to it;
- ii. The complainant, the Named Member, and the representative of the BOD or delegate of the BOD are entitled to present written or oral evidence, including the calling of witnesses;
- iii. All witnesses are subject to cross examination by any person other than the person calling them;
- iv. The Hearing Panel may pose questions to the complainant, the Named Member, the representative of the BOD or delegate of the BOD, and to any witnesses;
- v. The proceedings before the Hearing Panel shall be recorded by a minute taker;
- vi. At the close of the hearing, the Hearing Panel shall deliberate in private.

e) **Decisions of the Hearing Panel:** The Hearing Panel shall decide if the conduct of the Named Member has breached the BMHA CC and, if so, what sanctions are to be imposed. The Hearing Panel shall issue a written report of its decision and shall file it with the BMHA BOD for ratification. The complainant and the Named Member shall be provided a copy of the final decision.

## Rule 4: SANCTIONS

4.01 One or more of the following sanctions may be imposed:

- a) **Education Requirements:** This sanction requires a Member to complete an education program as stipulated by the Hearing Panel within a specified time frame. If a member fails to complete the educational requirements within that time, the Member's membership privileges will be revoked or suspended until such time as the required educational program is completed.
- b) **Suspension of BMHA Membership:** A member who is suspended shall forfeit all privileges of membership for a specified period of time, as determined by the Hearing Panel, but shall remain liable for the payment of membership fees during that time.
- c) **Expulsion from membership:** A member who is expelled from BMHA membership receives a permanent revocation of their rights as a BMHA member, and will be permanently withdrawn from all activities hosted or held by the BMHA.
- d) **Report to Regulatory Authorities:** A decision of the Hearing Panel may be forwarded to a competent regulatory authority having a connection to the subject matter and/or the complainant or the Named Member, such as the Ontario Minor Hockey Association or Hockey Canada.

4.02 Sanctions shall only be applied after an appeal period has expired. In the event that an Appeal is filed, sanctions shall only be applied following the decision of the Appeals Committee, as determined by it.

## Rule 5: APPEALS

5.01 The complainant and the Named Member have the right to appeal the decision of the Hearing Panel. Such appeals may be from the decision as to whether the conduct of the Named Member has breached the BMHA CC, or the sanctions imposed by the Hearing Panel, or both.

5.02A notice of appeal must be made in writing and must be filed in person at the BMHA Office no later than fifteen (15) days after the date on which the Hearing Panel's decision has been delivered to the person filing the appeal.

5.03 An Appeals Committee shall be struck and shall meet to consider the appeals no later than thirty (30) days after the notice of appeals is received from the appellant.

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5.04 The Appeals Committee shall consist of three (3) members as determined by the BOD; these members must be in good standing with the Association.

5.05 No member of the Appeals Committee shall have sat on, or participated before, the Hearing Panel in the matter.

5.06 The Appeals Committee shall meet and appoint a Chair. The Chair shall be responsible to maintain and enforce the Rules of Order as set out by the BMHA By-laws.

5.07 When considering the appeal, the Appeals Committee shall not hear oral argument but shall consider:

- i. the transcript of the hearing;
- ii. any documentary evidence filed (including the RFI) at the hearing; and
- iii. the written submissions of the appellant, the respondent and the BOD.

5.08 The Appeals Committee shall not overturn any findings of fact made by the Hearing Panel unless it finds that the finding was clearly unsupported by evidence.

5.09 The Appeals Committee shall have the power to:

- i. uphold, amend or overturn a decision of a Hearing Panel as to whether the conduct of the Named Member breached the BMHA CC; and
- ii. uphold, amend (including imposing different or additional sanctions) or overturn the sanctions imposed by the Hearing Panel.

5.10 The decision of the Appeals Committee shall be set forth in writing and shall be final and binding. BMHA shall not recognize any recourse beyond the appeal.

5.11 The written decision of the Appeals Committee shall be delivered to the complainant and the Named Member.

## RULE 6: RECORDS

6.01 Records of every Disciplinary Procedure and the disposition of every disciplinary matter shall be prepared and kept by the BMHA Office for a period of six (6) years.

6.02 The BMHA Executive Director (ED) shall determine how records shall be kept. The ED will be held accountable to the BOD to prepare and provide a report as requested on such records.

## RULE 7: CONFIDENTIALITY OF PROCEEDINGS

7.01 **Confidentiality Policy:** Except as otherwise provided, all proceedings conducted pursuant to these rules shall be confidential and the records of proceedings shall remain confidential and shall not be made public.

7.02 **Commitment to Uphold the Confidentiality of Disciplinary Proceedings:**

- a) Every complainant initiating a Disciplinary Procedure regarding the conduct of a Member shall be required to enter into a written confidentiality agreement. Where the complainant fails to enter into a written confidentiality agreement, at the discretion of the Disciplinary Committee, the matter will be closed and no further investigation will occur.
- b) A Disciplinary Procedure shall proceed without regard to the decision of the Named Member to enter into a written confidentiality agreement.

c) Any breach by a member of confidentiality in respect of a Disciplinary Procedure shall be cause for a disciplinary proceeding against the Member.

# **BENCH STAFF JOB DESCRIPTION**

## **Head Coach Job Description**

Title: Head Coach

Department: Development Programming

Reports To: Director Responsible for Development Programming

### **Job/ Duties**

- Serve as the official spokes person on behalf of the team
- Coordinate the delegation of responsibilities to the assistant coach and manager
- Plan on and of ice activities in consultation with the assistant coach
- Coordinate player evaluation and selection in conjunction with the Association mentor
- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the assistant coach
- Coach the team in all games and practices
- Establish rules for the team and oversee the supervision of players
- Submit a yearend report which contains the following information – evaluation of players performance, evaluation of teams performance, outline of practice plans and game strategy and recommendations on how the program can be improved.

### **Qualifications/ Requirements**

- Completion of the appropriate NCCP Certification requirements at the level indicated.
- Completion of a successful criminal reference check
- Strong hockey background in playing, coaching, and evaluating
- Strong interest and commitment to child/athlete development

- Ability to work with fellow coaching personnel
- Ability to communicate on and off-ice requirements to players and parents
- Available to meet time requirements

## **Please Note**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **Assistant Coach Job Description**

Title: Assistant Coach

Department: Player Affairs and Planning

Reports To: Director Responsible for Player Affairs and Planning

## **Job/ Duties**

- Assist with player evaluations and the player selection process
- Assist with planning, organization and conducting practices
- Assist with pre game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Submit a year end report to the head coach containing player observations
- Report to the head coach

## **Qualifications/ Requirements**

- Completion of the appropriate NCCP Certification requirements at the level indicated.
- Completion of a successful criminal reference check
- Strong hockey background in playing, coaching, and evaluating
- Strong interest and commitment to child/athlete development
- Ability to work with fellow coaching personnel
- Ability to communicate on and off-ice requirements to players and parents
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## **Please Note**

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## **Manager Responsibilities**

The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager include but are not limited to:

- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records
- Collect and manage the team fees and costs from each family.
- Advise the Association promptly when financial obligations are not met on time by any member of the team



- Liaison between the Association and team officials
- Liaison between the Ice Manager and team officials
- Liaison between the parents and team officials
- Fund-raising activities
- Tournament bookings
- Travel and hotel arrangements
- Coordinating the purchase of Team Jerseys and Off-Ice team apparel with the Authorized BMHA vendor
- Reporting scores to league conveners
- Reporting scores to local newspapers as well as posting to team website
- Completing game sheets (the Association will be responsible for forwarding the game sheets to the applicable league conveners)
- Working in cooperation with the OMHA Contact to ensure that all OMHA registration requirements are met
- Distributing Parent and Player Satisfaction Surveys

## ***Team Budget and Financial Records***

The Association has prepared a common financial reporting template. An electronic version of the template applicable to each division will be supplied to all managers prior to their first parent meeting. The templates can also be obtained from the BMHA Administrator.

The managers must prepare a budget using the standard template. All team expenses must generally adhere to the guidelines and limits set out in the template. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the BMHA Treasurer.

The managers must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the Association's Treasurer.

Each Team is required to have to Managers, all expense requests will require the signature of both managers.

## **Trainer Responsibilities**

- The trainer is responsible for the safety of all players on the team.
- The trainer will protect his or her players from any unsafe conditions on and off the ice, and will react to any injuries to the players. The trainer will ensure that all players wear regulation protective equipment and conduct proper stretching exercises before any activity.
- Every BMHA trainer is required to have on hand at all times an adequate first aid kit for use in any emergency. The trainer must also maintain health and injury records of the players and will recommend any necessary injury avoidance or muscle strengthening exercises. The trainer should also recommend proper diet, fitness, and nutrition programs for the players.
- The trainer is responsible for completing and forwarding a copy of the "Hockey Canada Injury Report" following any hockey-related injury. If a player is removed from a game or a practice due to injury or serious illness and does not return to that game or practice, the player should obtain a note from a physician before he or she is allowed to return to play.
- Any player who sustains a concussion injury must subsequently provide a doctor's note identifying that the player is fit to return to play hockey prior to joining the team for any game. Depending on the severity, other injuries may also require doctor's approval before returning to play. If required, the trainer may refer to the appropriate director for guidance.

## **League Convener Job Description**

Title: League Convener

Department: Player Affairs/ Planning – Local League

Reports To: Director Responsible for Player Affairs and Planning and Executive Director

Responsible for maintaining communication between League coaches and the BMHA office, as well as the communication and understanding of OMHA and BMHA policies and procedures. Oversee the selection of teams, as well as the balancing of team during the first two weeks of play. Maintaining stats as well as weekly reporting to the Intelligencer and the BMHA office for Website maintenance.

## Job Duties

The League Conveners shall perform those duties as prescribed by the Executive Director BMHA which may consist of but limited to:

- Shall be in charge of his/her respective league and responsible for all team activities of the teams within their division.
- Shall maintain close contact with the Executive Director as to the activities of the division they are convening.
- Shall assist with the registration for his/her league and oversee the draft for the selection of teams, and provide a written report of said draft to the Vice President House League.
- Shall have the authority to enforce the resolutions of the BMHA.
- Shall be present, when possible, at games in the league they represent.
- Shall maintain league standings.
- Shall recommend to the Executive Director and/or the House league Committee any balancing of teams in the league.
- Shall ensure that all discipline and suspensions are carried out.
- Shall check to ensure that signatures on games sheets are valid rostered members.
- Shall check to ensure that all injuries are reported in accordance with the BMHA Trainers Resolution and OMHA Trainers Certification Program.
- Shall arrange to have all equipment returned to the Equipment Manager.
- Shall distribute and collect the instructor player evaluation sheets for their League before the first game of the playoffs, and give these to the Vice President House League.
- Shall ensure that any team wishing to partake in an exhibition game or tournament outside of the home centre will obtain a travel permit approved by the Executive Director his designate beforehand.
- Responsible for getting referees to start game on time.
- In the event of serious injury, see that the parent/guardian is advised, and be sure to fill out OMHA Insurance Form that is available from the BMHA office, if the convener does not have one. This form must be completed within 48 hours of the time of the injury.
- Have timekeepers and referees sign game sheet.
- Convener, at his/her discretion makes the home team responsible for scorekeeping and visiting team for timekeeping.
- Fill out the game result sheets for submission to the local paper. Keep stats and send copy to BMHA office for maintenance of league standings.
- Ensure the coaches obey the Playing Rules and Regulations
- Responsible for team composition agreeable to all concerned. (See draft guidelines)
- A BMHA Director shall be invited to all Convener and coaches meetings.
- All major penalties shall be reported to the Director responsible for Local League immediately.
- All game sheets shall be kept by the conveners in an orderly manner.

## Qualifications/ Requirements

Must be organized and able to time manage.

Computer skills

Ability to assist with Tournaments

Ability to delegate tasks that they themselves are unable to complete

Interest in Hockey Management

Conflict Resolution Skills

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## **BELLEVILLE MINOR HOCKEY ASSOCIATION**

### **EXECUTIVE**

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#### **Executive Director**

President  
Treasurer  
Secretary

#### **Shelly Parks**

Please see the BMHA website for listing

Office and Administration  
Development Programming  
General Hockey Operations  
House League Operations  
Representative Team Operations.

Referee Assignor OMHA  
Referee Assignor Local League  
Referee in Chief

To call or contact the BMHA or anyone it's Executive Members  
Please visit [www.bellevilleminorhockey.ca](http://www.bellevilleminorhockey.ca) to find a list of e-mail addresses for the Executive Members.