



Beaumont Amateur Hockey Association

Rules and Regulations

RULES AND REGULATIONS

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1.0 PLAYER REGISTRATION

All teams shall operate as per BAHA Rules and Regulations. All players shall register at the appointed time and location. Satisfactory proof of age (birth certificate from the province of birth) must be presented at the time of registration. All players upon request must produce a birth certificate within fourteen (14) days of the request or be automatically suspended until dealt with by the Board. All players must be properly registered before participating with any BAHA team. Any player failing to comply with this rule shall not be permitted to participate until the registration form has been recorded and approved by the Registration Director.

The coach and manager shall assume responsibility for the eligibility of all their players. Any team, team official, player or parent guilty of allowing false information to appear on a registration certificate or who knowingly makes false representation to the Association shall be suspended for a period to be determined by the Board.

Main registration will be held in conjunction with the AGM each season. Final registration will be held on the third Wednesday and Thursday of June each season. Registration fees for all players registered after the June registrations will be subject to a 75.00 late fee.

Registration of players new to Beaumont will also be accepted at the Beaumont Awareness night in September and will not be subject to a late fee.

The Registration Director shall be responsible for registering all players, teams and affiliates with Hockey Alberta in accordance with their rules and regulations.

Registration costs shall be established prior to the AGM for the upcoming season. A Committee shall be formed to establish proposed costs and presented to the Board for approval. Registration shall be open to all children residing within the Boundaries as attached to the Bylaws of the Association.

A \$20.00 administration fee will be charged for any NSF cheque. Refunds and late registrations will be considered on a case by case basis using the formula in the **Refund Policy** attached as **Appendix A** to these Rules and Regulations.

Registration fees include a memory mate and team photo.



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2.0 HARDSHIP CASES

No child shall be refused registration if they meet the basic requirements as stated by Hockey Alberta. In such extreme circumstances, the President shall have full and absolute authority to waive full or partial fees to any player wishing to register with the Association during a hockey season, commencing in September and ending in March. The President shall advise the Registration Director and the Treasurer only for record purposes. All cases are to be reviewed at the commencement of each Season.



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3.0 COMPETITIVE AND HOUSE LEAGUE PLAY

The goals and objectives of the Beaumont Amateur Hockey Association are to ensure that each member plays at the highest possible level of their ability at all times to ensure the development and skill acquisition, as well as life skills that the sport of hockey produces. Recognizing this, the structure of the Association shall be to include both competitive and recreational hockey at various levels of play. It is the responsibility of the Board of Directors to monitor and make any necessary changes with regard to both levels of hockey.

Competitive Fees will be set following the AGM by the current Board. All team Competitive fees must be paid by November 30th. If fees are not received by the Treasurer ice will be suspended until all fees are received.



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4.0 HOCKEY LEVELS

The Beaumont Amateur Hockey Association shall support the levels of hockey from Initiation Program up to Junior C. All levels and teams shall be treated equally and fairly. In general, the minimum age for Initiation Program will be 4 years. Any deviations from this will be at the discretion of the appropriate level Director. Junior C must have a minimum of eleven (11) Beaumont players.



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5.0 LEAGUE PLAY

The Beaumont Amateur Hockey Association will endeavor to find appropriate leagues for all registered teams to participate. It is expected that teams will participate in leagues in which the teams will be competitive. Other considerations will include travel and associated costs. Historical precedence has established current league assignments and this shall be reviewed annually by the League Director in conjunction with the Vice-President of Operations. Any changes in league participation will require the endorsement of the Operations Committee.



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6.0 PERMISSION TO TRYOUT FORM / RELEASES

A Player, who in the last hockey season was registered with the Beaumont Amateur Hockey Association, wishes to tryout with a local Minor Hockey Association that currently offers a higher categorization of play, must obtain a Hockey Alberta approved Permission to Tryout form signed by the President of the Beaumont Amateur Hockey Association prior to attending the tryout camp. If the Player makes the designated hockey team indicated on the Permission to Try Out form, BAHA is required to approve the transfer.

A Player, who last hockey season was registered with the Beaumont Amateur Hockey Association and has moved, will be electronically “*transferred*” once they register with another minor hockey association (provided they have no outstanding fees or debts).

A transfer may be required when a Player is allowed to, by mutual agreement, play for the current hockey season in another LOCAL MINOR HOCKEY ASSOCIATION due to reasons such as too many goalies, too many players for one team. In these circumstances, at the end of the current Season, all Players are transferred back to the Beaumont Amateur Hockey Association.

BAHA will not allow Midget aged players to tryout for any Junior “B” clubs. All supporting documentation (Parent Declaration Forms, Player Verification Forms, and Permission to Tryout Forms etc.) will be filed with the Director of Registration.

Under the Hockey Alberta development model, BAHA is part of the Leduc draw zone. BAHA will not finalize our competitive teams until such time as the Leduc Elite teams have made their final cuts. For players choosing to continue trying out in other Elite Draw Zones, BAHA will not guarantee registration.



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7.0 PLAYER EVALUATION AND TEAM SELECTION

The Beaumont Amateur Hockey Association recognizes that the team selection process is an important and stressful time for all the players, parents, coaches, evaluators, and Board members. In order to ensure that this is carried out in a fair and equitable manner, the Association has redefined and developed the following objectives and guidelines.

Objectives

The Beaumont Amateur Hockey Association's objective is to provide a fair and impartial assessment of player's total hockey skills.

To ensure the players have an opportunity of being selected to a team of their appropriate skill level.

The objective is to have players of similar ability playing together to maintain balanced, competitive teams where the athletes can participate and have fun playing hockey during the season.

Assessment Guidelines

All Competitive team tryouts are open to all interested players. This may or may not include an exhibition game.

A team of evaluators will be used to assess the player's hockey skills. The Beaumont Amateur Hockey Association will ensure that the evaluators are impartial and have **NO** family members trying out at that particular level.

The Director of Competitive Hockey is responsible for formulating evaluation teams for the purpose of player evaluation for each level.

Evaluators assess skills such as skating, puck control, passing, hockey sense, knowledge, intensity, and sportsmanship, depending on the level being evaluated. In addition, coaches also take into account factors like age, size and coach ability, attitude, desire, commitment and so on in their assessment. The selection process overwhelmingly reflects on ice performance during the evaluation period.



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Evaluations are documented and remain confidential. They are not provided to the general membership. The evaluations are intended to provide effective and equitable means to let the players participate at a level consistent with their skills and abilities. The evaluation sheets and the ranking criteria are made available for the view of the coach and level Director involved.

The Director and Evaluators information must be included in the team selection. Both the Director and the Coach will deal with any complaints. If unable to resolve, the issue will go to the Vice-President of Operations.

Assistant Coaches will not be selected until the team selection process is complete.

Exceptions & Special Circumstances

If a player misses the evaluation process because of illness, prior commitment, or a family emergency, a committee including the directors and coaches will decide at which level the individual should play.



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8.0 PLAYER DEVELOPMENT

The Beaumont Amateur Hockey Association will strive to develop players by ensuring coaching staff are properly trained for the respective level. Programs will be designed to support all players regardless of talent or ability.

The Board may consider the organizing of a “Development Camp” at the beginning of each hockey season and provide conditioning skates prior to team selection. The Board may also consider putting on Powerskating or Goalie clinics throughout the season.



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9.0 PLAYER MOVEMENT

All players wishing to compete in Atom and above at a level higher than their proper registration must be capable of making the number one (1) team in that category. His/her abilities shall be assessed by his/her evaluation as well as observations by the Coach involved, Vice-President of Operations and the appropriate level Director. If unable to make the one (1) team the player must return to his/her proper category. Exceptions to this rule may be made with unanimous approval of the President, Vice-President Operations and the appropriate level Director. Any player below Novice wishing to play at a higher level shall be decided on a case-by-case basis by the President, Vice-President of Operations and the appropriate level Director.



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10.0 COACHING STAFF

Coaches will be selected by the Beaumont Amateur Hockey Association Operations Committee consisting of the VP Operations (Chair), Minor Directors (Novice and Down, Atom and Up), Competitive Director, and one other Director. Established quorum shall be three (3).

Head Coach

All Head Coaches, in conjunction with the Vice-President of Operations, will ensure that they are fully certified to coach at their given level as prescribed by Hockey Canada and/or Hockey Alberta. Furthermore, in conjunction with the Vice-President of Operations, the Head Coach will further ensure that their coaching staff is also compliant and that at least one member of the coaching staff is compliant with Safety and Fair Play practices as deemed necessary by Hockey Canada and/or Hockey Alberta.

There are no equivalencies for any of these certifications. All certification will be held or obtained prior to December 31 of the applicable year.

All Head Coaches shall be responsible for obtaining their own staff, subject to the approval of the Board of Directors of the Beaumont Amateur Hockey Association. The coach may delegate operations, however he/she has the overall responsibility for the safety, well being, conduct and development of all members of his/her team.

All coaches are required to participate in any additional training deemed necessary by the Board of Directors or Hockey Alberta and adhere to all Beaumont Amateur Hockey Association Rules and Regulations.

Assistant Coach (s)

Shall be responsible to the Head Coach. All Assistant Coaches must be registered with the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

The Assistant Coach will assume the responsibilities of the Head Coach during his/her absence.



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Team Manager

He /she are responsible to the Head Coach. He/she shall be identified to the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

He/she shall also be responsible to attend all Team Manager Meetings.

He/she shall act as a liaison to the Board of Directors as well as a liaison between parents and coaches.

The Team Manager is responsible for maintaining the team financial records throughout the season and submitting a report at the end of the year to the Vice-President of Administration.



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11.0 PROVINCIAL PLAY AND PROVINCIAL TOURNAMENT HOSTING

Any team wishing to participate in Provincial play shall make application to the Beaumont Amateur Hockey Association Board of Directors prior to **November 1** of the applicable year. As a general rule only AA and A levels will be allowed to participate.

Any team wishing to host a Provincial Tournament utilizing Beaumont Amateur Hockey Association facilities shall make a request prior to **November 01** of the applicable year. More details on preparing and submitting a provincial bid application can be found on the Hockey Alberta website at www.hockey-alberta.ab.ca. Each application will require the approval of the Board.

All Recreational teams may partake in Provincials with the understanding that they will be 100% self funded with the Beaumont Amateur Hockey Association administrative support.



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12.0 EXHIBITION GAMES AND TOURNAMENTS

All teams are encouraged to participate in exhibition games and tournaments. Participation will be at the discretion of the Head Coach and the team will be responsible for making all arrangements.

The Beaumont Amateur Hockey Association does not allow any affiliated Hockey Alberta competitive to play league or exhibition games or enter into tournaments with non-sanctioned teams at any level. Nor may any member play with any team other than his registered team. Failure to observe these rules shall result in disciplinary action or suspension.

The Beaumont Amateur Hockey Association may host up to **four** Tournaments annually. The Tournaments will be for the recreational divisions (Atom, PeeWee and Bantam divisions), the Initiation and Tom Thumb divisions and the Novice Divisions. The Director of Tournaments is in charge of the administration of these four annual Tournaments, and will coordinate scheduling as per ice availability in conjunctions with the Operations Committee. One of these Tournaments will be in honor of Philip Oh (see Regulation 13.0).



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13.0 PHILIP OH MEMORIAL HOCKEY TOURNAMENT

The Philip Oh Memorial Hockey Tournament commemorates a fine young man, tragically killed in a car accident in the prime of his young life.

With #7 on his back, Philip played hockey in Beaumont from 1981 to 1993 where he was regarded by his team-mates as a dedicated, resourceful hockey player and a thoughtful and humorous friend. He was also a high achiever in academics.

Out of respect for the loss of Philip Oh, the Beaumont Amateur Hockey Association. Sponsors an annual hockey tournament named the Philip Oh Memorial Hockey Tournament.



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14.0 PENALTIES

Any player, coach or team official receiving a match penalty shall be dealt with in accordance with Hockey Alberta and the applicable league ruling. The League Director shall report to the Board of Directors, for any further suspensions or actions as the Board may dictate.

It is the Coaches responsibility to notify the League Director of any possible suspensions or match penalties immediately following the game.



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15.0 RESPECT IN SPORT PARENT

BAHA recommends The Respect in Sport Parent Program as an effective and informative online training program for parents and coaches of active children.



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16.0 **COMPLAINT HANDLING, CONDUCT MANAGEMENT AND PROTESTS** **(CALM DOWN)**

The Beaumont Amateur Hockey Association views the “Calm Down” as support and confirmation to the many volunteers, coaches, officials, parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the Game. We see our program as a vehicle to assist them to further these values and make the Game even better and more enjoyable. One could view the “Calm Down” as a celebration of the positive elements of the Game that will overwhelm those negative elements that have unfortunately tainted the reputation of the Game today. Those few that may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution.

The key focus of the program is to address issues of inappropriate conduct (abuse, neglect and harassment) and is not intended to replace existing processes for handling rule infractions, referee calls, general hockey rules. We need to have respect for the other people around us, develop ethical conduct towards others, allow all the freedom to enjoy the game and most importantly respect the game.

The Association wants to target unacceptable behavior such as verbal harassment, abuse of a game participant (player, coach, spectator or official). When there is a situation of unacceptable behavior, the Association has set a process on how to handle the above. See **Appendix “J”** for Matters of Unacceptable Conduct and Behavior

Reporting Process:

All formal reports/protests shall be put in writing and shall be filed with the Secretary of the Beaumont Amateur Hockey Association after a 24 hour cooling off period but within 48 hours of the occurrence.

All submitted incident reports/protests will be reviewed by the Level Director and the Vice-President of Operations to insure the appropriateness of the response and consistency of enforcement within the Beaumont Amateur Hockey Association.

If the reports/protests require enforcement, a hearing shall be called by the Vice-President of Operations. The Secretary will notify the Protest Committee and individual/group submitting the incident report. See **Appendix “K”**



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The Beaumont Amateur Hockey Association Protest Committee shall be comprised of the following individuals:

- A member of the Executive as Chairperson, excluding the President
- Director not affected by the report
- A member at large of the Beaumont Amateur Hockey Association not associated with the Player or Team

The decision of the Protest Committee shall be final and binding and shall be recorded and the President shall have the power to:

- i) Suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the Beaumont Amateur Hockey Association for conduct unbecoming on or off the ice.
- ii) Prevent any spectator from viewing any game or other activity or entering the facility to view such game or activity.

To insure a complaint has been handled with impartiality and fairness, an appeal may be filed with the Appeal Committee. The Appeal Committee shall be comprised of the following individuals:

- The President;
- A member at large of the Beaumont Amateur Hockey Association not associated with the Player or Team
- Director not affected by the report.

Appeals will be heard within two days of receipt and must contain a clear and concise summary of the grounds for the appeal. The Notice of Appeal should be filed within 5 (five) days of notification of the discipline. If the appeal is denied, further appeals can be made to Hockey Alberta under their normal appeals process.

Severity of Discipline

- i) Mild – 2 Game suspensions – applied when a first offence has occurred. The individual has shown true remorse and the actions are out of character. Little chance of re-offending.



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- ii) Moderate – 3 Game suspensions – applied when a second offence has occurred. Individual has not accepted responsibility for their actions, show no remorse and is likely to re-offend.
- iii) Severe – 5 Game suspensions – the most serious, e.g. physically threatening or assaulting another individual. Multiple offenses, no remorse, like to re-offend.

Also see Appendix H – Coaches' Pledge, **Appendix G – Parent's Pledge** and **Appendix I – Player's Pledge**



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17.0 ICE CANCELLATION POLICY

It's the Association's intention to be fair and equitable in respect to ice allocation. If the following guidelines are adhered to, the Association can better serve our members by providing them with accurate ice tracking and fiscal responsibility. This will also ensure that wasted ice will be kept to a minimum. The following guidelines will apply to all teams:

1. Allocated ice must be used as assigned.
2. Teams wishing to change or cancel practice ice times must give at least 14 days prior notice to both the Ice Allocator and the Vice-President of Operations.
3. If less than 14 days notice is given, one or both of the following conditions may apply.
 - a. The ice cancelled will be tracked against your team, and given to someone else.
 - b. Your team will be charged \$125 for each cancellation. A cheque must be given to the Treasurer from each team for ice deposit. In the event the deposit cheque is cashed due to missed ice the team must supply another cheque to have ice scheduled. Failure to provide a replacement cheque for ice deposit to the Treasurer will result in the loss of ice until such time that the appropriate Minor Hockey Director (either Novice and Up or Atom and Down) secures a new cheque from the team in question and receives approval from the Treasurer to once again allocate ice accordingly.
4. Teams wishing to change/cancel a game or exhibition ice time must give at least 14 days notice to both the Ice Allocator and the VP of Operations. The Referee Assignor must also be given at least 72 hours notice of cancellation for the officials.
5. If less than 14 days notice is given, be advised that the following conditions may apply.
 - a. The ice cancelled will be tracked against your team, and given to someone else.
 - b. Your team will be charged \$125 for cancellation.
 - c. If referees are not cancelled in time, their fees will be charged to your team.

Team Paid Ice:

All requested slots shall be billed directly to the Coach of the team, with a copy given to the Vice-President of Operations. Payment will be made to the Beaumont Amateur Hockey Association within 30 days of receipt, through the Vice-President of Operations, who assumes responsibility for the collection of fees. Any concerns over team paid ice shall be taken directly to the Vice-President of Operations.



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Ice Swaps:

Any teams that swap ice will be required to coordinate amongst themselves, and inform the Ice Allocator as soon as possible.



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18.0 EQUIPMENT

The Beaumont Amateur Hockey Association will only be responsible for equipment purchased on the approval of the Equipment Director. All equipment used by or during an official Beaumont Amateur Hockey Association function becomes the sole property of the Association and is subject to all the rules and regulations of the Association. All equipment is distributed, cleaned, repaired and stored at the central storage depot, unless other approved arrangements have been made. Equipment required by local league teams for any reason other than regularly scheduled games must be authorized by the Equipment Director, provided the equipment is available and returned promptly after use.

All equipment shall be distributed and collected through the Equipment Director. A \$500.00 equipment deposit is required from all teams no later than October 15 of each operating year. This cheque will be cashed upon receipt. If all equipment is returned in acceptable condition the Treasurer will refund the equipment deposit. All equipment must be returned within fourteen (14) days of the conclusion of the season.

A deposit of \$200.00 maybe required from all goalies signing out goalie gear for the season. This deposit is returned when all gear is returned.



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19.0 RETIREMENT OF JERSEYS

Jerseys may be considered 'retired' and ruled illegal for usage within the Association including the purchase, inventory and wearing of by the Board of the Beaumont Amateur Hockey Association.

One such jersey is the number seven (7) worn by Philip Oh, a respected player tragically killed in a car accident in the prime of his young life. This jersey will also be displayed in a place of honour within the home facility of the Association.



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20.0 INSURANCE REQUIREMENTS

To ensure the Board of Directors of the Beaumont Amateur Hockey Association are able to provide their duty of care to provide a normal hockey program to athletes, to conduct the day to day operations of a LOCAL MINOR HOCKEY ASSOCIATION and the Association's teams, evaluations and tryouts, team and league scheduled practices and games, they must ensure their decisions do not result in damage or loss to the organization or to its members. In this capacity, Directors Liability insurance will be carried and renewed on an annual basis.

All Players and Coaches are insured against injury by Hockey Alberta upon completion of registration of player Team Sheet or Cards as more specifically set out in **Regulation 1.0**.

To ensure the well being of our volunteer workers in the Concession, the Association will insure these workers with the Workers Compensation Board, commencing on September 15 and ending on March 28 of the current hockey season.

Any event outside of a practice or a game requires a Special Event Sanctioning permit. The team Manager must email the League Director to request a sanction number. The League Director will submit the request to Hockey Alberta and forward the sanction number to the team Manager



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21.0 TEAM SPONSORSHIP

Sponsorship may be sanctioned by the Board of Directors of the Beaumont Amateur Hockey Association with the intent of reducing the high cost of playing hockey. All sponsors of the Beaumont Amateur Hockey Association must be approved by the Board under the following guidelines:

Beaumont Braves Jersey team colors are black, white and red. The jerseys may not be altered in any way without BAHA Board approval.

All equipment and sweaters approved by the Board may only be worn during official Association activities. Game sweaters may only be worn during Association game conditions. Game sweaters are not to be worn for practices or any other hockey leagues.

Fundraising within the local community is restricted for Beaumont Amateur Hockey Association tournaments only to reduce the number of requests these businesses incur each season. Requests must be submitted to the current Treasurer and include the name and address of the company and the amount of sponsorship. BAHA will not issue tax receipts.

Rink boards are available to companies wishing to advertise and may be purchased through the Beaumont Recreation and Activities Association (BRAA). The Beaumont Amateur Hockey Association receives 50% of any money collected for advertisement rink boards.



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22.0 SCHOLARSHIPS

The Beaumont Amateur Hockey Association is pleased to participate in the awarding of four scholarships each year.

22.1 The G.J. Magnan Athletic/Educational Scholarship Award

This Scholarship is in recognition of the late Mr. Magnan's contribution to the children in our community and through his involvement on Town Council. This is a yearly award of \$500.00, shared with the Town of Beaumont, offered to an applicant registered in the Midget or Junior C programs. See **Appendix C.**

22.2 The Liz and Jon Thompson Memorial Award

This Scholarship is in memory of Elizabeth and Jonathan Thompson. This is a yearly award of \$500.00 offered to an applicant who is or was involved in the Beaumont Amateur Hockey Association hockey program, up to and including Junior C and referee program and is or has intention of pursuing a post secondary education. See **Appendix D.**

22.3 The Philip Ki Joon Oh Hockey Scholarship

This Scholarship is awarded to two Beaumont student/hockey players, up to and including first year of Bantam, who demonstrate noteworthy talent/ability and show continuous effort to benefit our community and society. The Association participates in these scholarships as a liaison to the Philip Oh Foundation. It is our responsibility to promote the scholarships and encourage applications. A member of the Executive participates on the Selection Committee and informs the applicants of the outcome. The Scholarships are awarded at the Annual General Meeting by the Philip Oh Foundation and the Oh family. See **Appendix E.**



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23.0 GAMING REGULATIONS

Fundraising Permits

Teams are required to submit the BAHA Fundraising Permit Request form (See **Appendix L**) to the Promotions and Fundraising Director who will make sure that the team's event does not conflict with other events; all regulatory requirements are fulfilled, and provide approval.

All teams regardless of event need to obtain permits for fundraising efforts with the exception of tournaments under the auspices of the BAHA Tournament Director.

Please ensure your team follows the following Beaumont Amateur Hockey Association guidelines:

- No team shall hold a draw or raffle without obtaining a permit from registries.
- No team shall obtain a raffle license from AGLC utilizing BAHA's gaming registration without registering the draw with Fundraising and Promotions Director.
- Funds raised from gaming licensed events utilizing BAHA's gaming registration number will be submitted to the Promotions and Fundraising Director until the paperwork with Alberta Gaming is complete and then returned to the team that raised the funds.
- Permits applications will be submitted to the Promotions and Fundraising Director for approval for all team fundraising events. This should be your first step in the planning cycle because permits will be authorized on a first-come first-serve basis but two events that might conflict will not be authorized by the Promotions and Fundraising Director.



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Dissolution Clause

In the event the Beaumont Amateur Hockey Association dissolves, all gaming proceeds will go to a Charitable Organization at the current Board's discretion.

Changes in By-Laws

In the event there are changes to the By-Laws of the Beaumont Amateur Hockey Association, these must be reported by the Secretary to the Alberta Gaming and Liquor Commission.

Changes in Executive

In the event there are changes to the Executive of the Beaumont Amateur Hockey Association, these must be reported by the Secretary to the Alberta Gaming and Liquor Commission. **See Form 5471 AGLC APPENDIX E.**

Use of Funds from Casinos

Any money received from Bingos and Casinos must be used within a two year period.

Financial Reporting

A separate bank Account must be open for all monies earned through casinos. Each Account must provide bank statements and cancelled cheques. All expenditures must be paid by cheques. Independent bank reconciliations must be done. Financial records must be maintained for two years minimum.



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24.0 ADVERTISING AND PROMOTIONS

The Beaumont Amateur Hockey Association uses a variety of methods to advertise and promote as necessary. These are:

- Awareness Night – The Association participates in Awareness Night to promote hockey in Beaumont.
- La Nouvelle de (Beaumont News) – The Association advertises all available positions, special meeting dates and times, development and tryout camps when applicable and any other news deemed necessary by the Board.
- Website – The Association Website can be found at www.baha.ab.ca and contains valuable information regarding our Association and the hockey program.
- Two Bulletin Boards have been installed at the Beaumont Recreation and Activities Centre and are used by the Association to post information on the day to day activities, such as schedules, meeting date and times, concession shifts and sign up, development and tryout camps etc.
- The Shaw electronic sign on 50th Street is used to advertise significant events such as Registration and the Annual General Meeting.
- Any other methods approved by the Board.



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25.0 CONCESSION

The Beaumont Amateur Hockey Association rents the concession from the Town of Beaumont from about mid-September until mid-March each hockey season. The months of September and March are generally pro-rated depending on how early our season begins and ends.

The Association is expected to acquire the necessary licenses and health inspections needed to operate the concession.

Regular concession hours of operation are established to correspond to Association ice usage although curling activities and other ice usage are taken into consideration. Shift schedules may change for special events such as tournaments, bonspiels and carnivals.

Each member registered with the Beaumont Amateur Hockey Association is responsible to help run the concession as follows:

- Only fully registered Beaumont Amateur Hockey Association members may sign up for concession shifts.
- Each registrant in the Initiation Program is responsible for one concession shift or may buy out for a sum determined by the Board in each operational year.
- If the parent or legal guardian of a player registered in the Initiation program chooses to work the volunteer shift one (1) undated deposit cheque (sum to be determined by the Board prior to registration) is collected at time of registration and destroyed once the commitment is fulfilled.
- Each registrant in Tom Thumb to Midget is responsible for three (3) volunteer shifts or may buy out for an amount determined by the Board in each operational year.
- If the parent or legal guardian or in the case of registrants over 16 years of age in the Tom Thumb to Midget programs choose to work the volunteer shifts, three (3) undated deposit cheques (sum to be determined by the Board prior to registration), are collected at time of registration and destroyed once the commitments have been fulfilled.
- The Junior C program is not required to work concession/volunteer shifts

On December 31st of each hockey season all shifts must be either be worked or signed up for. Deposit cheques for each shift not worked or signed up for will be cashed in early January.



Beaumont Amateur Hockey Association

Rules and Regulations

A Concession Operator is appointed by the Board and is provided with a monthly honorarium to be set at the time of the contract by the current board.

The Concession Operator is responsible for coordination of all shifts and is the contact for those wishing to sign up for shifts or for notification when trading shifts. It is the member's responsibility to find a replacement if they cannot work their shift. Only in dire left to the Concession Manager to fill a shift and the Concession Manager must be notified at least 24 hours prior to the shift. Cheques for member's who do not show up to work their shift will be cashed immediately.

If it is necessary to do so, the Concession Manager can contact a person not already signed up, may initiate a trade with another member or as a last resort may choose to call someone who has volunteered to work extra shifts over and above in lieu of credits for the next hockey season.

These credit shifts are only available to volunteers who have already fulfilled their required volunteer shifts for the year. Credits are valued, by a sum to be determined by the board in each operational year, per additional shift worked, and the amount will be deducted from the members Registration Fee the following hockey season. Should the member not return the following season the credit will NOT be carried forward nor will it be paid out. Credit shifts have no cash value, cannot be banked, and are not transferable to other members.

Limits to Credit Shifts

- Credit shifts, additional shifts over and above volunteer commitment to reduce subsequent registration fees as outlined above, will be limited to two credit shifts per registered player.
- Active Board Members will not be allowed to work volunteer shifts for additional credit of reciprocal or personal value of any kind or for monetary gain (for example, to be paid by another member for working a shift).
- Active Board Members and General Membership will be able to work shifts on another's member behalf if chosen to do so.
- All credit shifts will require the approval of the Vice-President Administration prior to being applied.



Beaumont Amateur Hockey Association

Rules and Regulations

The following rules apply when working concession shifts:

- Concession shifts are approximately five hours each with one 15 minute break.
- No person under the age of 16 is allowed in the concession at any time for any reason.
- Below shoulder length hair is requested to be tied back.
- Aprons and disposable gloves will be supplied for workers.
- General food, drink serving, sales/cashing and cleaning procedures are posted in the concession for pre-shift review.
- There are specific daily/nightly tasks posted that are to be completed by the end of the shift.
- A cash sheet is to be completed and signed at the end of each shift.
- Fountain pop and hot drinks are available for shift workers within reason.
- No Beaumont Amateur Hockey Association members or curling rink management receive drink or food discounts.
- BRAC attendants are expected to pay for all food and drink items with the exception of fountain pop or hot drinks within reason.
- Any replacement workers that are not BAHA Members must be approved by the Concession Manager.



Beaumont Amateur Hockey Association

Rules and Regulations

26.0 WEBSITE

The Beaumont Amateur Hockey Association website can be found at www.baha.ab.ca.

The website is used to provide valuable information to our members regarding the Association and the hockey program and includes information on:

- Schedules – practices, league, exhibition, provincial games and tournament play
- Tournaments – all tournament information hosted by B.A.H.A.
- News – including President’s message and meeting dates and times
- Referees Crease
- Coaches Corner
- By-Laws of the Association
- Mission Statement of the Association
- Fundraising
- Scholarships
- Documents – PDF downloadable documents
- Photo Album
- Links – to over 50 various hockey sites
- Contact Us – mailing address, telephone and fax numbers, Board members names and email including the Webmaster and coaches and manager information

Currently, it is the Association’s policy not to post individual player’s photos or names without the permission of the player and if underage, their parent or legal guardian.

Business may advertise on the BAHA Web page for a fee as determined by the Board.

The Vice-President of Administration and the Webmaster are the main contacts for the website.



Beaumont Amateur Hockey Association

Rules and Regulations

27.0 COACH APPRECIATION NIGHT

Coach's Appreciation Night will not exceed the budget set for the season and will serve as an opportunity to recognize the Head Coach, two Assistant Coaches, and one Manager from each team.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix A:

BEAUMONT AMATEUR HOCKEY ASSOCIATION REFUND POLICY

Refunds will be given out using a formula based on complete weeks missed. The season will be based on **twenty four (24) weeks**. All players will be required to pay the full fundraising costs, concession fees and Representative team adjustment fees. As well any player registering late or quitting will be required to pay a twenty five (25) percent administration fee, which will help offset some of the problems encountered.

NO REFUNDS WILL BE ISSUED AFTER DECEMBER 31 OF THE CURRENT PLAYING SEASON

Example 1:

Midget aged player who joins after missing eight (8) weeks of play.

Formula: Basic Registration fee – weeks missed = amount due

Basic fee:		\$730.00
\$730.00/24 weeks:		\$ 30.42 / per week
Weeks missed:	8	
Weeks Remaining:	24-8 = 16	
16 weeks X \$30.42		\$486.72
Player owes		\$486.72

Example 2:

Midget player that quits after eight (8) weeks of play.

Formula: Basic registration fee - (25%) - (number of weeks played x fee/week) = refund

Basic fee:		\$730.00			
Twenty five (25) percent:		\$ 182.50			
\$730.00 /24 weeks:		\$ 30.42 / per week			
Weeks played:	8				
8 weeks X \$30.42		\$243.36			
Player refund		\$730.00	-	\$182.50	-
		(Registration)	-	(25% admin fee)	-
				(number of wks. played x weekly fee)	=
					\$303.90



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix B

G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD

The Beaumont Amateur Hockey Association (B.A.H.A.) provides a program that will enable all interested children to learn the skills of hockey while having fun. B.A.H.A.'s primary purpose is to endeavour to provide a program that will develop a well-rounded hockey player who will contribute to a team through sportsmanship, discipline and playmaking abilities. B.A.H.A. stresses the importance of a completed educational program along with the furtherance of a hockey career and in recognition of this importance; B.A.H.A. is offering a yearly Athletic/Educational Scholarship Award to qualifying hockey players.

A yearly award of \$500.00 is being offered to an applicant who is registered in B.A.H.A.'s Midget and Junior C programs. This award will be named "G.J. MAGNAN ATHLETIC/EDUCATIONAL SCHOLARSHIP AWARD", in recognition of the late Mr. Magnan's contribution to the children in our community and through his involvement on Town Council.

REGULATIONS

1. Written application must be made to the Association by March 15th each year citing purposes of Scholarship.
2. Applicant should provide letters of reference from:
 - School Principal/Teacher
 - Coach (former/current)
 - Parents/Friends in regards to good citizenship/friendship
3. A framed award will be presented to the recipient of the Scholarship at Annual General Meeting.
4. B.A.H.A. reserves the right to disallow any granting of scholarships in any given year and further reserves the right to grant scholarships to any number of applicants in any given year.
5. A Committee comprising of the President, two Directors and one member of Town Council will review and recommend granting of the Scholarship.
6. Funds will be held by B.A.H.A. until proof of requirement is received in writing.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix C

LIZ AND JON THOMPSON MEMORIAL AWARD

In memory of the late Elizabeth and Jonathan Thompson, an educational scholarship is being offered and administered by the Beaumont Amateur Hockey Association (B.A.H.A.).

A plaque donated by the Thompson family will be displayed in the lobby of the arena and will be named "LIZ AND JON THOMPSON MEMORIAL AWARD".

A yearly award of \$500.00 is being offered to an applicant who is or was involved in B.A.H.A.'s hockey program (up to and including Junior C and referee program) and is or has intention of pursuing a post secondary education.

REGULATIONS

1. Written application must be made to the Association by March 15th each year citing purposes of Scholarship.
2. Applicant should provide letters of reference from:
 - School Principal/Teacher
 - Coach (former/current)
 - Parents/Friends in regards to good citizenship/friendship
3. This scholarship award is strictly educational in nature in that it must be applied towards post secondary education such as a college, university, technical or equivalent educational institute.
4. A framed award will be presented to the recipient of the Scholarship at Annual General Meeting.
5. B.A.H.A. reserves the right to disallow any granting of scholarships in any given year and further reserves the right to grant scholarships to any number of applicants in any given year.
6. A Committee comprising of the President and two Directors will review and recommend granting of the Scholarship.
7. Funds will be held by B.A.H.A. until proof of requirement is received in writing.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix D

THE PHILIP KI JOON OH HOCKEY SCHOLARSHIP

The annual "Philip Ki Joon Oh Hockey Scholarship" will be awarded to two Beaumont student/hockey players who demonstrate noteworthy talent/ability and show continuous effort to benefit our community and society.

The "Scholarships" will be granted for the purpose of attending a hockey or powerskate school/program of the recipient's choice from the B.A.H.A. list of approved programs.

CRITERIA

1. Played a minimum of two years of hockey with B.A.H.A.
2. The "Scholarships" will be available to all hockey players in conjunction with #1 above, until the first year in Bantam.
3. Must demonstrate good citizenship in and around the community.
4. Must submit two letters of reference from the following:
 - Former Hockey Coach
 - Academic Teacher
5. Written application deadline is March 15th each year.
6. The Selection Committee will be made up of the following:
 - B.A.H.A. Executive Member
 - Town Councillor
 - A member at large appointed by the Foundation
7. The Scholarship must be used within two summers of winning the award and it is not transferable.
8. The "Scholarship Foundation" will administer to each recipient the maximum amount of \$300.00 when verification of registration and submission of the official receipts from the chosen school/camp are received in the Foundation office.
9. Official presentation of certificates and engraved plaques (for B.A.H.A.'s trophy case) will be presented at B.A.H.A.'s Annual General Meeting/Awards night.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix E

INSERT FORM 5471 AGLC



This form may be obtained from our website:
<http://www.aglc.gov.ab.ca/policies/forms.asp>

LIST OF ELECTED EXECUTIVE

It is imperative that the Alberta Gaming and Liquor Commission (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded to AGLC. Complete this form and return to the AGLC as follows:

Alberta Gaming and Liquor Commission
Regulatory Division, 50 Corniveau Avenue, St. Albert, Alberta T8N 3T5
Fax (780) 447-8911 or (780) 447-8912, email: gaming.licensing@aglc.gov.ab.ca

Group Name and Mailing Address: _____ _____ Email: _____ Website: _____	AGLC ID Number: _____ Date Completed: _____
---	--

PRESIDENT		Term Expiry Date: <u> </u> <u> </u> <u> </u>	Date of Birth: <u> </u> <u> </u> <u> </u>
Print Full Name: _____		Mailing Address: _____	
Residence Phone: () _____		Business Phone: () _____	Fax: () _____
		Postal Code: _____	Email: _____

TREASURER		Term Expiry Date: <u> </u> <u> </u> <u> </u>	Date of Birth: <u> </u> <u> </u> <u> </u>
Print Full Name: _____		Mailing Address: _____	
Residence Phone: () _____		Business Phone: () _____	Fax: () _____
		Postal Code: _____	Email: _____

SECRETARY		Term Expiry Date: <u> </u> <u> </u> <u> </u>	Date of Birth: <u> </u> <u> </u> <u> </u>
Print Full Name: _____		Mailing Address: _____	
Residence Phone: () _____		Business Phone: () _____	Fax: () _____
		Postal Code: _____	Email: _____

VICE PRESIDENT		Term Expiry Date: <u> </u> <u> </u> <u> </u>	Date of Birth: <u> </u> <u> </u> <u> </u>
Print Full Name: _____		Mailing Address: _____	
Residence Phone: () _____		Business Phone: () _____	Fax: () _____
		Postal Code: _____	Email: _____

CONTINUED ON BACK

FORM LIC/GAM 5471 (03/11)



Beaumont Amateur Hockey Association

Rules and Regulations

SECRETARY/TREASURER		Term Expiry Date: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

PAST PRESIDENT		Term Expiry Date: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

POSITION HELD:		Term Expiry: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

POSITION HELD:		Term Expiry: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

POSITION HELD:		Term Expiry: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

POSITION HELD:		Term Expiry: <u> </u> <u> </u> <u> </u>	
Print Full Name: _____		Date of Birth: <u> </u> <u> </u> <u> </u>	
Mailing Address: _____			

Postal Code			
Residence Phone: ()	Business Phone: ()	Fax: ()	Email: _____

The information collected on this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta *Gaming and Liquor Act*, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the *Freedom of Information and Protection of Privacy Act* should be directed to F.O.I.P. Coordinator, Alberta Gaming and Liquor Commission, 50 Corveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780/447-8600, Fax: 780/447-8919.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix F

PARENT'S PLEDGE

1. I will NOT force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix G

COACHES' PLEDGE

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates
2. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children will play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix H

PLAYERS PLEDGE

1. I will play hockey because I want to, not because others or the coach wants me.
2. I will play by the rules of hockey and in the spirit of the game.
3. I will control my temper-fighting or “mouthing off” can spoil the activity of everyone
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix I

1. Abuse and Neglect

- When any person has reasonable grounds, in the course of BAHA business, activities or events that a child is being abused or neglected, he or she shall report this belief to the child protection authorities and/or Police. Hockey Alberta's General manager should also be advised of the intent to report.
- BAHA shall take no further action until such time as the authorities and/or Police have concluded their investigation, unless there is cause for an immediate suspension on an interim basis to protect the child from further harm.
- The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be utilized as required by BAHA.

2. Harassment

- Harassment is a form of discrimination. Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.
- Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:
 - Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
 - Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
 - Practical jokes that cause awkwardness or embarrassment endanger a person's safety or negatively affect performance.
 - Unwanted or unnecessary physical contact including touching, patting or pinching.
 - Any form of hazing.
 - Any form of physical assault or abuse.
 - Any sexual offense.
 - Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative, hostile or uncomfortable environment.



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix J

INCIDENT REPORT FORM

Game & Conduct Management:

MHA Resource Manual

Submit completed form to:

(Name)

(Address)

(Ph Number)

(Fax)

This form is to be utilized by anyone in the Beaumont Amateur Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME(S) OF ADDITIONAL WITNESSES _____

On a separate attachment, please provide a clear description of the unacceptable behavior witnessed.

Please use black ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report. Unfortunately a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation.

Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

NAME: _____

ADDRESS: _____ City/Town: _____

PHONE: _____

SIGNATURE: _____ DATE: _____



Beaumont Amateur Hockey Association

Rules and Regulations

Appendix K

BAHA Fundraising Permit Request

Team: _____

Today's Date: _____

Date of Event: _____

Manager's Name: _____

Phone: _____

E-mail: _____

Type of Event (mark "x" as applicable):

___ Raffle

___ 50/50

___ Dance

___ Silent Auction

Other, please specify:

Do you need to use BAHA's gaming number? ___ Yes

___ No

Please provide a brief description of the event: _____

Please note:

- Events under the auspices of the BAHA Tournament Director are not required to complete form.
- Permits for events such as dances/auctions will be issued on a first-come first-serve basis. As such, make sure that your event has been approved from BAHA prior to finalizing bookings because permits will not be issued for this type of event on the same weekend to prevent conflicts between teams.
- Allow 5 days to receive approval from submission of application.



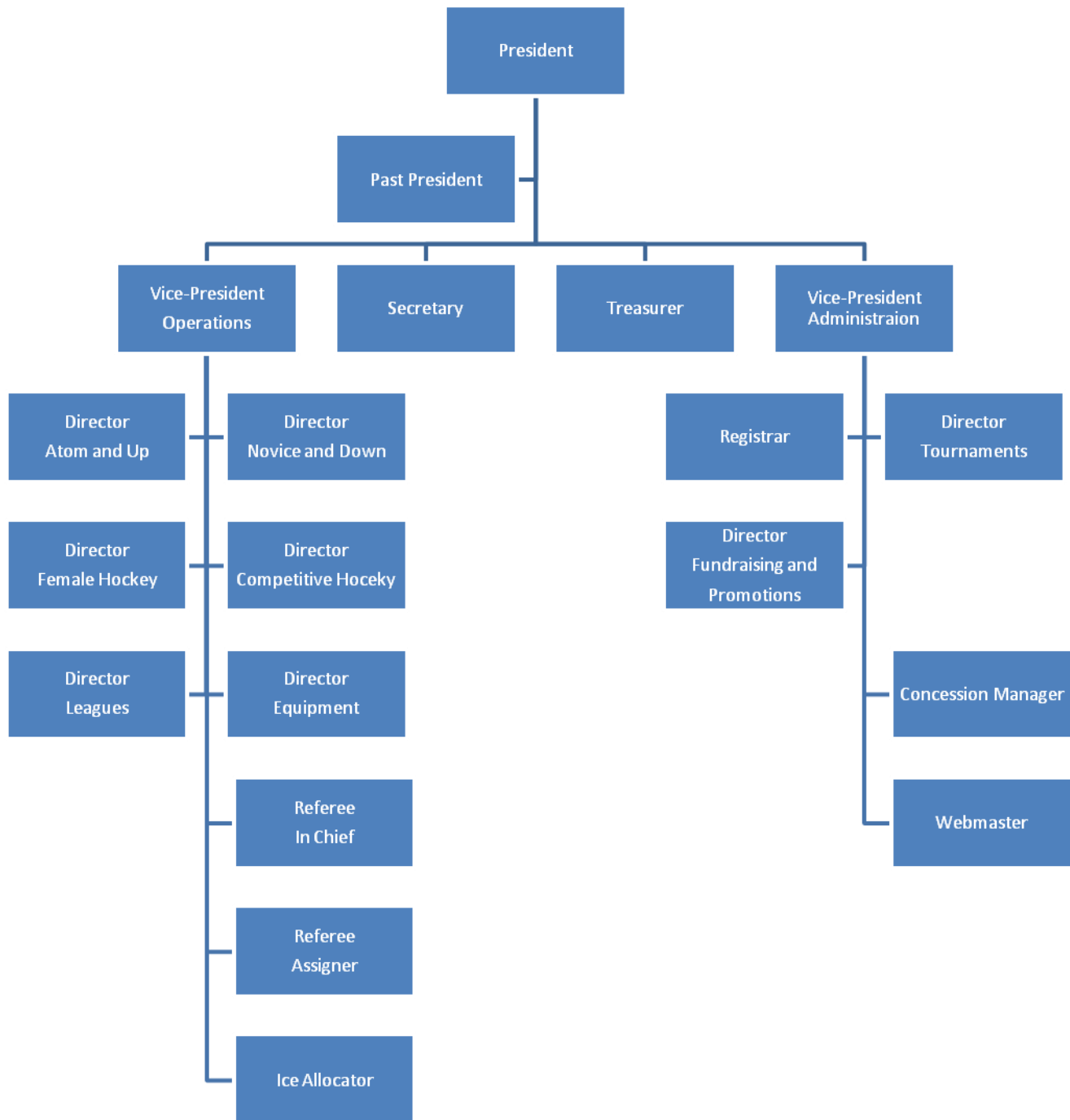
Beaumont Amateur Hockey Association

Rules and Regulations

Appendix L

BAHA Board

Organization Chart and Job Descriptions





Beaumont Amateur Hockey Association

Rules and Regulations

President

The President, in conjunction with the Board and Executive will oversee the operation of the Beaumont Amateur Hockey Association. The President is responsible to the membership at large. The President within the jurisdiction of the Association shall have the powers to:

- (a) Be the signing authority of the Association and sole authority to the use the Society's Seal.
- (b) Sign as a signing officer of the Association.
- (c) Call and preside at all meetings, as chairperson and operate said meetings under "Roberts Rules of Order".
- (d) Exercise the powers of the Executive in case of emergency.
- (e) Suspend teams, players, coaches, and managers, subject to the Canadian Hockey Association Rules and Regulation.
- (f) Sit on all Committees as an ex-officio voting member.
- (g) Vote on all issues and matters.
- (h) Appoint a nominating committee consisting of the Secretary and two Directors, one month prior to the Annual Meeting to prepare a slate of candidates for the vacancies on the Board of Directors.
- (i) Establish and maintain the integrity of the Beaumont Amateur Hockey Association through all correspondence with outside agencies.
- (j) Suspend officials, director(s) or any member in good standing subject to ratification at a special board meeting, to be held within 48 hours of the notice of suspension
- (k) To direct the collection of all monies owed to the association.



Beaumont Amateur Hockey Association

Rules and Regulations

Vice-President Hockey Operations

In the absence of the President, or in the event of his/her inability to act, the 1st Vice-President shall hold and exercise all the powers of the President. He /she shall have the powers to:

- (a) Preside over and have control of the operation of the Beaumont Amateur Hockey Association with respect to the running and control of the teams, coaches, managers, players, and officials, reporting directly to the President.
- (b) Be one of the signing officers of the Association.
- (c) Delegate authority to a Director.
- (d) Enforce the By-laws, Rules and Regulations and Operating Practices established by the Association.
- (e) Approve or delegate approval for scheduled, exhibition, tournament and provincial games either at home or away.
- (f) Obtain for the Association the necessary requirements to operate. (Ice time, equipment, officials etc.)
- (g) Call meetings and submit minutes to the Board for adoption.
- (h) Sit on the Operations Committee, as Chairman, to determine which leagues to participate in, select coaches, assistant coaches and managers based upon the recommendations of the committee. Said committee to include the Directors of Minor Hockey (both Atom and below as well as Pee Wee and up), the Director of Competitive Hockey, and one other Director. The established quorum for the Committee shall be three (3).
- (i) To ensure that all personnel who are engaged in leadership roles with our athletes are not only trained and qualified according to the Rules and Regulations of BAHA, but have satisfied the Board that they present no risk whatsoever to the safety and well being of the members and volunteers that we represent.
- (j) Will oversee the duties of the Referee Assigner and Ice Allocator.



Beaumont Amateur Hockey Association

Rules and Regulations

Vice-President of Administration

In the absence of the President and Vice-President Hockey Operations or in their inability to act, the Vice-President of Administration shall have the powers of the President. He/she shall have the powers to:

- (a) Preside over and have control of the administration and business activities of the Beaumont Amateur Hockey Association, overseeing registrations, volunteers, publications and advertising, and concession operations, reporting directly to the President.
- (b) Sign as a signing officer of the Association.
- (c) Ensure that all players have registered according to the guidelines set out by Hockey Alberta and Hockey Canada and have paid their annual fees plus volunteer commitments.
- (d) Sit on the Budget Committee as Chairperson for the Association's operating year.
- (e) Administer the rental and/or purchase of all facilities and required office equipment to operate each particular year.
- (f) Organize and delegate authority to a Committee Chairman for all special events.
- (g) Organize, delegate and be accountable for all Team Managers in BAHA, this will include collecting team accounts for each hockey team that plays under BAHA.
- (h) Delegate authority to a Director.
- (i) Call meetings and submit minutes to the Board for adoption.
- (j) Shall sit on the Committee as Chairperson to award scholarships for ratification by the Board.
- (k) Oversee the duties of the Concession Operator and Webmaster with ultimate oversight to website management and content.
- (l) To ensure the appropriate insurance coverage(s) is obtained for the association.



Beaumont Amateur Hockey Association

Rules and Regulations

Treasurer

The Treasurer shall report directly to the President and keep a record of all monies received and disbursed, and shall deposit all monies in the bank, making all disbursements by cheque. The Treasurer shall:

- (a) Present a monthly, balanced financial statement at regularly scheduled meetings.
- (b) Present at each Annual Meeting a report of the year's operation and a duly audited financial statement. This statement must be completed at any Annual Meeting, regardless of the number held in any season.
- (c) Serve on the budget committee.
- (d) Sign as a Signing Officer of the Association.
- (e) Ensure that the financial records of the Association are audited.
- (f) Be responsible to inform the Board of any measures that the Association has in its practices that are not cost-effective, be it operations or administration.
- (g) Ensure that all GST claims, Gaming Commission Financial Reports, Alberta Societies Act applications, audits, statements and any other relevant material are kept up to date and/or applications are filed where necessary.



Beaumont Amateur Hockey Association

Rules and Regulations

Secretary

The Secretary shall report directly to the President and perform all general secretarial duties, attend all meetings designated by the President and relieve the Board of all routine details whenever possible. The Secretary shall:

- (a) Have charge of the Seal of the Association.
- (b) Report to the Board on such matters that they so direct and on other matters that he/she feels may be of importance.
- (c) Ensure notice of the Annual Meeting at least ten (21) days before the meeting.
- (d) Notify the Board and other hockey personnel deemed necessary, of the time, location and date of any meetings or functions.
- (e) Record all minutes of meetings and ensure that all members of said meeting receive a copy of the minutes on a timely basis. The signature of the Secretary and the President shall authenticate the minutes.
- (f) Keep a record of all the Board members of the Association and their addresses and send all notices of the various meetings as required.
- (g) Serve on the Nominating Committee.
- (h) Notify the Alberta Gaming and Liquor Commission of any changes to Board Members as per APPENDIX E.

In case of the absence of the Secretary his/her duties shall be discharged by such officer as may be appointed by the Board.



Beaumont Amateur Hockey Association

Rules and Regulations

Immediate Past President

The immediate Past-President of the Beaumont Amateur Hockey Association shall be entitled to sit at all Board of Directors meetings and Executive meetings and vote as an Executive member up to a maximum period of one year.



Beaumont Amateur Hockey Association

Rules and Regulations

Registrar

Shall report to the Vice-President of Administration and:

- (a) Shall coordinate, either in person or online all player registration
- (b) Shall register all players and teams with Hockey Alberta through the Hockey Canada Registry.
- (c) May represent the Beaumont Amateur Hockey Association at the Hockey Alberta AGM and all zone meetings and handle all respective correspondence.
- (d) Shall take steps to ensure that only players properly registered with BAHA are registered to a team. Also, that no player registered with BAHA participates with any other team, regardless of the reason, except under the authority of Hockey Alberta.
- (e) May appoint an assistant registration director and may delegate authority to him/her.



Beaumont Amateur Hockey Association

Rules and Regulations

League Director

Shall report to the Vice-President of Hockey Operations and:

- (a) Shall represent the Beaumont Amateur Hockey Association at any appropriate League meetings that the Association holds membership in, and be responsible to handle all league correspondence.
- (b) Shall have the authority, through the 1st Vice-President Operations and the Director's of Minor Hockey Divisions to make decisions concerning the Association's participation in any league or in any league rules and regulations deemed necessary.
- (c) May appoint an assistant league director and may delegate authority to him/her.
- (d) Shall ensure that all game sheets are submitted as per rules of the leagues as well as tournaments and exhibition games. Shall be responsible to ensure that all disciplinary decisions of the league are enforced and complied with, informing the Coach involved, appropriate Level Director, VP Operations and the President.
- (e) Shall be responsible to ensure that all coaches and appropriate directors receive all league rules, regulations and correspondence issued.
- (f) Shall report to the Board on the status of all leagues that the Association holds membership in, and the potential for entering any other leagues that will improve and ensure that the teams compete at the highest possible level they are capable.
- (g) Shall be responsible to ensure that all representative teams league registration is complete and submitted within the proper time frame.
- (h) Shall obtain certification of BAHA Tournaments through Hockey Alberta and the appropriate Zone Chairman.
- (i) Shall obtain all travel permits through Hockey Alberta and ensure they are communicated to appropriate teams.



Beaumont Amateur Hockey Association

Rules and Regulations

Director of Competitive Hockey

The Director of Competitive Hockey shall report to the Vice-President of Hockey Operations and:

- (a) Shall be responsible for the operations of all BAHA "AA" and "A" teams
- (b) Shall inform the Equipment Director of the equipment requirements to operate the division.
- (c) Shall ensure the required ice time to successfully operate the teams within the "AA" and "A" designation.
- (d) May call group meetings and submit minutes to the Board for adoption.
- (e) Shall have the authority (through the Vice President of Hockey Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- (f) Shall consult the Vice-President of Hockey Operations to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official or member of the Association in the Competitive (AA, A) divisions.
- (g) May delegate authority to an assistant (s) in the "AA" and "A" divisions.
- (h) Shall ensure that the Coaching staff receives manuals, Rules and Regulations and any other material deemed necessary by the Board.
- (i) Shall serve on the Coaches Selection Committee.
- (j) Shall be responsible for the co-ordination of the player evaluation process in conjunction with the Vice President of Hockey Operations.
- (k) Shall ensure the player evaluation process as set out by the Beaumont Amateur Hockey Association is followed.
- (l) Shall oversee the final team selection process for all "AA" and "A" teams.
- (m) Shall be responsible to ensure that all "AA" and "A" team Coaches, Assistant Coaches and Trainers obtain proper certification.
- (n) Shall oversee the co-ordination and planning of any BAHA development session for players and coaches.
- (o) Shall ensure the affiliation procedure is communicated to all "AA" and "A" coaches and that the rules regarding player affiliation are followed.



Beaumont Amateur Hockey Association

Rules and Regulations

Atom and Up Director

The Director of Atom and Up shall report to the Vice-President of Hockey Operations and:

- (a) Shall be responsible for the operations of teams within the Atom and up divisions with the exception of the "AA" and "A" teams.
- (b) Shall inform the Equipment Director regarding equipment requirements to operate the division.
- (c) Shall ensure the required ice time to operate successful teams within the Atom and up division.
- (d) May call group meetings and submit minutes to the Board for adoption.
- (e) Shall have the authority (through the Vice-President of Hockey Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- (f) Shall consult the Vice-President of Hockey Operations to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official or member of the Association in the Atom and up division.
- (g) May delegate authority to an assistant(s) in the Atom and up division.
- (h) Shall ensure that all Coaching staff receives manuals, Rules and Regulations and any other relevant material deemed necessary by the Board.
- (i) Shall serve on the Coaches Selection Committee.
- (j) Shall monitor, review and provide input into the ice allocation process for the division.
- (k) Shall oversee and co-ordinate the player affiliation process applicable to the division teams.
- (l) Shall be responsible to ensure that all Coaches, Assistant Coaches and Trainers within the Division obtain proper certification.
- (m) Shall assist in the player evaluation process in conjunction with the Vice- President of Hockey Operations.
- (n) Shall oversee the final team selection process for the division.
- (o) Shall recruit coach candidates for all teams with in the division.
- (p) Shall work with the League Director to ensure all teams within the division are in the proper Leagues.
- (q) Shall assist the Tournament Director with all BAHA run tournaments within these divisions.



Beaumont Amateur Hockey Association

Rules and Regulations

Novice and Below Director

The Director of Novice and Below shall report to the Vice-President of Hockey Operations and:

- (a) Shall be responsible for the operations of teams within the Novice and below divisions.
- (b) Shall inform the Equipment Director, regarding the equipment requirements to operate the division.
- (c) Shall ensure the required ice time to operate successful teams within the Novice and below division.
- (d) May call group meetings and submit minutes to the Board for adoption.
- (e) Shall have the authority (through the Vice-President of Hockey Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- (f) Shall consult the Vice-President of Hockey Operations to determine potential disciplinary actions for infractions or inappropriate conduct of any coach, manager, team official or member of the Association in the Novice and below division.
- (g) May delegate authority to an assistant(s) in the Novice and below divisions.
- (h) Shall ensure that all Coaching staff receives manuals, Rules and Regulations and any other relevant material deemed necessary by the Board.
- (i) Shall serve on the Coaches Selection Committee.
- (j) Shall monitor, review and provide input into the ice allocation process for the division.
- (k) Shall oversee and co-ordinate the player affiliation process applicable to Novice.
- (l) Shall be responsible to ensure that all Coaches, Assistant Coaches and Trainers within the division obtain proper certification.
- (m) Shall assist in the player evaluation process in conjunction with the Vice- President of Hockey Operations.
- (n) Shall oversee the final team selection process for the division.
- (o) Shall recruit coach candidates for all teams with in the division.
- (p) Shall work with the League Director to ensure all Novice teams are in the proper Leagues.
- (q) Shall assist the Tournament Director with all BAHA run tournaments within these divisions.



Beaumont Amateur Hockey Association

Rules and Regulations

Director of Promotions and Fundraising

Shall report to the Vice-President of Administration and:

- (a) Shall attend the member registration and obtain names to utilize in the preparation of worker shift schedules.
- (b) Shall create and maintain worker shift schedules, finding replacements as required for Casinos and Oiler 50/50
- (c) Shall track **all** shifts worked by member of the Association.
- (d) Shall Coordinate all BAHA run fundraising events
- (e) Shall be responsible for the operation and supervision of all Casinos and Oiler 50/50 when awarded
- (f) Shall attend all Casinos association meetings
- (g) Shall work with the Treasurer to obtain required cheques for Casinos and Oiler 50/50
- (h) Shall be responsible to complete all paperwork required for Casinos and Oiler 50/50
- (i) Shall be responsible for the operation of all promotions, special events or socials that the Board may approve, including but not limited to, the BAHA Dance, Team Photos, Coach's Appreciation.
- (j) Shall be responsible for publishing dates and organization of functions.
- (k) Shall be responsible to compile a list of fundraising activities for ratification by the Board and be responsible for the completion of all approved activities.
- (l) Shall be responsible for the organization and completion of team pictures for the Association.
- (m) Shall work in conjunction with the Tournament Director for the successful operation of all Beaumont Amateur Hockey Association Tournaments.
- (n) Shall be responsible for applicable Alberta Gaming Commission licenses for BAHA functions. Maintain BAHA's gaming number in good standing.
- (o) Shall be responsible for reviewing and authorizing BAHA team function permits to ensure that gaming license financial reports are submitted in a timely manner.
- (p) Shall continue to implement and monitor the apparel program to ensure consistency throughout BAHA.



Beaumont Amateur Hockey Association

Rules and Regulations

Referee-In-Chief

Shall report to the Vice-President of Hockey Operations and:

- (a) Shall be responsible, through the Vice President of Hockey Operations, the creation of a budget for referee costs which will include pre season and regular season, Provincial and playoff games.
- (b) Shall have the authority to schedule referee clinics through Hockey Alberta.
- (c) Shall have the authority to recommend referee fees to be approved by the Board.
- (d) Shall in conjunction with the Referee Assignor set up referee schedules and assign officials as required by the teams.
- (e) Shall in conjunction with the Referee Assignor be responsible to schedule and utilize qualified referees outside the Association for his/her level of hockey assigned to ensure that representative teams have the most competent officials available.
- (f) Shall in conjunction with the Referee Assignor and the Tournament Director set up tournament budgets along with supplying officials for all BAHA sanctioned tournaments.
- (g) Shall have the authority to recommend suspension of an official on matters of conduct, competence, attire and professionalism to the North Zone Referee Committee, Vice President of Hockey Operations and the President.
- (h) Shall authorize and be responsible for the distribution of payment to the officials, in conjunction with the Vice President of Hockey Operations.
- (i) Shall, through the Vice President of Hockey Operations ensure the competence and quality of BAHA Officials through frequent meetings, briefings and possible on-ice sessions as required.
- (j) Shall attend all zone referee chief meeting(s) and have a working relationship with the Zone RIC Co-coordinator and the North Zone Referee's Committee.



Beaumont Amateur Hockey Association

Rules and Regulations

Director of Female Hockey

The Director of the Minor Hockey Division, Female, shall report to the Vice-President Operations and:

- (a) Shall be responsible for all aspects of operations for all teams within the Female division in both house and representative league play.
- (b) Shall represent the Beaumont Amateur Hockey Association at any appropriate Female League meetings that the Association holds membership in, and be responsible to handle all League correspondence.
- (c) Shall ensure that all games sheets are submitted as per rules of the Leagues as well as tournaments and exhibition games. Shall be responsible to ensure that all disciplinary decisions of the League are enforced and complied with, informing the Coach involved, 1st Vice-President Operations and the President.
- (d) Shall be responsible to ensure all team league registration is complete and submitted within the proper time frame.
- (e) Shall represent the Beaumont Amateur Hockey Association at all Hockey Alberta Female Council meetings/forums and vote on behalf of the Association.
- (f) Shall ensure that the current Hockey Alberta Rules and Regulations and the current Hockey Alberta Female Pilot Project (Rules and Regulations) are reviewed and are being adhered to.
- (g) Shall ensure that all Coaching staff receives League rules and regulations and Rules and Regulations of the Beaumont Amateur Hockey Association and any other relevant material deemed necessary by the Board.
- (h) Shall inform the Equipment Director, on a continuous basis of the equipment requirements to operate the division.
- (i) Shall ensure that the Registration Director is made aware of all carding requirements prior to carding teams.
- (j) Shall ensure the required ice time to operate successful teams within the Female division.
- (k) May call group meetings and submit minutes to the Board for adoption.
- (l) Shall have the authority (through the 1st Vice-President Operations) to enforce the Rules and Regulations of the Beaumont Amateur Hockey Association.
- (m) Shall inform the 1st Vice-President Operations of any coach, manager, team official or member of the Association in the Female division for the required action based upon incompetence or an act that they may be subjected to disciplinary action.
- (n) May delegate authority to an assistant(s) in the Female division.
- (o) May serve on the Coaches Selection Committee.
- (p) Shall oversee and co-ordinate the player affiliation process applicable to the division teams.
- (q) Shall monitor, review and provide input into the ice allocation process for the division.
- (r) Shall recruit coach candidates for all teams with in the division.
- (s) Shall oversee the final team selection process for the division
- (t) Shall work with the League Director to ensure all teams within the division are in the proper Leagues.



Beaumont Amateur Hockey Association

Rules and Regulations

- (u) Shall be responsible to ensure that all Coaches, Assistant Coaches and Trainers within the Division obtain proper certification.



Beaumont Amateur Hockey Association

Rules and Regulations

Equipment Director

Shall report to the Vice-President Operations and:

- (a) Shall submit a list of equipment requirements from the Directors of each division, and compile a cost analysis for the upcoming season and at least three (3) quotes shall be submitted to the Board of Directors.
- (b) Shall select and purchase as necessary the equipment requirements for each Minor Hockey division.
- (c) Shall periodically, through the season, meet with the Directors of the appropriate level to ensure the equipment requirements are satisfactory and in keeping with the high quality and standards that the Association maintains. (Safety at all times will not be compromised).
- (d) Shall be responsible for the disbursement of Hockey Alberta approved First-Aid Kits for each team within the Association and to establish a system whereby the contents of the kit are replenished as necessary.
- (e) Shall ensure the security of the equipment is never jeopardized and that the keys and locks that are supplied to specific teams are returned at the conclusion of the season.
- (f) Shall establish and maintain an automated inventory system to control the equipment and to conduct inventory at the conclusion of each season with a full report being submitted to the Board.
- (g) Shall be responsible for the storage, cleaning, repair and purchase of all equipment within the Association's livery.



Beaumont Amateur Hockey Association

Rules and Regulations

TOURNAMENT DIRECTOR

Shall report to the Vice-President Administration and:

- (a) Make recommendations to the Board for ratification of fees and format structure for tournaments for each level of hockey.
- (b) Shall convene, and have the authority to establish, a tournament committee, where he/she shall act as Chairperson.
- (c) Receive quotes with regards to trophies, medals and other tournament expenses for ratification by the Board.
- (d) Shall establish, and be accountable for an approved budget to run tournaments within the sanction power of the Beaumont Amateur Hockey Association, and submit to the Board, a detailed expense account of each tournament.
- (e) Shall ensure all BAHA sponsored tournaments conform to Hockey Alberta Rules and Regulations.