

**BRAMPTON YOUTH HOCKEY ASSOCIATION
RESOLUTIONS
As of MAY 31 2011**

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1.0 STANDING COMMITTEES [Amended xxxxx]

Directors may be appointed to more than one committee. The following are the standing committees of the Corporation and shall remain until dissolved by further resolution of the Board of Directors:

1.01 EXECUTIVE COMMITTEE [Amended MARCH 2011]

The Executive Committee will be comprised of the following members:

- President
- Vice-President Recreational League
- Vice-President Intra-City League
- Vice-President Representative League
- Vice-President Hockey Development
- Vice-President Special Events
- Vice-President Parent Rep
- Vice-President Planning
- Secretary
- Treasurer (non-voting)
- Referee-In-Chief (non-voting)

1.02 RECREATIONAL LEAGUE COMMITTEE [Amended JULY 2010]

The Recreational League Committee will be comprised of the following members:

- Vice-President of Recreational League (Chairperson)
- Minimum of 3 Board of Director Members

1.03 INTRA-CITY LEAGUE COMMITTEE [Amended XXXX]

The Intra-City League Committee will be comprised of the following members:

- Vice-President of Intra-City League (Chairperson)
- Minimum of 3 Board of Director Members

1.04 REPRESENTATIVE LEAGUE COMMITTEE [Amended XXXXX]

The Representative League Committee will be comprised of the following members:

- Vice-President of Representative League (Chairperson)
- Minimum of 3 Board of Director Members

1.05 HOCKEY DEVELOPMENT COMMITTEE [Amended XXXXX]

The Hockey Development Committee will be comprised of the following members:

- Vice-President of Hockey Development (Chairperson)
- Minimum of 3 Board of Director Members

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1.06 SPECIAL EVENTS COMMITTEE [Amended XXXXX]

The Special Events Committee will be comprised of the following members:

Vice-President of Special Events (Chairperson)
Minimum of 6 Board of Director Members

1.07 FINANCE COMMITTEE [Amended XXXXX]

The Finance Committee will be comprised of the minimum following members:

Treasurer (Chairperson)
President
All Vice-Presidents

1.08 BYLAW AND RESOLUTION COMMITTEE [Amended XXXXX]

The Bylaw and Resolution Committee will be comprised of the following members:

Secretary (Chairperson)
Minimum of 1 Board of Director Member

1.09 PLANNING COMMITTEE [Amended JULY 2010]

The Planning Committee will be comprised of the minimum following members:

Vice-President of Planning (Chairperson)
Minimum of 3 Board of Director Members

1.10 PARENT REP COMMITTEE [Amended JULY 2010]

The Parent Rep Committee will be comprised of the following minimum members:

Vice-President Parent Rep (Chairperson)
League Parent Representatives from Recreational, Intra-City and Representative Leagues

1.11 PARTICIPATION [Amended XXXXX]

At the first meeting of the Board of Directors following the Annual General Meeting, the President will request all directors to declare which of the committees he/she would like to participate on at that time.

1.12 MEETINGS [Amended XXXXX]

The Chairperson will convene a minimum of one monthly meeting (except the month of July unless required) with the members of his/her committee, with the exception of the Parent Rep Committee which will hold meetings as required.

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1.13 REPORTS [Amended XXXXX]

The Chairperson of each committee will prepare a written report of their respective committee meeting(s) and present the report(s) at the Executive Committee and Board of Director meetings as appropriate.

1.14 RISK MANAGEMENT COMMITTEE [Amended XXXXX]

The Risk Management Committee will be comprised of the minimum following members:

Minimum of 1 Board of Director Member

Two other independent individuals who will be appointed by the Board of Directors at the recommendation of the Executive Committee

1.15 FAIR PLAY CODE OF CONDUCT COMMITTEE [Amended XXXXX]

The Fair Play Code of Conduct Committee is a Committee whose members will be determined and appointed annually by the Board of Directors at the recommendation of the Executive Committee. The Committee will be chaired by an independent, non-elected individual currently not serving on the Board.

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2. BOARD OF DIRECTOR MEETINGS [Amended XXXXX]

2.01 RULES OF ORDER [Amended XXXXX]

All meetings will be conducted in accordance with Robert's Rules of Order in so far as they may apply.

2.02 ORDER OF BUSINESS [Amended XXXXX]

- a) Minutes of the previous meeting
- b) Correspondence
- c) Conflict of Interest
- d) Unfinished Business
- e) Treasurer's Report
- f) Committees Chairperson Report
- g) President's Report
- h) Old Business
- i) New Business

2.03 RECORD OF BUSINESS [Amended XXXXX]

The Secretary shall record the minutes of meeting. The minutes will be distributed to the Directors of the Board one week after the Board meeting.

2.04 MOTIONS [Amended XXXXX]

Resolutions:

Are to be prepared and forwarded by the Committees for presentation to the Executive Committee using a BY-LAWS AND RESOLUTIONS FORM. The Executive Committee will review and confirm, amend or return the resolution at their next Executive Committee meeting.

Proposed resolutions confirmed by the Executive Committee will be presented to the Board of Directors at the next Board of Directors meeting. The Board of Directors will adopt, amend or reject the resolution.

By-laws:

Are to be prepared and forwarded by the Committees for presentation to the Executive Committee using a BY-LAWS AND RESOLUTIONS FORM. The Executive Committee will review and confirm, amend or return the by-laws at their next Executive Committee meeting.

Proposed by-laws confirmed by the Executive Committee will be presented to the Board of Directors at the next Board of Directors meeting for consideration at the next Annual General Meeting.

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2.05 DISCIPLINE [Amended XXXXX]

Any Director who acts in an abusive manner towards any other member of the Board will be dismissed from the meeting by the meeting Board Chairperson.

2.06 NOTICES [Amended XXXXX]

All notices of motion and other business shall be submitted in writing to the Secretary no later than one week prior to the scheduled Board of Directors meetings. An agenda for the scheduled Board of Directors meeting shall be circulated at least one week in advance of a scheduled Board of Directors meeting.

2.07 FREQUENCY OF BOARD MEETINGS [Amended XXXXX]

The Board of Directors shall meet at least four times per year.

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3. DUTIES [Amended XXXXX]

3.01 PRESIDENT [Amended XXXXX]

The President shall, when present, preside at all meetings of the Members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary and/or Treasurer shall have signing authority on behalf of the Corporation. The President shall be an ex-official Member of all committees of the Corporation.

3.02 SECRETARY [Amended XXXXX]

The Secretary shall be the clerk of the Board of Directors and shall attend all meetings of the Board and record all facts and minutes of all proceedings in the books kept for that purpose. The Secretary shall also give all notices required to be given to Members and to Directors. The Secretary shall have signing authority with the President and/or the Treasurer. The Secretary shall also perform such other duties as may from time to time be designated by the Board of Directors.

3.03 TREASURER [Amended XXXXX]

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account. The Treasurer shall also be responsible for depositing all monies of the Corporation in such banks as may from time to time be designated by the Board of Directors. The Treasurer shall have signing authority with the President and/or the Secretary. The Treasurer shall also pay all accounts as approved by the Board of Directors and prepare and submit financial statements monthly and at the Corporation's financial year-end.

3.04 VICE-PRESIDENTS

The primary function of the Vice Presidents is to see that the By-Laws, Resolutions and Operation Policies and Procedures are carried out in accordance with BYHA, OMHA and CHA policy.

a) VICE-PRESIDENT - REPRESENTATIVE LEAGUE [Amended XXXXX]

The Vice President for Representative Teams shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall oversee the complete operation of the representative teams, including assisting the registrar with team registration and carding.
2. Shall appoint Representative Convenors and have the authority to suspend them if necessary.
3. Shall oversee player and coach discipline and suspensions.

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4. Shall represent the Association at all OMHA and representative league meetings.
5. Shall be the liaison between the Association and OMHA.
6. Shall be the liaison between the Representative League and the Executive Committee and Board of Directors.
7. Shall assist the Special Events Committee in selecting the various representative recipient awards.
8. Shall assist in maintaining and updating the Representative Resolutions in conjunction with the Bylaw and Resolution Committee.
9. Shall prepare an annual assessment of the rep fee surcharge and the playoff gate fee in conjunction with the Finance Committee.
10. Prepare a yearly plan inclusive of a Representative Budget.
11. Shall attend Executive and Board meetings with a prepared written monthly report on leagues under her/his jurisdiction, or have a replacement present with a report.
12. Shall approve all league schedules, exhibition games and tournaments.

b) VICE-PRESIDENT - INTRA-CITY LEAGUE [Amended XXXXX]

The Vice President for Intra-City Teams shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall oversee the complete operation of the Intra-City teams including assisting the registrar with team registration and carding.
2. Shall appoint Intra-City Convenors and have the authority to suspend them if necessary.
3. Shall oversee player and coach discipline and suspensions.
4. Shall represent the Association at all OMHA and representative league meetings.
5. Shall be the liaison between the Association and OMHA.
6. Shall be the liaison between the Intra-City League and the Executive Committee and the Board of Directors.
7. Shall assist the Special Events Committee in selecting the various Intra-City recipient awards.
8. Shall assist in maintaining and updating the Intra-City Resolutions in conjunction with the Bylaw and Resolution Committee.

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9. Shall prepare an annual assessment of the Intra-City fee surcharge and the playoff gate fee in conjunction with the Finance Committee.
10. Prepare a yearly plan inclusive of an Intra-City Budget.
11. Shall attend Executive and Board meetings with a prepared written monthly report on leagues under her/his jurisdiction, or have a replacement present with a report.
12. Shall approve all league schedules, exhibition games and tournaments.

c) VICE-PRESIDENT - HOCKEY DEVELOPMENT [Amended JULY 2010]

The Vice President for Hockey Development shall perform those duties as prescribed by the Board of Directors and the President and which may consist of but not limited to:

1. Shall oversee the complete operation of the Hockey Development Programs consisting of:
 - a) Hockey School and Mini Troopers
 - b) NCCP Coaches and Trainers clinics
 - c) Goalie School
 - d) Skills and Power Skating
 - e) Special Skill Programs
 - f) Hockey Library
2. Shall appoint Hockey Development Directors to organize, manage and implement each program and have the authority to suspend them if necessary.

The Directors:

- a) Shall be responsible for obtaining player registrants from registration.
 - b) Shall ensure the players are allocated a proper ice session.
 - c) Shall conduct a pre-season instructors' meeting.
 - d) Shall ensure instructors have attended an initiation clinic.
 - e) Shall distribute instructor and parent manuals.
 - f) Shall assemble instructor player evaluation sheets.
 - g) Shall co-ordinate with Recreational League Directors - players of greater ability to move up to the Recreational League.
3. Shall assemble a Hockey Development Committee that can be carded at large to assist teams in practices or behind the bench.
4. Shall undertake player movement evaluations in conjunction with the VP of Representative.

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5. Shall undertake a yearly parent coach questionnaire in conjunction with the Parent Committee.
6. Shall oversee the operation of the Special Needs Program (see Resolution 31).
7. Shall assist in maintaining and updating the Hockey Development Resolutions in conjunction with the Bylaw and Resolution Committee.
8. Shall prepare a yearly plan inclusive of a Hockey Development Budget.
9. Shall attend Executive and Board meetings with a prepared written monthly report on leagues under her/his jurisdiction, or have a replacement present with a report.

d) VICE-PRESIDENT - RECREATIONAL LEAGUE [Amended JULY 2010]

The Vice-President of the Recreational League shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall oversee the complete operation of the Recreational League teams including assisting the registrar with team registration and carding.
2. Shall appoint Recreational League Convenors and have the authority to suspend them if necessary.
3. Shall appoint coaches, trainers and managers and any other personnel required to operate teams in the league and have the authority to suspend them if required.
4. Shall oversee player and coach discipline and suspensions.
5. Shall represent the Association at all OMHA and Recreational League meetings.
6. Shall be the liaison between the Association and OMHA.
7. Shall assist the Special Events Committee in selecting the various Recreational League recipients of awards.

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8. Shall be the liaison between the Recreational League and the Executive Committee and Board of Directors.
9. Shall assist in maintaining and updating the Recreational League Resolutions in conjunction with the Bylaw and Resolution Committee.
10. Shall plan and organize a December hockey tournament in conjunction with the Special Events Committee.
11. Shall prepare a yearly plan inclusive of a Recreational League Budget.
12. Shall attend Executive and Board meetings with a prepared written monthly report or have a replacement present with a report.
13. Shall approve all league schedules and tournaments.

e) VICE-PRESIDENT - SPECIAL EVENTS [Amended xxxxx]

The Vice-President of Special Events shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall oversee the complete operation of all BYHA awards (see Resolution10).
2. Shall be responsible for the annual equipment sale and the proper storage, repairing and cleaning of equipment and shall make recommendations to the Board regarding equipment changes (see Resolution 15).
3. Supervise the organization of all BYHA sponsored tournaments including coordinating and assisting the various organizing tournament committees (see Resolution 27).
4. Shall assist in maintaining and updating Special Events Resolutions in conjunction with the Bylaw and Resolution Committee.
5. Shall be responsible for the Annual Executive dinner.
6. Shall be responsible for the Annual General Meeting.
7. Shall be responsible for the Annual Information Meeting.
8. Shall be responsible for coordinating appointment of Honorary Life Members (see Resolution 22).

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9. Shall prepare a yearly plan inclusive of a Special Events Budget including an equipment and tournaments budget.
10. Shall attend Executive and Board meetings with a prepared written monthly report or have a replacement present with a report.

f) VICE-PRESIDENT - PARENT REP [Amended xxxxx]

The Vice-President for Parent Rep shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall oversee the complete operation of the Parent Reps.
2. Shall be the Chairperson of the Parent Rep Committee, which shall be comprised of the elected League Parent Representatives from the Recreational League, Intra-City, and Representative Leagues.
3. Shall be the Liaison between the Parent Reps and the Executive Committee and Board of Directors.
4. Shall be responsible for ensuring that each League Parent Rep Committee holds at least two meetings during the course of each season.
5. Shall assist in maintaining and updating the Parent Resolutions in conjunction within the Bylaw and Resolution Committee.
6. Prepare a yearly plan inclusive of a Parent Rep Budget.
7. Shall attend Executive and Board meetings with a prepared written report or have a replacement present with a report.

g) VICE-PRESIDENT - PLANNING [Amended xxxxx]

The Vice-President for Planning shall perform those duties as prescribed by the Board of Directors and the President which may consist of but not limited to:

1. Shall be the Chairperson of the Planning Committee.
2. Shall assist in maintaining and updating the Resolutions in conjunction with the Bylaw and Resolution Committee.
3. Prepare a yearly plan inclusive of a Planning Budget.
4. Shall attend Executive and Board meetings with a prepared written report or have a replacement present with a report.

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3.05 LEAGUE CONVENORS [Amended JULY 2010]

The League Convenors shall assist the Representative, Intra-City and Recreational Leagues Vice Presidents to ensure that all teams comply with OMHA Regulations and Policies and the BYHA Resolutions.

Shall perform those duties as prescribed by the Board of Directors and the Vice Presidents which may consist of but not limited to:

- a) Shall be in charge of his/her respective league and responsible for all team activities of the teams within the league.
- b) Shall assist with the registration for his/her league and conduct the draft for the selection of teams.
- c) Shall have the authority to enforce the resolutions of the BYHA.
- d) Shall be present, when possible, at games in the league they represent.
- e) Shall maintain league standings.
- f) Shall check to ensure that all team officials are properly certified in accordance with BYHA Hockey Development Certification Program and OMHA Trainers and Coaches Certification program.
- g) Shall check to ensure that all injuries are reported in accordance with BYHA Trainers Resolution and OMHA Trainers Certification Program.
- h) Shall distribute and collect the player rating sheets for each league before the first game of the playoffs.
- i) May intervene if any player does not receive a reasonable amount of playing time.
- j) Shall be responsible for the welfare of teams under their jurisdiction.
- k) Assist the Vice Presidents to prepare a yearly plan.

3.06 REFEREE-IN-CHIEF [Amended MARCH 2011]

The Referee-In-Chief shall be appointed by the Executive Committee and be a member of the Executive Committee. The Referee-In-Chief is responsible for the recruitment, training and the assignment of the duties of all referees. The Referee-In-Chief will be a non-voting member of the Executive Committee.

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3.07 LEAGUE PARENT REPRESENTATIVES [Amended JULY 2010]

The elected League Parent Representatives from the Recreational, Intra-City and Representative Leagues parent committees shall become Board of Directors and form part of the Parent Committee chaired by the Vice-President of Parent Rep.

The League Parent Representatives shall perform those duties as directed by the Board of Directors and consist of but not limited to:

- a) Shall be the liaison between the Vice-President Parent Rep and their respective League Parent committee.
- b) Shall perform the duties as required by the Vice-President Parent Rep.
- c) Shall prepare a monthly written report to the Vice-President Parent Rep on their Parent Committee activities.

3.08 TEAM PARENT REPRESENTATIVES [Amended xxx]

All BYHA teams shall have a Parent Representative. The duties of the Parent Representative are:

- a) Shall be the liaison between the parents of the team and the team officials.
- b) Shall be the liaison between the team and the elected league representative.
- c) Shall assist in resolving team disputes and concerns.
- d) Shall be a member of a League Parent Committee and attend such meetings as required.

3.09 ICE SCHEDULER [Amended JULY 2010]

The Ice Scheduler shall perform those duties as directed by the Board of Directors and as contained in the Job Description.

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4. GENERAL [Amended XXXX]

The Corporation shall operate under all C.H.A., O.H.F., O.M.H.A. manuals of operation and the Corporation Bylaws and Resolutions as published.

4.01 NAME [Amended JULY 2010]

The organization shall be known as the Brampton Youth Hockey Association and hereinafter shall be referred to as the BYHA with a mailing address of 8950 McLaughlin Road South, Building "D", Brampton, Ontario L6Y 5T1

4.02 AIMS AND OBJECTIVES [Amended XXXX]

- a) To foster the maximum opportunity for youth to participate in amateur hockey;
- b) To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental and social well being;
- c) To sponsor and promote activities and programs as may contribute to the skill development of the players and financial welfare of the Corporation.

4.03 AFFILIATION [Amended XXXX]

- a) The BYHA shall cooperate with the City of Brampton Parks and Recreation Department and maintain a partnership in the City's Minor Sports Affiliation.
- b) The BYHA shall review, annually, its membership in the Ontario Minor Hockey Association and any potential membership and/or affiliation with other hockey associations deemed beneficial to BYHA.

4.04 POLICE CHECKS [Amended XXXX]

All volunteers of the Brampton Youth Hockey Association must consent to obtain a Police Check. The Police check must be submitted to the President of the Brampton Youth Hockey Association in accordance with the dates established by the various League Committees.

The BYHA will submit the applications to the Region of Peel Police and will notify the Coaching staff members when and where to pick up their individual Police Checks. The Police Checks must be picked up and be submitted to the President within 14 days from the time BYHA notifies the Coaching staff that the Police Checks are ready to be picked up from the Region of Peel Police.

Anyone found not to be a suitable volunteer shall be notified by the President and he/she shall be asked to withdraw from their position.

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4.05 COACH'S DUTIES AND RESPONSIBILITIES [Amended JULY 2010]

- a) The Coach shall be held responsible and accountable for all activities of his team.
- b) It is recommended that all *Recreational* League Coaches (minor peewee and older) attain their N.C.C.P. Coach level certification.

All Recreational League Coaches and assistant Coaches (atom and below including mini troopers)) must obtain certification in accordance with the Resolutions by the Hockey Development Committee.

All Representative Coaches and assistant Coaches must obtain certification requirements in accordance with the Resolutions by the Hockey Development Committee.

All teams must have a NCCP certified Trainer.

- c) During League play, all novice Recreational League Coaches are permitted to Coach their team from the ice subject to the approval of the Recreational League Convenor.
- d) Team rosters are to be submitted to the various League Convenors and/or Vice Presidents on the dates set out in the Recreational, Intra-City and Representative League Resolutions.
- e) All Coaches shall be expected to conduct the affairs of their teams according to the various League Resolutions.
- f) Coaches are expected to develop and maintain an awareness of good conduct among their players while in competition.
- g) Coaches must endeavour to instil good sportsmanship in their players while teaching the basic hockey skills.
- h) Ratings of each player on the team must be completed before the start of the playoffs and submitted to the League Convenor.
- i) A report of the team's financial affairs is to be presented to the it's League Committee and to team parents in accordance with the Resolutions of the League.
- k) Coaches are to ensure that team members refrain from substance abuse while representing the BYHA.

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4.06 MOVEMENT OF PLAYERS [Amended JULY 2010]

- a) All Representative Teams shall declare their number of players in accordance with the Resolutions of the Representative Committee. Coaches shall not be allowed to reduce these numbers for the duration of the playing season. EXCEPTION: In unusual circumstances during the season a team may decrease their roster by 1 player with the approval of the Representative Committee.
- b) Only CHA /OMHA carded players registered with BYHA may be affiliated with Travelling Teams. (AAA, AA, A, AE, Select and Intra-City).
- c) Movement of players between the AAA, AA, A, AE and Intra-City Leagues shall be governed by the O.M.H.A. and BYHA Resolutions. The AA, A, AE and Intra-City teams are to be considered as feeder teams. Therefore, players in these leagues are required to move up to the AAA, AA, A, and AE teams if they are requested to do so unless unusual circumstances are apparent. Recreational League players are not required to move up to a Representative team unless it is their wish to do so. Unusual circumstances shall be determined by the Representative Committee. Refusal to move up without unusual circumstances being apparent may result in assignment of the player to another team by the Representative Committee.
- d) Intra-City teams have access to players in their lower leagues until the Recreational League draft takes place. All requests for player movement must be submitted, in writing, and approved by the Recreational League Committee.
- e) All movement of players between AAA, AA, A, AE and Intra-City, from the date the team roster is set to November 1st of the current season shall be on a one-for-one basis. After that date, with application to the Representative Committee, a Coach may be granted permission, on a one for one basis, to move a player until January 10 as per OMHA Rule 22.1. EXCEPTION: Should a player fail to report to his/her team, Resolution 4.06 a) shall apply. All player changes must be approved by the Representative Committee.
- f) Any player who is affiliated with a higher team must honour their commitments to the team they are "carded" or "rostered" with first.
- g) If a player removes himself from a team before January 1, he may be assigned to a lower team as determined by the Executive Committee. If there is no vacancy in the league to which the player is assigned, such player forfeits the right to play hockey.

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4.07 REPRESENTATIVE TEAM ALLOWANCE [Amended xxxxx]

- a) All Representative teams playing in O.M.H.A. play downs outside their group may make application, in advance, be reimbursed travel expenses up to a maximum of \$1,000.00 with receipts; e.g. bus rental, provided funds are available.
- b) The BYHA shall support expenses incurred by carded team members competing for All-Ontario Championships subject to the extent possible with available funds and or fund raising projects up to a maximum of \$3,000.00 with receipts and advance request.

4.08 MEDICAL INFORMATION, INJURIES AND REPORTS [Amended July 2010]

- a) The team official listed as Trainer must prepare, in co-operation with the parents, a medical information sheet on each player. Copies of the medical information must be present at all exhibition, league and playoff games and practices.
- b) The Trainer must prepare an Emergency Action Plan. The Trainer is the person in charge in all situations involving injuries. The Trainer must identify and assign the duties of the call and control persons.
- c) The Trainer must prepare on OMHA case/accident report for all serious injuries.

The case/accident reports must be completed for any team player or any other person in an OMHA activity.
- d) For the purposes of defining a serious injury, BYHA has elected to classify those injuries (suffered during BYHA/OMHA activities) requiring medical attention involving:
 - 1. Hospitalization,
 - 2. Physical and/or treatment received at an emergency unit at a hospital or walk-in clinic,
 - 3. Any visit to a family practitioner for a physical and/or treatment,
 - 4. Any incident (on or off ice) that results in a player leaving the facility or unable to continue play.
- e) The Trainer must submit the completed OMHA case/accident reports to its Committee Chairperson within 48 hours from the time the injury occurred.

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5. REPRESENTATIVE

5.01 DEFINITION [Amended JULY 2010]

BYHA Representative Teams (referred to throughout as “Rep”) are those teams in the Central and Tri-County leagues. The Central teams are the first teams and are classified as AAA and shall consist of players having the best hockey skills in each group. The Tri-County teams are structured feeder teams and are classified as AA, A and AE.

5.02 GENERAL [Amended SEPT 2009]

- a) Representative teams shall be selected by the Coaches with assistance from the Representative Committee if required;
- b) All Rep Teams in each age group must carry the minimum number of players in accordance with resolutions by the Hockey Development Committee;
- c) All shall wear white sweaters for home games and the color designated by the BYHA for away games:
- d) Only eligible rostered team players and officials are allowed on the bench. Team players that are injured and not playing must wear full equipment and be listed on game sheet, if they are on the bench;
- e) Before any exhibition or a league game can be played, a carded (Hockey Canada official certificates) Coach and Trainer must be present on the team bench;
- f) The Head Coach is responsible to BYHA for the team’s conduct during the season;
- g) All players and team officials are to abide by the BYHA Resolutions and the OMHA Manual of Operations. Any team official or player found in violation shall be brought forward to Representative Committee;
- h) All commitments in these resolutions are subject to ice time limitations and/or budget restrictions;
- i) No team official is to contact the Ontario Minor Hockey Association (OMHA) Secretary-Manager or the Central or Tri-County and I/C OMHA Convenors or executive. All transactions must be carried out through the BYHA Convenor or, if he/she is not available, the Rep Committee Chairperson;
- j) The team official listed as Manager must submit game sheets to the BYHA Rep Convenor within 48 hours of completion of the game;

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- k) Failure by team officials (Coach, Assistant Coach, and Manager) to pay expenses incurred shall be suspended from being involved with any team within BYHA until such time as the expenses are paid in full;
- l) All matters concerning teams shall be addressed by the Rep Committee of the BYHA. All concerns regarding Rep Teams shall follow the following decision making process listed below;
 - a) Parent Representative/Parents
 - b) Coach or Manager
 - c) League Convenor
 - d) Vice President
 - e) Executive Committee
 - f) Board of Directors
- m) Any substance that would significantly enhance a player's performance is prohibited. Team officials shall be held responsible to ensure that no enhancement substance is used.

5.03 PLAYER ELIGIBILITY [Amended xxxxx]

- a) A resident player should be registered with BYHA for the current season to be eligible for a rep team;
- b) A non-resident player from the Lake Ontario Region regardless of age must provide a Permission to Skate from his/her home centre before participating in rep team tryouts;
- c) A non-resident player from other than the Lake Ontario Region regardless of age must provide an OHL Form 1 Waiver from his/her home centre and any required centre before participating in AAA team tryouts;
- d) An affiliated player must be listed on a team affiliation player list. Prior to the affiliation playing, the affiliation player list must be submitted to the Rep Committee for submission to the Ontario Minor Hockey League (OMHA), Rem. Players can be added to the list prior to Jan. 10th of the current season, however, once on a list, the player cannot be deleted as per OMHA Rule 23;
- e) No player can be affiliated to two teams at the same time;
- g) Only eligible players who have signed Hockey Canada (HC) player certificate (player cards) that have been submitted per item 5(g) approved and returned can participate in any league tournaments or exhibition games;

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- g) Players who have not played on rep teams in the past two seasons must have their birth certificates accompany their HC player certificates;
- h) Players who moved to Brampton from another centre must have their parents fill in a Residency Form, which is to be submitted along with their HC Player Certificate.
- i) Novice AAA, AA, A representative teams are prohibited from carding non resident players.

5.04 TRYOUT PROCEDURES [Amended xxxxx]

- a) Official rep tryout dates shall be established by the Ice Scheduler and announced in the local news media;
- b) All eligible players must attend tryouts in their respective age group before attending tryouts in any other age group;

BYHA shall provide tryout pinnies. Team officials of the first teams shall be held responsible for the pinnies until they have been given to the second teams. Team officials of the second team(s) are responsible for the pinnies until they have been given to the third team. Team officials of the third team are responsible for the pinnies until they have been returned to BYHA. The cost of replacing missing pinnies shall be charged to the last team to have possession;

- c) No tryouts can take place prior to the dates established by the Rep Committee. Team officials can schedule ice time prior to the registration and tryouts for the purpose of preseason conditioning. The team official arranging the ice time is responsible for all costs incurred and must obtain permission from the BYHA.
- d) All tryout fees shall be determined by the Rep Committee in conjunction with the Finance Committee. All costs associated with tryout ice are to be borne by the BYHA and all revenues associated with tryout ice are revenues of the BYHA and not of the individual team on whose behalf the tryout occurs.

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5.05 PLAYER RELEASE/MOVEMENT [Amended xxxxx]

It is essential that all players receive a fair and honest assessment of their abilities and that the utmost care and consideration be given to avoid damaging the self esteem or confidence of the player.

The following is intended to provide all coaching staff with the BYHA's expectations for the release of a minor hockey player.

a) DURING TRYOUTS

In the early rounds of tryouts players should be released by a simple thank-you letter stating that the player does not meet the expectations required for the position he is trying for. Instructions for reporting to the next lower level tryout should be included. The last 5-7 players or any player who was on the previous year's roster is to be given a brief, in-person, and private meeting with the Coach and Assistant Coach and receive clear and concise reasons for his release. **UNDER NO CIRCUMSTANCES IS A PLAYER TO BE CUT BY A TELEPHONE CALL.**

b) DURING REGULAR SEASON

Before a player is released, the Coach should have already made indications to the player that the possibility of being sent down exists.

1. Resident Players

Minor Novice to Bantam

Carded team resident players can only be released on a one-for-one basis up to November 1st. After November 1st, there shall not be any player movement without the approval, in writing, from the VP of Representative. See 4.06 e) Midget to Juvenile Carded team resident players can only be released on a one-for-one basis up to November 1. After November 1st, there shall not be any player movement without the approval, in writing, from the VP of Representative. See 4.06 e) Player changes may only be made with the team in the next lowest level category i.e. Central from Tri-County.

If a player quits, is injured or leaves the team for any reason, that player may be replaced with the approval of the VP of Representative.

2. Import Players

Rostered team import players can only be released up to November 1 with approval, in writing, from the VP of Representative.

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Recommended Steps

1. Identify the new player you want to replace the intended released player.
2. Approach the Coaching staff of the new player and inform them of your intentions.

Co-operation between the AAA, AA, A and AE team officials is important. Be absolutely sure, before a player card is filled out, that the player wants to play for the higher rated team. Ensure that the team officials of the lower rated team are aware of the contemplated change before you talk to the player. **TEAM OFFICIALS MUST ENCOURAGE PLAYERS TO MOVE UP. DON'T HOLD THEM BACK.**

3. Approach the prospective player and his parents to ensure that they have no objections to joining your team.
4. Once a replacement player is secured, expediently as possible, set up a private meeting with the player to be released and his parents. Be clear and brief in your meeting, explaining only the performance related reasons for the release and where the player is to report. **AVOID NEGATIVE CRITICISMS AND CONFRONTATIONAL DISCUSSIONS AT THIS TIME.**
5. Once the player movement process is complete, the Coach must arrange for new HC player cards to be signed and a new team roster prepared. The HC cards and roster must be submitted to the OMHA prior to the players playing on their new teams.

Releasing a player is a difficult situation for everyone involved and it is critical that the Coach conduct himself accordingly.

5.06 SIGNING OF PLAYERS [Amended xxxxx]

- a) The OMHA shall issue twenty HC player certificates and five team HC official certificates for the Bantam age level and below. The OMHA shall issue BYHA twenty-five cards per team for the Juvenile and Midget rep teams. The BYHA shall issue each team only enough cards as required to card the active players and officials;
- b) The team official listed as the Manager must fill out all CAHA player certificates following the procedure as outlined herein;

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- c) No player can be rostered to two teams;
- d) All player names on the team rosters must register with the BYHA prior to signing HC player certificates;
- e) Team officials must inform the Rep Committee of the 17 selected players by the date established by the Rep Committee;
- f) No team can register an import player after December 15th of the current hockey season.

5.07 PLAYER CLASSIFICATION AND CERTIFICATES [Amended xxxxx]

- a) Each rep team can card a maximum of nineteen players. A player list must be submitted to the Rep Committee;
- b) To move a player from a AAA team to a AA team and from AA to A, an A team to AE team, an AE team to I/C team and I/C to Recreational League, follow procedure for Player Release/Movement of player(s). The higher team shall submit the player card to the BYHA, which shall be forwarded to the OMHA. At the same time, the team official of the lower rated team must submit to BYHA a signed card for his team player;

Co-operation between the AAA, AA, A and AE team officials is important. Be absolutely sure, before a player card is filled out, that the player wants to play for the higher rated team.

Ensure that the team officials of the lower rated team are aware of the contemplated change before you talk to the player. **TEAM OFFICIALS MUST ENCOURAGE PLAYERS TO MOVE UP. DON'T HOLD THEM BACK.**

- c) HC Player Cards:
 - 1. Branch: OMHA (not BYHA)
 - 2. PLAYED LAST YEAR: the rep team the Player may have played on previously - Brampton AAA or AA plus age group (Bantam, M. Peewee etc.);
 - 3. RESIDENT AT ABOVE ADDRESS: show the year the player commenced living at that address - not the number of years;
 - 4. Players name should be the name he will use to sign the card and also the name on his birth certificate;
 - 5. Any player being carded with HC for the first time must submit a birth certificate with his card.

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5.08 MOVEMENT OF AAA UNDERAGE AND IMPORT PLAYERS [Amended xxxxx]

If a Coach, during tryouts, wishes to sign an underage or import player, he must adopt the following procedure.

- a) Advise the team official of the underage player that there may be a potential movement;
- b) The team official must apply in writing to the AAA Rep Convenor or VP for approval to sign an underage player after completing two (2) tryouts;
- c) An underage or import player must be rated in the top 5 players of the team and played accordingly. A review committee made up of the AAA Rep Convenor and a member of Hockey Development shall rate the underage player relative to the other team members and recommend placement to the VP of Representative;
- d) A maximum of one underage player may be recommended by the review committee for placement;
- e) The parents of the underage player must approve the player movement.

5.09 USE OF AFFILIATED PLAYERS [Amended xxxxx]

Rep teams must follow the procedure herein to use affiliated players when players are needed to fill in for injuries, sickness etc:

- a) Contact the team official for permission to use the player;
- b) Team official, in need of a player is to contact the player in question and ask him if he wants to play for the higher rated team and get parent permission;
- c) Prior to January 10th, any affiliated player may play for a higher rated team. The player must be listed on the game sheet and add "AP" beside his name. The manager must also have the AP Roster in his/her possession. For tournaments, the original player card must accompany player;
- d) After January 10th an affiliated player may only play five games for the higher rated team (major age group only) without becoming a full time player. The only exception would be a Goalie who sits on the bench as back up and does not play. The referee must make note of this situation on the game sheet;
- e) A rep team may only affiliate players from two sources: (1) Vertically – one immediately lower rated team (eg. AAA Atom to AA Atom), (2) Horizontally – one similarly rated team (eg. AAA Atom to AAA Minor Atom) and (3) Vertically – two immediately lower rated teams (eg. AAA Atom to A Atom) with the permission of the Rep Committee only.

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5.10 PRACTICES [Amended xxxxx]

- a) Ice provided by BYHA for practice times must be used to further the players' skill development;
- b) Rep teams are required to manage its own practice time. If a team is unable to use its ice, it can either be traded to another team or it may be returned to the Ice Scheduler;
- c) Additional ice time for practices/exhibition games may be booked through the Ice Scheduler and the team shall be billed accordingly.

5.11 EXHIBITION GAMES [Amended xxxxx]

- a) The Rep Convenor must approve all exhibition games. Team officials must submit to the Rep Convenor a Travel Permit at least two weeks in advance of the date of the exhibition game. Some exceptions may apply to the time frame;
- b) Players that are either carded to the team or listed as an AP of the team may participate in exhibition games;
- c) Team officials are required to balance practices and exhibition games to ensure continued player skill development. In addition, team officials should consult with the parent representative to ensure that the number of games to be played meet with their approval. Abuse of the number of exhibition games played shall result in the team forfeiting the right to play exhibition games;
- d) Team officials must book referees for exhibition games through the BYHA referee scheduler;
- e) Team officials must advise the arena manager of all scheduled exhibition games;
- f) Exhibition games may be curfew to the precise ice time allocated. Game regulation as per OMHA handbook section 28;
- g) OMHA game sheets must be completed for all exhibition games. The referees are to submit their copy to the Referee-In-Chief along with the appropriate copy of the approved Travel Permit;
- h) Exhibition games can only be played between teams of the same age and classification.

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5.12 TOURNAMENTS-CENTRAL AND TRI-COUNTY LEAGUES [Amended xxxxx]

- a) Team officials must submit a list of the team's tournaments to the Rep Committee and the Ice Scheduler by the date established by the Rep Committee. AAA may only attend a maximum of 6 tournaments. AA may only attend a maximum of 5 tournaments. A and AE may only attend a maximum of 4 tournaments. No team shall participate in more than 3 regular season tournaments. The maximum number of tournaments include pre-season, Christmas, March Break and Post Season;
- b) Team officials must submit a Travel Permit for approval by the **BYHA Office** prior to making application to the tournament centre;
- c) No rep team is permitted to enter concurrent tournaments;
- d) Only rostered players can participate in tournaments;
- e) The team roster, including the AP list, must be taken to all tournaments.
- f) Tournaments outside OMHA area require the approval of the OMHA. The appropriate OMHA fee should be submitted with the Travel Permit request to the General Manager. Allow sufficient time for the permit to be issued.

5.13 EQUIPMENT [Amended May 2009]

- a) The Central and Tri County teams will place orders and pay the BYHA for its players sweaters and socks;
- b) The team sweaters and socks are not to be used during practices;
- c) Team officials are responsible to ensure the co-ordination of colours. No mixing of colours is permitted. Further disciplinary action may be taken;
- d) Team officials are responsible to ensure that the players wear black hockey helmets, pants and gloves unless special approval is given by the BYHA Rep Committee, with the exception of goaltenders' helmet, pads, blocker and catcher;
- e) BNQ-approved throat protectors and approved coloured mouth guards are compulsory, and must be worn at all times when on the ice. (practices, games) If found in violation, Coach and Player shall face discipline;
- f) All on-ice personnel must wear a CSA approved helmet when on the ice surface. Failure to do so will result in disciplinary action as per OMHA Safety and Risk Management guidelines;

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- g) All sponsor bars must be placed below the jersey number and the player name bars must be placed above the jersey numbers.

5.14 PENALTIES AND TEAM MANAGEMENT [Amended xxxxx]

- a) Any team official who is ejected from a game for any reason shall be suspended for that number of OMHA league games or playoff games, as provided by the Rules and Regulations of OMHA and/or BYHA;
- b) Any player not rostered or subject to suspension or a team official subject to suspension that has signed a game sheet shall result in:
 - i) the game being awarded to the opposing team;
 - ii) multiple game suspensions to the team officials.

5.15 PUBLICITY [Amended xxxxx]

- a) The team official listed as Manager is responsible for submitting the game results to the media. All game results are to be reported;
- b) A brief summary should be written noting any highlights and/or exceptional play using the Brampton Guardian Sports Report Form (available at the BYHA office);
- c) Use the players' first name in all media reports;
- d) Keep your sponsor informed - notify the sponsor of the team's activities and provide a copy of your schedule;

5.16 DRESS REQUIREMENTS [Amended xxxxx]

- a) All players and team officials who are members of BYHA shall dress in a neat and clean manner that is a positive reflection of the Brampton Youth Hockey Association;
- b) At the first parent meeting, team officials must explain the above and request the parents to set the dress standards.

5.17 FUNDRAISING [Amended xxxxx]

- a) All team fund-raising activities (i.e. dances, etc.) require written permission from the Representative Committee;
- b) Team fund-raising activities must be restricted to the immediate team families and their associates. There should be no open promotion at the arenas, nor should there be door-to-door canvassing within the community without BYHA permission;
- c) Teams must not contact their sponsors for further financial support.

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5.18 TEAM BUDGETS/FINANCIAL STATEMENTS [Amended xxxxx]

- a) The team official noted as Manager shall submit to the BYHA office, no later than June 30th, a budget for their team's anticipated income and expenses for the upcoming season. A copy of this budget must be provided to, and approved by the parents, at the first team meeting as outlined in 5.28. It is expected that the approved budget will be adhered to throughout the year. Should any increases in the budget be required, they cannot exceed the maximum amount allowed by the league. A Parent from each family on the team **MUST** sign the budget approval form before the budget is submitted to the BYHA. Any major increases must be reviewed and approved in advance by a majority of the parents on the team.

- b) Each team is required to supply an interim financial statement on to the Representative Committee on the following dates:
 - i) Mid Season Financial Statements as of November 30th – submitted no later than December 31st

 - ii) Final Financial Statements as of April 30th - submitted no later than May 31st.

Copies must also be provided to the parents of the team at the same time.

- c) An account must be set up for the receipt and disbursement of team funds. This account must require dual signatures for all cheques and withdrawals. The signing officers must be the Parent Rep, team manager and at least one other parent not related to any staff members. When the manager is related to any of the coaching staff, the Parent Rep should review and approve all cheques issued by the team. Receipts must be issued for all monies received.

- d) Non-compliance with any of the above DATES OR CONDITIONS will result in the immediate suspension of the Coach.

5.19 TEAM MONEY COLLECTION [Amended xxxxx]

Teams should collect post-dated cheques from the family of each player so that the total amount of the specific team's budget, up to the League maximum, will be available for Team use in the Team's bank account by October 1st of the current season. These fees will be hereby referred to as "Team Fees."

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5.20 TEAM REFUNDS DURING THE SEASON [Amended xxxxx]

A "Refund During The Season" is defined as and applies to any changes that involve the player moving to a lower or higher level by way of a mutual agreement of the team and parent or based on a decision made by his/her parent(s), or at the discretion of the Representative Committee, herein after referred to as "Refund(s)." All monies generated through fundraising and/or sponsorships for the team shall be considered raised on behalf of the team and not belong to any individual player. As such, these funds are to be used by the team, along with Team Fees paid by the player/player's family, to fund team expenses proportionally. Any fundraising/sponsorship monies in excess of this are to remain with the team and are not to be included in any Refunds. Any and all Refunds are to be based solely on the Team Fees paid by that player/player's family. Deductions from their Team Fees will be based on the team expenses while that player was based on the team. Team expenses will be assumed to be paid for by both fundraising / sponsorships and Teams Fees on a proportional basis, for purposes of calculating a Refund.

Refunds should be based on the following guidelines:

- a) First determine what the individual player's total cash budget requirements for the team are for the season and the total fundraising/sponsorship dollars raised by the team.
- b) Deduct from a) on a proportional basis each of the following items:
 - i) All costs related to any equipment given to the player (including practice sweaters and socks) and on a pro-rata basis the costs of any social activities paid for by the team that occurred prior to the date of the cessation of the player's commitment to the team.
 - ii) the pro-rata cost of any tournaments, team power skating, exhibition games and practices paid for by the team that occurred prior to the date of the cessation of the player's commitment to the team.
 - iii) Deduct on a pro-rata basis any other costs that the team incurred for which the resigning player received benefit, including player surcharges paid to the BYHA.
 - iii) All numbers should be calculated up to the date of the cessation of the player's commitment to the team.

APPROVAL FOR REFUNDS

The team must submit a detailed Refund Report to the Representative VP prior to providing any Refund to the player. The Representative VP and/or the Representative Committee will review the Refund Report and provide direction for the team on making the refund. No Refund is to be returned to the player/player's family until this process has been completed. This Refund During The Season is no way connected to any BYHA Registration Refunds. The BYHA Registration Refund Policy can be found at: www.bramptonyouthhockey.com.

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5.21 CONDITIONING CAMPS [Amended xxxxx]

- I. To include, but not limited to Development, Off Ice, Dry Land, Christmas, MarchBreak or year-end activity.
- II. No coach, or other team official, may profit directly or indirectly from any activities listed in I).
- III. Any such activities must be approved by the Rep Committee.
- IV. Any activities not approved by the BYHA will not be sanctioned by the BYHA and the organizer will be responsible for any insurance, ice costs or other expenses and maybe subject to disciplinary action.
- V. Any profit from these activities becomes the property of the team(s).
- VI. This resolution is not intended to limit or prevent a team from conducting these activities as a fund raiser.

5.22 DISCIPLINE – GENERAL [Amended xxxxx]

- a) Some of the objectives of BYHA are to instill and encourage in all players certain ideals; to play fair under all circumstances and conditions, to win modestly and to accept defeat in a sportsmanlike manner, to give credit to the team that wins and not to question or dispute the referee's decision;
- b) Representative hockey is not equal ice time. It is a fair share of ice time taking all circumstances into consideration. The Rep Convenors may intervene and, in consultation with the Coach, relocate a player to a lower league if the amount of ice time given to a player becomes such that it is detrimental to the development of his hockey skills;
- c) Early season play is for the development of all players;
- d) Towards the end of the season and during playoffs, all players earn their amount of playing time.
- e) The team official noted as Head Coach is responsible to ensure that all suspensions, whether it be players or team officials, are carried out. This applies to suspensions of the OMHA as well as suspensions by BYHA.

5.23 DISCIPLINE - DRESSING ROOM [Amended xxxxx]

- a) A team official must be present at the arena prior to the times specified per team rules for exhibition or league games. As per the Harassment and Abuse Policy, two (2) adults should be present together in the dressing room;

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- b) Two (2) team official must be present in near proximity to the dressing room before and after games;
- c) Two (2) team officials must inspect the dressing room immediately after the team has finished dressing. Any damages noted must be reported first to the arena manager and then to the Rep Committee for assessment of suspensions and cost to team players and officials;
- d) Players to arrive for practices or games as per team rules;
- e) Players to greet team mates and make them feel welcome;
- f) There should be no swearing or smoking in the dressing room;
- g) Players to listen to Coach during pre-game briefing;
- h) Players not to criticize team mates or referees;
- i) No horseplay in dressing room;
- j) Dressing room to be left the way it was found - clean.

5.24 DISCIPLINE – ON-ICE [Amended xxxxx]

- a) Do not criticize the referees or your team mates;
- b) Do not slap your stick on the ice when the opposing team receives a penalty;
- c) There must be no emotional outbursts related to line changes or penalties;
- d) Listen to your Coach and heed his instructions;
- e) Encourage your team mates;
- f) If you receive a penalty, go straight to the penalty box;
- g) Play as a team - it takes everyone to build a strong contender and a championship team;
- h) Always give your best effort;
- i) Keep your mind on the game and not in the stands;
- j) During the regular season, line up at centre ice and shake hands with your opponents before the game;

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- k) During playoffs, for Atom to Juvenile, the team official must ensure that the Captain and Alternate Captains prior to the start of the game shake the hands of the opposing team officials. Pleasantries should be exchanged and shaking of the hand should be done with the glove removed;
- l) For 6 Year Olds to Novice, the team officials must ensure that the players line up at centre prior to the start of the game and shake hands in the usual manner;
- m) There is no excuse for a misconduct penalty or unsportsmanlike conduct of any team member on or off the ice.

5.25 PROTEST [Amended xxxxx]

Representative teams - reports of incidents/protest must be submitted in writing as per the OMHA rules, to the Executive Director of the OMHA with copies to the President and Regional Executive Member of the OMHA and the protested club by registered mail, postmarked no later than 48 hours after the starting time of the game in question. The protest fee is One Hundred Fifty Dollars (\$150.00) returnable only if the protest is won and the defence fee of One Hundred Dollars (\$100.00) returnable if the protest is successfully defended. If any individual is unhappy with the decision, he/she may appeal same to the Appeal Committee/Executive Committee of the OMHA in writing as per OMHA rules 47.3 and 47.4. Said monies are non-refundable. Any person appealing a decision of the OMHA must notify the OMHA office within seven (7) business days of receiving the decision of their intention to appeal.

5.26 POLICE CHECK [Amended xxxxx]

Police Check Applications of the coaching staff, must be submitted to the President of the Association within fourteen (14) days of accepting a coaching position.

5.27 ASSESSMENT FEES [Amended xxxxx]

- a) All teams are required to pay a sponsorship fee on the date established by the Rep Committee;
- b) All Rep teams are required to pay the Rep surcharge to the BYHA on the date established by the Rep Committee;

5.28 TEAM MEETING [Amended xxxxx]

At the first opportunity, a meeting must be held with the parents and players. The following items must be addressed:

- | | |
|--------------------------|----------------|
| a) TEAM BUDGET | b) TOURNAMENTS |
| c) TEAM RULES | d) EQUIPMENT |
| e) FUNDRAISING | f) ICE TIME |
| g) PARENT REPRESENTATIVE | |

A copy of the team rules must be submitted to the Rep Convenors and the Vice President - Rep.

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5.29 PARENT TEAM REPRESENTATIVE [Amended xxxxx]

- a) Each team shall elect a parent representative to act as a member of the Representative Parent Rep Committee;
- b) One member of the Representative Parent Rep Committee shall be elected to serve on the Board of Directors.

5.30 COACH & TRAINER CERTIFICATION PROGRAM [Amended xxxxx]

All Coaches and Assistant Coaches **MUST** obtain NCCP certification in accordance with the certification requirements of Hockey Development and the OMHA. Also, they must obtain a Prevention Services Number as per OMHA guidelines;

Each team **MUST** have a NCCP Certified Trainer on the bench inclusive of a first aid kit;

The Coach or Trainer **CANNOT** assume the same responsibilities on the bench.

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6. MANAGER - REPRESENTATIVE

6.01 MAJOR RESPONSIBILITIES [Amended xxxxx]

- a) All disputes, problems and information involving the team, parents and the Rep Committee shall be handled by the Manager.
- b) All equipment received from the BYHA shall be under the care and supervision of the Manager.
- c) Attend all meetings and pick up information from BYHA offices at least once a week.
- d) Become acquainted with all league and BYHA rules and regulations.

6.02 PRE-SEASON [Amended xxxxx]

- a) Assist the Coach in running tryouts.
- b) Compile a list of players to be carded with all information to be able to complete the Canadian Amateur Hockey Association Certificates (player cards).
- c) Arrange parent meeting to outline objectives, expectations, time and cost of the season ahead and introduce team officials.
- d) Compile a directory of players - names, addresses, telephone numbers, Health Card Numbers, parent's names. Note any problems such as allergies, diabetes, etc.

6.03 PRACTICE TIME [Amended xxxxx]

- a) Give team players, parents and staff a list of all practice times and locations.
- b) Make sure all players are dressed and ready for team officials briefing.
- c) Report to Coach any players that will be absent due to sickness, etc.

6.04 LEAGUE GAME PROCEDURES [Amended xxxxx]

- a) A complete schedule of all league games shall be given to each team. The team Manager shall prepare a schedule for the team's games and give it to each of the players. Always advise the players of the next game and/or practice.
- b) Keep in touch with BYHA Ice Scheduler regarding any changes in game times/dates.

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- c) Have team at the arena at least 45 minutes before the league game scheduled start time.
- d) If there is no convenor at home games, assist visiting team with location of dressing room and keys.
- e) Check that referees are in attendance. Have the phone number of BYHA referee scheduler in the event referees do not arrive on schedule.
- f) Game Sheets -
 - a) Home Games:**

Have the visitors fill out the game sheet first and get it back 15-20 minutes before game time. If the visiting team has not arrived 30 minutes before game time, have your team start the game sheet. The Manager must always be aware of the ice time allotment and must make the game length match the time slot. Print the words "BREAK" between the second and third periods if one is scheduled. Note your captains, assistants, APs, suspensions. Ensure that all team officials sign where required, and that their number is noted beside their names.

The Manager is to take the game sheet to the referee's room a few minutes before game time. The timekeeper is to set the clock at three (3) minutes for all teams. When the zamboni leaves the ice and the doors are closed he is to sound the buzzer twice (signal for the teams to come on the ice) and start the clock. When the buzzer sounds again, the game is to start.

b) Away Games:

Fill out the game sheet and return to the home team 15-20 minutes before game time. Ensure you have noted your captains and assistants, any APs being used, all suspensions. Have team ready to be on the ice when scheduled.

- i) After a flood or break between the second and third periods, only the starting six players may skate around the ice. All other players must go directly to the team bench. This also applies at the start of a game if the team has taken a warm-up skate and then left the ice.
- ii) Ensure there is a timekeeper/scorekeeper in the box at the commencement of the game.

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6.05 EXHIBITION GAMES [Amended xxxxx]

- a) When arranging an exhibition game, the Travel Permit must be signed by the Rep Convenor or person designated by Rep Committee.
- b) Arrange for referees and timekeeper. The team must pay for referees/timekeepers at the end of a game.
- c) Advise arena staff should practice be changed to a game.

6.06 TOURNAMENT PLANNING [Amended xxxxx]

- a) Obtain Tournament list from the Rep Committee.
- b) Compile a team tournament list as soon as possible and provide a copy to the Rep Committee and Ice Scheduler.
- c) If a tournament requires overnight accommodations, the Manager must arrange for transportation and hotels. The players/parents must be provided with the address and phone number of the hotel.
- d) The Travel Permit must be signed by the Rep Convenor and Ice Scheduler. If traveling outside the OMHA, the Ice Scheduler must be given, along with the Travel Permit, \$20.00 to obtain OMHA approval.
- e) Ensure that all team officials are aware of the rules and regulations of the tournament.
- f) Arrange for the dressing room and storage facilities, if applicable.
- g) Obtain the location and telephone numbers of the hospitals, police and emergency response units.
- h) Arrange for a bus well in advance if using this as a means of transportation for the team and advise of a pick-up point and time.
- i) Team players are under supervision of team officials. Parents accompanying the team should be advised of this fact and ensure that they do not give special attention to their own boys.

6.07 BINGO CHITS [Amended xxxxx]

- a) The Manager must collect bingo chits from the team parents.
- b) Predetermine the dates the bingo chits are to be collected. An expense statement must be provided.
- c) A separate bank account **MUST** be set up for the bingo funds. At least two parents and one team official **MUST** have dual signing authority on the account.

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6.08 BUDGETS AND FINANCES [Amended xxxxx]

- a) A Team Budget must be prepared and handed in to the Representative Committee on the date established by Committee. Please note that the cost of obtaining a Trainer's Certificate or Coaching Certificate is not an accepted team expense.
- b) A bank account must be set up with **at least** two parents and team Manager/Coach with dual signing authority.
- c) Financial statement must be submitted to the Representative Committee as follows:
 - 1. An interim statement for December 31st not later than January 31st.
 - 2. A final statement at the end of the season not later than April 30th.

A copy of the statements is to be provided to the parents of the team.

6.09 MAPS OF ARENAS [Amended xxxxx]

- a) Obtain from the Rep Convenor/Rep Committee or Ice Scheduler maps showing arena locations for all centres visited during league games.
- b) Circulate a copy of the maps to parents.

6.10 TRANSPORTATION OF PLAYERS: [Amended xxxxx]

If a Coach, Manager or parent or anyone drives his or her automobile and does not receive remuneration, it is not necessary to notify his or her insurance company since they have not violated the terms of the contract;

If a person receives remuneration for driving, his or her legal position changes and the insurance company should be notified. To protect the owner against such a law suit from his passengers, it is necessary to purchase the S.E.F. #62 Endorsement. The cost to the individual in most cases is 10% of his liability premium.

6.11 POST SEASON [Amended xxxxx]

- a) Finalize financial statements
- b) Finalize stats
- c) Arrange for a team banquet
- d) Hand all equipment in to BYHA

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7. TRAINERS - REPRESENTATIVE, INTRA-CITY AND RECREATIONAL LEAGUE

7.01 GENERAL [Amended xxxxx]

Hockey Trainers shall implement an effective risk management program where safety is the first priority at all times, both on and off the ice.

All Trainers shall utilize a proactive, preventive approach to safety while being prepared to react in the event of an accident, injuries or medical emergencies.

To be eligible to be a Trainer or Assistant Trainer on any team registered with the O.M.H.A. on C.H.A. Certificates (cards), a person must have successfully completed a Hockey Trainers Certification Program at Level 1 or higher. An O.M.H.A. registration number shall be issued upon successfully completing an approved H.T.C.P. program or a program determined to be equivalent by the Technical Director, Trainers.

The H.T.C.P. Level 1 program is valid for three seasons including the season of issue.

7.02 TRAINER'S RESPONSIBILITIES [Amended xxxxx]

Ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.

The following are some responsibilities, which the hockey Trainer must assume:

- a) Implement an effective risk management program with your team which strives to prevent injuries and accidents before they happen.
- b) Take a proactive role in identifying and minimizing or eliminating risks during all activities and, if ever in doubt, erring on the side of caution.
- c) Promote and reflect the values of Fair Play and instil these values in all participants and others involved in amateur hockey.
- d) Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance, and advise players and parents regarding the purchase of protective equipment.
- e) Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
- f) Maintain accurate medical history files on all players and bringing these to all games and practices.
- g) Maintain a fully stocked First Aid Kit and bring it to all games and practices.

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- h) Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles.
- i) Recognize life-threatening and significant injuries.
- j) Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- k) Recognize injuries, which require a player to be removed from action, refer players to medical professionals and co-ordinate return to play.
- l) Promote a healthy lifestyle with all hockey participants by being a good role model while educating participants in hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- m) Facilitate communication with players, Coaches, physicians, therapists, para-medical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.

7.03 CODE OF ETHICS [Amended xxxxx]

Assume a leadership role in promoting the values of safety, enjoyment, fair play, education and integrity in the game of hockey.

You shall abide by the following Code of Ethics at all times:

- a) Strive to enhance the safety of all hockey participants at all times.
- b) Use only those techniques, which they are qualified to administer.
- c) Err on the side of caution and never practice any behaviour, which may ultimately harm a participant or worsen an injury.
- d) Never intentionally mislead or lie about your qualifications, education or professional affiliations.
- e) Strive to achieve the highest level of competence and continue to educate, update and improve your skills.
- f) Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, age, religion or ethnic origin.

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7.04 EMERGENCY ACTION PLAN (EAP) [Amended xxxxx]

While a hockey Trainer must do everything possible to prevent injuries and accidents before they happen, you must also be prepared to react in the event of an emergency. In sports that involve physical contact, like hockey, there is always the potential for a serious accident or injury. When a serious injury occurs time becomes critical. Therefore, you must establish a plan to handle emergencies in an organized and efficient manner.

By implementing an Emergency Action Plan (EAP) with your team, you will be prepared to react effectively in the event of a serious injury. The EAP requires the appointment of 3 people: Person In Charge, Call Person and Control Person. Each of these people must be determined at the beginning of the season, must clearly understand their roles in the EAP and must rehearse the EAP at regular intervals throughout the season.

The following is an outline of each person's role in the EAP:

PERSON IN CHARGE

The Person In Charge would normally be you, the hockey Trainer, or the individual with the most specialized training in injury care. The duties of the Person In Charge include:

- a) Take control and assess the situation when coming into contact with the injured player.
- b) Instruct the player to lay still.
- c) Instruct bystanders to leave all equipment in place.
- d) Do not move the athlete and leave all equipment in place.
- e) Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
- f) If you are certain that an ambulance is not necessary, then decide on what action is to be taken to remove the player from the ice surface.
- g) If an ambulance is required, notify your Call Person, give a brief explanation of the injury, and tell them to call for an ambulance.
- h) Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive.
- i) STAY CALM. Keep an even tone in your voice.
- j) Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence (e.g. time of ambulance arrival, etc.)
- k) Never make direct contact with an injured player's blood products or bodily fluids. Always wear waterproof, latex rubber gloves.

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CALL PERSON

The Call Person is responsible for making the telephone call when emergency help is required. The Call Person shall ideally be someone who is at all games and practices, but is not responsible for the bench area, and watches games and practices from the stands. The Call Person's responsibilities include,

- a) Know the location of all emergency telephones or pay phones, in every facility in which your team plays.
- b) Have a list of all emergency telephone numbers in every city or town in which your team plays (**AND KNOWING IF 911 IS AVAILABLE IN THE AREA**). The Call Person shall have a list of these emergency numbers on a wallet sized card in their possession at all times, or can use the hockey Trainer's list from the First Aid Kit. These emergency numbers include Ambulance, Fire Department, Police, Hospital and General Emergency. The Call Person shall always have quarters in their possession in case a pay phone is available.
- c) Have a diagram displaying specific directions of the best route to the arena facility and ice surface in which you are playing.
- d) Communicate with the Person In Charge to determine whether or not emergency help is necessary.

When placing the call for emergency assistance,

- i) Speak clearly and calmly at all times.
- ii) State to the dispatcher that it is a medical emergency.
- iii) Give the location of the arena facility (state name and address).
- iv) State what type of emergency it is and give the dispatcher a brief explanation of the injury (e.g. is the player conscious? Is the player bleeding? Is the player breathing normally?).
- v) Give the dispatcher the telephone number from which you are placing the call in the event they must call back for more information. Have someone wait by the phone.
- vi) Give the dispatcher the best route into the arena facility and to the ice surface.
- vii) Ask for the estimated time of arrival for the ambulance.
- viii) Always remain on the line until you are certain the dispatcher is finished asking questions and that your call has been transferred.
- ix) Report back to the Person In Charge to confirm that the call for emergency help has been placed, and give them the estimated time of arrival for emergency assistance.

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CONTROL PERSON

The Control Person is responsible for controlling the crowd and other participants to ensure that the EAP is executed effectively. The Control Person's responsibilities include,

- a) Ensure that teammates, other participants and spectators are not in the way of the Person In Charge and the injured player.
- b) Discuss the EAP with opponents, officials and arena staff.
- c) Ensure a proper room is available to attend to the injured player if requested by the Person In Charge or emergency personnel.
- d) Ensure that the route for the ambulance crew to the ice surface is clear and available.
- e) Seek highly trained medical personnel in the arena facility if the Person In Charge believes the injury is serious and cannot wait for emergency assistance to arrive. This can be accomplished by using the loudspeaker or having arena staff asks throughout the facility.

7.05 MEDICAL HISTORY [Amended xxxxx]

The medical history form shall be completed by the Trainer once the team is selected and the players have signed their C.H.A. player's cards. These forms shall go everywhere the team goes so that in the case of an injury, etc. all the player's information is at hand.

7.06 INJURIES [Amended xxxxx]

**CANADIAN HOCKEY ASSOCIATION ACCIDENT REPORT FORM
AND ONTARIO MINOR HOCKEY ASSOCIATION CASE/ACCIDENT REPORT**

These accident report forms relate specifically to the CHA National Insurance Program.

- a) The Accident Report Form is two-sided, and shall be completed and submitted whenever a player, Coach or other team official who are registered with a team is injured during a hockey-related activity, and incurs expenses beyond those covered by provincial health care insurance or any other supplementary insurance they may possess. If the injured party reasonably foresees expenses, which will not be covered by, provincial health care or group health care (eg. Blue Cross, company dental plans) then this form shall be submitted. This form allows an individual to access the CHA's Major Medical and Dental coverage.

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- b) The OMHA Case/Accident Report shall be completed and submitted when a more serious accident occurs, and the injured party or relatives of the injured party want to initiate a claim against the CHA's Accidental Death and Dismemberment policy. This form shall also be submitted if you can foresee legal action being taken as a result of a hockey-related accident or injury. As with the Accident Report Form, the injured party must be a player, Coach or other team official who is registered with a team.

- c) For the purposes of defining a serious injury, BYHA has elected to classify those injuries (suffered during BYHA/OMHA activities) requiring medical attention involving:
 - i) hospitalization;
 - ii) physical and/or treatment received at an emergency unit at a hospital or walk-in clinic;
 - iii) any visit to a family practitioner for a physical and/or treatment;
 - iv) any incident (on or off ice) that results in a player leaving the facility or unable to continue play or practice.

- d) The Trainer must submit the completed OMHA Case/Accident Report to the Rep Committee Chairperson within 48 hours from the time the injury occurred.

7.07 HOW TO MAKE A CLAIM [Amended xxxxx]

- a) To make a claim, secure either a CHA Accident Report Form or Serious Injury Report from your team or minor hockey association. If none are available, contact your local branch office.
- b) Complete the form in its entirety. For the Accident Report Form, have a team official (Coach, Manager, or yourself) complete the team official section, and the injured party's Doctor or Dentist complete the back.
- c) Submit the fully completed form to your Branch Office. The Accident report Form must include any original receipts and invoices, and must be received within 90 days of the date of the accident. All forms must be completed in their entirety or the forms will be returned. Serious Injury Report Forms must be forwarded immediately to the Branch office.

NOTE The CHA is strictly a supplemental insurer. If an injured party has access to any other insurance, they must pursue it through such insurance first. The CHA shall cover those costs not covered by an injured party's primary insurance to CHA policy limits.

For more information regarding the CHA's National Insurance Program, please refer to the booklet "Safety Requires Teamwork", which will be distributed at your Trainers clinic.

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7.08 FIRST AID KIT [Amended xxxxx]

A hockey Trainer must always have a fully stocked First Aid Kit on hand during all games, practices and off-ice training sessions. A fully stocked First Aid Kit ensures that you are prepared to react to any illnesses, accidents or injuries that may occur.

The best First Aid Kit is one which contains only the most important items. There is no reason to carry a wide variety of items, especially if you do not know how or are not qualified to use some items.

The following is a recommended list of items that you shall include in your First Aid Kit. Whenever you use one of these items you shall replace it immediately to ensure that your kit remains fully stocked.

Amount Item	
1 Soft Sturdy First Aid Kit/Box	1 ea. Benzyl chloride swabs
1 roll Pre-Wrap	1 roll 4" stretch gauze
2 rolls 1 1/2" Athlete Tape (low grade)	4 Ziploc plastic bags
2 4" Tensor bandages	1 pair bandage scissors
2 40" cotton triangular (slings)	2 pair rubber gloves (water proof latex)
1 bag sterile cotton tipped applicators	1 bag ice
1 box knuckle bands	1 CPR barrier shield (only use if certified in CPR)
1 box fingertip bands	1 notepad/pencil
2 boxes elasto stretch strips	
10 ea. 4"X4" gauge pads	

It is also recommended that you include several quarters in your First Aid Kit in the event that you must make an emergency telephone call and only a pay phone is available.

If you work with a team on which females participate, you shall keep a supply of sanitary napkins with your First Aid Kit.

You shall also carry a list of all emergency telephone numbers in your kit, including ambulance, fire department, police and general emergency (911 if applicable).

Although the hockey Trainer is not the team's equipment Manager, for safety reasons, you shall maintain extra supplies of the following items:

Screws	Skate laces	Glove laces
Fasteners	Hockey tape	

The hockey Trainer shall also have a multi-headed screwdriver available at all times to tighten helmets and other equipment.

7.09 DRUGS IN SPORTS [Amended xxxxx]

Booklet to be supplied by your Convenor.

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8. RECREATIONAL LEAGUE

8.01 GENERAL[Amended xxxxx]

The Brampton Youth Recreational League shall be non-contact. While it is not intended that the following Recreational League Resolutions be in conflict with any of the above governing organizations, should any such conflict exist, the next higher governing regulations will take precedence; i.e. in the case of applicable penalties assessed the next higher governing body's penalty takes precedence provided that such penalty is more severe.

8.02 OFFICIATING [Amended MARCH 2010]

- a) At the discretion of the on ice official, any spectator can be asked to leave the facility.
- b) Any player or team official who exhibits disrespect for a league official may be removed prior to the game by the official and/or League Convenor. The player and team official may be suspended.
- c) The official's decision is always final. Any attempt by a player and team official to challenge any official decision will be subject to discipline.

8.03 CONCERNS [Amended MARCH 2010]

Concerns, in writing, made in accordance with the Complaint Process outlined in Manual of Operations and the BYHA website, received by the Recreational League Committee will be reviewed and responded to as soon as possible.

8.04 POLICE CHECK [Amended xxxxx]

- a) In accordance with General Resolution 4.04 – Police Check all completed volunteer police checks or receipt of submission must be submitted to the President of the Association or his delegate (ie. V.P. of Recreational League or convenors) by the date established on “draft” night.
- b) Noncompliance will result in immediate suspension.

8.05 PARENT TEAM REPRESENTATIVE [Amended MARCH 2010]

- a) Each team will elect a parent representative to act as a member of the Recreational League Parent Rep Committee and to be a working member of the Recreational League Committee. The Parent Rep shall not be the spouse of a member of the Coaching staff.
- b) One member of the Recreational League Parent Rep Committee will be elected to serve on the Board of Directors.

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8.06 TEAM MEETING [Amended SEPTEMBER 2010]

At the first opportunity, a meeting must be held with the parents and players. The following points must be made:

a) **ATTENDANCE**

Players are encouraged to attend all games and practices. Where attendance for games and /or practices becomes a concern, the coach should discuss the situation with the convenor. A player missing a combination of two (2) games or practices in a row without prior notification shall be cause for concern. Where attendance is a concern the convenor will refer the issue to the Recreational League Vice-President.

Practices are the BYHA-scheduled ice only and do not include additional ice the team may purchase.

b) **ABSENT OR LATE**

Should a player be consistently absent or late, the player's parents should be contacted to determine the problem. The situation should then be discussed with the Convenor and/or the Recreational League Vice-President.

Any player absent for more than two (2) consecutive games must be reported to the Convenor.

c) **EQUIPMENT**

All players must wear CSA approved equipment to be eligible to participate in on-ice activities. Full equipment must be worn during games and practices. This includes floppies for goaltenders. Any player not be in full uniform must be directed to leave the ice surface.

8.07 FAIR ICE TIME [Amended SEPTEMBER 2010]

a) All players shall receive fair ice time. It is the responsibility of the Coach to ensure that all players receive fair ice time. All players should play a minimum of five (5) shifts per game.

b) Opportunity for extra ice time must be shared by all players. The Coach's Manual has sample line-ups that can be used to assist in the sharing of ice time. If a team is short players, one or more players may play every other shift (ALTERNATE SHIFTING). The additional ice time should be shared amongst all players over the course of the season. Players may not play two play two (2) consecutive shifts (DOUBLE SHIFTING) unless the team has fewer than ten (10) skaters.

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- c) Coaches must stay with their original line-up in all games unless it is disrupted due to injury, suspensions, etc. However, in a tournament playoff game or a league playoff game, in the divisions for Minor Atom and above a Coach may deviate from the fair ice time in the final two (2) minutes of the 3rd period or the final two (2) minutes any overtime period.
- d) **NOVICE** - The Novice League will follow the five (5) skaters "on"; five (5) skaters "off" policy. This will ensure players learn to play all positions and begin to learn all aspects of the game. If a goalie is removed during the last shift in favour of the sixth (6) attacker that sixth (6) player must be one of the next players in five (5) player rotation.
- e) **GOALTENDERS** - If 2 goalies are assigned to a team, each goalie will play half a game. Any requests for special consideration can be made in writing to the Recreational League Committee to reviewed and ruled upon.
- f) If fair ice time is not being followed, a written complaint must be directed via a Parent Rep or the League Convenor to the Fair Play Committee. The Fair Play Committee will investigate and follow up with the Recreational League Vice-President and Recreational League Committee. Coaches not adhering to this rule will face disciplinary action which could include suspension of the coach, reversal of game results, etc.

8.08 SPECIAL SITUATIONS [Amended SEPTEMBER 2010]

- a) Should the goaltender from any team that has only one (1) goaltender on its roster be absent for any game for any reason, the team may borrow a goaltender from their own age division or from the Recreation League age division below. All such arrangements for borrowing a goaltender will be approved by the League Convenor and/or the Recreational League Vice-President. For League play, pre approval for this substitution is not required where the absence is not known before game day.
- b) **PLAYER CALL UP**
With the exception of goaltender, as set out in subsection a), there will be no player calls ups allowed at the Recreational level. Teams may play with a minimum of six (6) skaters as outlined by the OMHA regulations or forfeit the game.

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8.09 PRACTICES [Amended December 2010]

- a) Allotment of practice ice will be handled by the ICE SCHEDULER through the Vice President and League Convenor.
- b) BYHA practice is to be used for the purpose of teaching hockey skills. Should it become apparent that the BYHA practices are not being fully utilized; a request to assist the coach will be made to Hockey Development.
- c) Evening practices; Atoms and under must be released by 9:30p.m, Peewee and Bantams by 10:30p.m., and all others by 11:30p.m.
- d) Morning practices; No practice may begin before 6:00a.m. on school days and all players must be released in time for school.
- e) All member of the coaching staff and/or persons assisting with on ice practices must wear helmets while on the ice during practice (as per the OMHA Manual of Operations). Noncompliance voids the League's Insurance

8.10 PERSONAL CONDUCT [Amended December 2010]

- a) The abuse of players by players and team officials will not be tolerated. The offending person(s) will be reported by the League Convenor to the Fair Play Committee for review and if appropriate, disciplinary action. The offending person(s) may be suspended until such time that a meeting can be held.
- b) Reports of team officials or players showing disrespect to any BYHA Executive Member, Convenor or other personnel will be required to attend a meeting with the Fair Play Committee. Disciplinary action may result for such incidences.

8.11 DISCIPLINE AND SUSPENSIONS [Amended December 2011]

- a) Any player assessed three (4) minor penalties in one (1) game will be ejected from that game at the time of the fourth infraction. A player who was on the ice at the time of the fourth infraction shall serve the penalty for the ejected player. A player assessed four (4) minor penalties in one (1) game is not required to miss the next League or Playoff game.
- b) All penalties will be recorded, tracked and monitored by the league. If it is apparent that the player is being assessed multiple penalties on a consistent basis, it is to be reported to the Recreational League Vice-President for review and possible disciplinary consideration.

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- c) Major penalties, match penalties, misconduct and gross misconduct penalties assessed to a player and/or team official will be dealt with as outlined in the OMHA Manual of Operations. Any incident can be reviewed by the league and additional disciplinary action over and above the minimum required by the OMHA, may result after the review has been completed.
- d) Any ejected player from a game is required to go directly to their assigned dressing room. Failure to do so may result in further disciplinary action and suspension. It is the head coach's responsibility to ensure the offending player meets this expectation.
- e) Affiliated players to Intra-City teams and/or Select teams must meet their Recreational League responsibilities first, specifically, Recreational League scheduled games and Recreational League scheduled practices. If the player is found in violation, disciplinary action, including suspensions, may result.
- f) The Recreational League Discipline Committee will meet as required to deal with Disciplinary issues. The Recreational League Discipline Committee requires a quorum of 3 members and the Chairperson.

8.12 LENGTH OF GAMES [Amended AUGUST 2009]

- a) All BYHA. Recreational League games, Novice to Midget games are three (3) ten (10) minute stop time periods with a curfew time imposed by the League Convenor on games running late. Juvenile games are three (3) periods of ten (10) – fifteen (15) – fifteen (15) minutes stop time with a curfew time imposed by the League Convenor on games running late. **Novice Leagues will operate with the buzzer sounding every two (2) minutes to facilitate line changes.**
- b) The box marked Curfew is to be checked on all game sheets by the Convenor prior to the commencement of the game. The League Convenor must complete their games within the allotted time blocks.
- c) In the minor atom to juvenile level during the regular season, should the differential in score be 5 goals, the official shall instruct the timekeeper to run the clock in the last 5 minutes of the third period. The timekeeper will continue to run the clock in the third period unless the score differential becomes less than 5 goals upon which the timekeeper will return to stop time.
- d) In Novice, if the goal difference is 2 or less the time will stop during the last 2 minutes of the third period.

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8.13 LINE CHANGES [Amended xxxxx]

Line changes while play is continuing should begin at the Minor Atom age level. A complete line change should generally be made every minute.

8.14 TEAM SWEATERS [Amended MARCH 2011]

Each Coach will be issued sixteen sweaters and socks for their team. During the exhibition schedule, sweaters will be worn by players and collected after ice time. Players are responsible for their own socks during the exhibition schedule. Once the regular season begins, the coach will distribute sweaters and socks to the players, which are expected to worn for all games. The BYHA team issued uniform shall be worn for the team picture.

8.15 SELECTION OF TEAMS [Amended xxxxx]

- a) Recreational League teams will be "drafted" after a number of exhibition games have been played. Drafting rules are contained in Resolution 8.25.
- b) Players may only be moved after the completion of the draft due to extreme circumstances. An appeal to the Vice President of the Recreational League in writing will be considered by the Recreational League Committee.
- c) Movement of players between any Recreational League team and the next higher league(s) shall be completed by the first Saturday of December in each season unless otherwise approved by the Recreational League Committee. Movement of players between any Recreational League team and the next higher league(s) shall be completed by draft night in each season unless otherwise approved by the Recreational League Committee. Balancing of teams will be done at the discretion of the Recreational League Committee. The Recreational League Committee reserves the right to move players in the Recreational League. Consultation must take place between Convenors, Coaches and Parents at each age level as to where players should be moved in order for them to compete at their proper level of ability. Recreational League players may be moved out of their age level (up or down) if, in the opinion of the Recreational League Committee, it is in the best interest of the player and/or league.

8.16 EXHIBITION GAMES PRIOR TO DRAFT [Amended xxxxx]

- a) Each Coach will be assigned sixteen (16) players and a team name or number to start the season. Each player will be placed in his/her age group where he/she will be playing with and against players of approximately the same ability.
- b) The Recreational League Committee will supply team lists and player sweaters numbers to all **HEAD** Coaches.

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- c) The team and sweater numbers of the players **MUST** remain the same throughout the exhibition series in accordance with the initial roster sheet. **NO TRADES - NO EXCEPTIONS.**
- d) Team staffs are to ensure that every player is aware of the time and place of their next game and/or practice prior to the players leaving the dressing room.
- e) Any Coach found moving or trading players or sweaters will be suspended for a minimum of one (1) league game.
- f) Games played during this period do not count in the league standings.

8.17 WEEKEND OF CHAMPIONS [Amended xxxxx]

- a) The Recreational League championship game shall be a single game on the Weekend of Champions.
- b) The Recreational League Committee along with League Convenor will oversee the Weekend of Champions. They will monitor the games and if there is an abuse of the playing rules, referees will be informed and the appropriate action taken.
- c) In the event of a tie at the end of regulation time, ten (10) minute “sudden victory” periods will be played until a winner is declared.
- d) At the end of the second (2nd) overtime period, the referees may request a flood to enable the game to continue.

8.18 LEAGUE PLAYOFF [Amended xxxxx]

- a) All teams will participate in the playoffs.

8.19 AWARDS [Amended xxxxx]

- a) All Participants in the Weekend of Champions will receive a trophy.
- b) The first place finishers in each League will receive trophies.

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8.20 STANDINGS [Amended SEPTEMBER 2010]

The placement of teams in the standings will be determined as follows

- a) Total Points: Win – 2 points, Tie – 1 point, Loss – 0 points

Where a tie breaker needs to be used for league, playoff or tournament standings the placement of teams in the standings will be determined as follows:

- a) Record W/L/T (greater number of wins advances)
- b) When two teams are tied, the record against each other applies – most wins takes precedence. If more than two teams are tied Resolution 8.20 (b) does not apply.
- c) Goals differential $[GF/(GF+GA)]$ – Highest ration advances
- d) If the teams are still tied, the team with the least number of penalty minutes in the game(s) between the two teams will advance.
- e) Toss of a coin.

8.21 GAME ROUTINES [Amended xxxxx]

- a) The League Convenor (or their appointed assistant) will assign dressing rooms and have the first available Coach fill in the game report.

SHOULD THERE BE NO LEAGUE CONVENOR, IT SHALL BE THE RESPONSIBILITY OF THE HOME TEAM COACH TO ASSIGN DRESSING ROOMS.

- b) Coaching staff **MUST** remain in control of the dressing room before and after each game or practice until all players have left.
- c) **IF THE LEAGUE ASSIGNED TIMEKEEPER FAILS TO SHOW UP IT IS THE RESPONSIBILITY OF THE HOME TEAM TO SUPPLY A TIMEKEEPER.**

8.22 PLAYER RATINGS [Amended xxxxx]

- a) Every player is to be rated by their Coach according to the criteria requested shown on the rating sheet. The ratings **MUST** be turned in to League Convenor **PRIOR TO THE FIRST GAME** of the playoffs. Failure to submit an accurate and meaningful rating sheet will result in forfeiture of games until ratings are acceptable.
- b) The League Convenor will collate all ratings and submit them to their League Director before the Weekend of Champions.

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8.23 CONVENOR REPORTS [Amended xxxxx]

When required the Convenor of each League will submit a written report for review by the Recreational League Committee. The reports are a means to maintain communications and awareness of any issues and concerns that need to be addressed to ensure a smooth operation of the Recreational League.

8.24 EXHIBITION GAMES & TOURNAMENTS [Amended xxxxx]

- a) Recreational League teams **SHALL NOT** participate in tournaments or exhibition games with the following exceptions:
 - i) The Neville-Woolridge Recreational League Christmas Tournament.
 - ii) The Juvenile Recreational League may have a "**Select Team**" who may participate in two (2) tournaments per current hockey season and play two exhibition games per month.
- b) There shall be no "**ALL-STAR**" teams formed from any Recreational League where there is an Intra-City team at that age group.

8.25 LEAGUE DRAFT [Amended xxxxx]

- a) The Recreational League "Draft" (Minor Midget, Midget & Juvenile) shall be conducted in accordance with the rules as laid down in this document.
- b) Order of "**DRAFT**" will be established by drawing lots.
- c) Registered players not already selected by high ranked teams shall be eligible in the Recreational League Draft. Each team shall be established with sixteen (16) players including goalies.
- d) No team may draft or declare a player off of a waiting list
- e) Goaltenders will be selected during the first round of the draft. Should a Coach not draft (2) goaltenders, the extra goalies, if any, shall be drafted in the order of established draft picks.

f) **ORDER OF DRAFT**

Round One	1-2-3-4-5-6
Round Two	6-5-4-3-2-1

This rotation continues until all participants have been drafted.

- g) At the completion of the draft a legible copy of the **PLAYER ROSTER IN THE ORDER OF DRAFT PICKS** must be submitted to League Convenors or his/her representative.

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- h) Sponsors sweaters will be exchanged to the team to which the sponsor's son/daughter was drafted. The Recreational League Committee will make the final decision on who received any particular set of sweaters.
- i) No trading of players will be allowed after the conclusion of the draft meeting unless deemed necessary by the Recreational League Committee.
- j) Balancing of teams will be done at the discretion of the Recreational League Committee.
- k) **PROTECTED PLAYERS**
The **MAXIMUM** number of protected players on a team is three (3), which includes any family member of the team's Coach, Assistant Coach and Trainer.
- l) **SPECIAL REQUESTS**
 - i) Novice to Bantam - A letter must be submitted by the player's parent by the conclusion of the first exhibition game. The letter must state the reason for a request to have a player reassigned to another team.
 - ii) Midget to Juvenile - A letter must be submitted by the player or the player's parent by the conclusion of the first exhibition game. The letter must state the reason for a request to have a player reassigned to another team.

8.26 FINANCIAL REPORTS [Amended xxxxx]

- a) Coaching staffs that wish to arrange additional hockey programs requiring fundraising or extra funds from parents are considered optional and must have approval from all parents.
- b) Team funds collected by the Coaching staff may be used for:
 - i) Additional Practices
 - ii) Beverage after game
 - iii) End of Year banquet
 - iv) Special Awards
- c) Financial Team Statements are to be submitted to parents and League Convenors by the last week prior to the Christmas Break and by March Break.
- d) Noncompliance with any the above **DATES OR CONDITIONS** will result in a suspension of the Coach.

8.27 FUNDRAISING [Amended xxxxx]

- a) All recreational league teams wishing to fundraise must have approval prior to proceeding with any event. An application must be forwarded to the Recreational League Committee for approval to proceed.
- b) Written approval or denial of fundraising initiative will be given by the General Manager within two weeks of receiving a request to fundraise. Applications to fundraise must be submitted by December 1 of each new season.

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8.28 COACH AND TRAINER CERTIFICATION PROGRAM [Amended xxxxx]

All Recreational League Coaches and Trainers must comply with the Hockey Development Certification Program. Specifically to Recreational League:

- a) All Recreational League Coaches must obtain certification as per OMHA regulations.
- b) Each team **MUST** have a certified Trainer on the bench inclusive of a first aid kit.
- c) The Coach or Trainer **CANNOT** assume the same responsibilities on the bench.

8.29 PROTEST [Amended xxxxx]

A protest must be submitted, in writing, to the Vice-President of Recreational League within 72 hours regarding a protest for a regular season or playoff game. Protests during the Neville Woolridge Tournament must be submitted within 2 hours of the completion of the game in question. Cash or certified check for one hundred dollars (\$100.00) payable to BYHA must accompany all protests. The check will be returned if the protest is upheld. The Recreational League Committee will review all protests.

8.30 PLAYOFF RULES [Amended xxxxx]

1. Player rating sheets must be submitted to the League Convenor as per the date established by the Recreational League Committee.
2. OMHA rules and BYHA Resolutions will be enforced.
3. All teams must be ready to start play 15 minutes prior to the scheduled start time of the game.
4. The Coach of the winning team must phone, within 12 hours, the Division Director and provide the score of the game.
5. Coaches cannot request a stick measurement.
6. A curfew will be in effect for all games.
7. In the last five minutes of the third period of any round robin game, running time will commence where there is a goal difference of 5 or more. Stop time will resume should the goal difference become 3.
8. A 30 second time out will be allowed during the playoff round robin, semi-finals, and finals.

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9. There will be no overtime in the round robin games. Overtime in the quarter, semi and final games only. One ten minute period of "first goal wins" overtime will be played to declare a winner. If the score is still tied after the overtime period a shootout will determine the winner. No players ejected from the game or serving a penalty may participate in the shootout. Each team chooses 3 players, home team decides which team shoots first. Teams will alternate shooters. If the score is still tied, the shootout will continue, one player from each team, until a winner is declared. Every player on the bench must shoot once before going through the line up a second time.
10. The Novice round robin games will be 3 - 15 minute periods with 3-minute buzzer running time. The clock will stop in the last 2 minutes of the game if the score differential is 2 goals or less. Semi-final and final games are to be determined by Coaches and Recreational League Committee prior to the start of these games.
11. Tie Breakers
 1. Total points: Win = 2, Tie =1, Loss = 0
 2. Goals for plus goals against divided into goals for. Highest ratio wins.
 3. Least penalty minutes in round robin games.
 4. Record against each other. This does not apply if more than two teams are tied.
12. Protest fee is \$100 only via cash or certified cheque only. The protest fee is non-refundable.

8.31 NEVILLE - WOOLRIDGE TOURNAMENT RULES [Amended SEPTEMBER 2010)

1. OMHA rules and BYHA Resolutions will apply to the tournament.
2. Tournament Rules will be distributed to coaches three (3) weeks prior to the start of the tournament.
3. Players serving match penalties will not be permitted to play in the tournament.
4. All Recreational League Committee decisions are final
5. Resolutions 8.07 – Fair Ice Time applies for the tournament.

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8.32 OMHA FESTIVAL RULES [Amended JANUARY 2010]

- a) A Recreational League team may apply to the BYHA for permission to enter the OMHA Festival or one approved tournament following the Weekend of Champions at the end of the season.
- b) Team officials must submit a Travel Permit to the General Manager of the BYHA for approval prior to attending an OMHA Festival Tournament or a tournament. The Travel Permit must be submitted by December 31 of the current season, along with a cheque in the amount of \$50.00 for processing all documentation and generating the official OMHA roster required for entry to the festival/tournament.
- c) Head Coach must obtain coaching certification as per OMHA regulations by December 31 of the current season and the team must have HTCP Certified Trainer by December 31 of the current season. For the roster purposed the Coach/Trainer cannot assume the same responsibility.
- d) Each team must have a minimum of thirteen (13) players plus one goalie. If team roster is less than 13 players, tournament entry is at the discretion of the Recreational League Committee. Players may not be taken from other teams to fill out a team.
- e) All other OMHA rules and BYHA Resolutions will apply.

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9.01 GENERAL [Amended March 2010]

The Intra City League is a division of the Brampton Youth Hockey Association and shall be governed in accordance with Corporate Resolutions, where applicable and Resolutions contained herein.

9.02 CONCERNS [Amended March 2010]

Concerns, in writing, made in accordance with the Complaint Process outlined in the Manual of Operations and the BYHA website, received by the Intra-City League Committee will be reviewed and responded to as soon as possible.

9.03 POLICE CHECK [Amended March 2010]

- a) In accordance with General Resolution 4.40 – for all volunteers, a police check or declaration notice must be submitted to the Risk Management Committee. The date of submission will be either prior to the date for the selection of teams or the date established by the Intra City Committee, whichever is earlier. A receipt indicating that an application for a police check has been submitted to the Police Department is acceptable but the actual police check must be provided to the BYHA no later than September 1st.
- b) Non-compliance will result in the immediate suspension for the Head Coach. All sons/daughters of other team staff who are in non-compliance cannot be protected by the Head Coach on the Selection of Teams date.

9.04 TEAM MEETING [Amended March 2010]

A team meeting involving the parents of the players and the coaching staff must be held prior to the start of the first league game of each new season or September 15th, whichever comes first.

The following items must be addressed:

- a) TEAM BUDGET
- b) TOURNAMENTS
- c) TEAM RULES
- d) EQUIPMENT
- e) FUNDRAISING
- f) ICE TIME
- g) PARENT REPRESENTATIVE

9.05 PARENT TEAM REPRESENTATIVE [Amended March 2010]

Each team will elect a parent representative to act as a member of the Intra-City League Parent Rep Committee and may be a working member of the Intra-City League Committee. One member of the Intra-City League Parent Rep Committee will be elected to serve on the Board of Directors. The Parent Representative cannot be a member of the Coaching Staff.

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9.06 FUNDRAISING [Amended March 2010]

All team fundraising activities (i.e. dances, etc.) require written permission from the General Manager of the BYHA.

9.07 TEAM BUDGETS/FINANCIAL STATEMENTS [Amended March 2010]

- a) The team official noted as Manager shall submit to the BYHA office no later than October 1st, a budget for their team's anticipated income and expenses for the upcoming season. A copy of this budget must be provided to, and approved by the parents, at the first team meeting as outlined in 9.04. It is expected that the approved budget will be adhered to throughout the year. Should any increases in the budget be required, they cannot exceed the maximum amount allowed by the league. A Parent from each family on the team MUST sign the budget approval form before the budget is submitted to the BYHA. Any major increases must be reviewed and approved in advance by a majority of the parents on the team.
- b) Each team is required to supply the following documents to the BYHA Office on the following dates:
 - i) Mid Season Financial Statements as of November 30th – submitted no later than December 31st
 - ii) Final Financial Statements as of April 30th – submitted no later than May 31st

Copies must also be provided to the parents of the team at the same time.
- c) An account must be set up for the receipt and disbursement of team funds. This account must require dual signatures for all cheques and withdrawals. The signing officers must be the Parent Rep, team manager and at least one other parent not related to any staff members. Where the manager is related to any of the coaching staff, the Parent Rep should review and approve all cheques issued by the team. Receipts must be issued for all monies received.
- d) Non-compliance with any of the above DATES OR CONDITIONS will result in immediate suspension of the Coach.

9.08 TEAM MONEY COLLECTION [Amended March 2010]

Teams (except Midget Intra City) should collect post-dated cheques from the family of each player so that the total amount of the specific team's budget, up to the League maximum, will be available for Team use in the Team's bank account by October 1st of the current season. Midget Intra City should have the necessary funds in the Team's bank account by November 15th. This will be hereby referred to as "Team Fees".

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9.09 TEAM REFUNDS DURING THE SEASON [Amended March 2010]

A "Refund During The Season" is defined as and applies to any changes that involve a player moving to a lower or higher level by way of a mutual agreement of the team and parent, or based on a decision made by his/her parent(s), or at the discretion of the Intra City Committee, herein after referred to as "Refund(s)". All monies generated through fundraising and/or sponsorships for the team, shall be considered raised on behalf of the team and not belong to any individual player. As such, these funds are to be used by the team, along with Team Fees paid by the player/player's family, to fund team expenses proportionally. Any fundraising/sponsorship monies in excess of this are to remain with the team and are not to be included in any Refunds. Any and all Refunds are to be based solely on the Team Fees paid by that player/player's family. Deductions from their Team Fees will be based on the team expenses while that player was based on the team. Team expenses will be assumed to be paid for by both fundraising/sponsorships and Team Fees on a proportional basis, for purposes of calculating a Refund. Refunds should be based on the following guidelines:

- a) First determine what the individual player's total cash budget requirements for the team are for the season and the total fundraising/sponsorship dollars raised by the team.
- b) Deduct from a) on a proportional basis each of the following items:
 - i) all costs related to any equipment given to the player (including practice sweaters and socks) and on a pro-rata basis the costs of any social activities paid for by the team that occurred prior to the date of the cessation of the player's commitment to the team.
 - ii) the pro-rata cost of any tournaments, team power skating, exhibition games and practices paid for by team that occurred prior to the date of the cessation of the player's commitment to the team.
 - iii) Deduct on a pro-rata basis any other costs that the team incurred for which the resigning player received benefit, including player surcharges paid to BYHA.
 - iv) All numbers should be calculated up to the date of the cessation of the player's commitment to the team.
- c) Approval for refunds: The team must submit a detailed Refund Report to the Intra City VP prior to providing any Refund to the player. The Intra City VP and/or the Intra City committee will review the Refund Report and will provide direction for the team on making the refund. No Refund is to be returned to the player/player's family until this process has been completed. This Refund During The Season is in no way connected to any BYHA Registration Refunds. The BYHA Registration Refund Policy can be found at: www.bramptonyouthhockey.com.
- d) A team is in no way obligated to refund any money to a player should that player become unable to play due to injury.

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9.10 TOURNAMENTS [Amended March 2010]

- a) Each Intra-City team can only attend a maximum of 3 tournaments per season. The maximum number of tournaments include pre-season, Christmas, March Break and Post Season. Teams are requested to limit the rescheduling of League Games to as few occurrences as possible, due to tournament conflicts.
- b) Team officials must submit a Travel Permit to the General Manager of the BYHA for approval prior to attending a tournament.
- c) Tournaments outside OMHA area require the approval of the OMHA. The cost of this approval must be submitted with the Travel Permit request to the BYHA office with sufficient time for the permit to be issued. Normal processing time for the OMHA requires 2 to 3 weeks.
- d) Team Officials, when submitting the travel permit, must identify any scheduled league games that may require rescheduling and submit a 'Game Change Request Form' with the travel permit.
- e) No team is permitted to enter concurrent tournaments.
- f) Only players on the team's official roster can participate in tournaments. Any exceptions must receive written approval from the General Manager or the Vice President Intra-City.
- g) The official team roster must be taken to the tournament.
- h) Any league games cancelled as a result of a conflict in dates between tournament games and league games must be rescheduled by the team attending the tournament. The team arranging the rescheduled game will on a best efforts basis select a date that accommodates both teams. The team rescheduling the game because of a tournament shall be responsible for the ice and referee costs for the rescheduled game. If both teams need to re-schedule the same game due to a tournament, the costs shall be shared evenly by both teams. The "Home" team will be responsible for co-ordinating the rescheduling of the game.
- i) All regular season rescheduled games must be completed before the start of Playoffs or both teams involved will be made to forfeit their first playoff game.
- j) Any rescheduled Playoff games must be completed at least 7 days in advance of the first day of the Weekend of Champions. Teams who do not abide by this may not be eligible to play in the Weekend of Champions.

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9.11 EXHIBITION GAMES [Amended March 2010]

- a) The General Manager will approve or decline all exhibition game travel permits. In the General Manager's absence, the Intra City Vice President or a league Convener may approve or decline exhibition games. Team officials must submit to the General Manager, a Travel Permit at least two weeks in advance of the date of the exhibition game. Some exceptions may apply to the time frame.
- b) Only players that are on the team's official roster may participate in exhibition games.
- c) The Coach is required to balance practices and exhibition games to ensure continued player skill development.
- d) The Coach or another team official designated by the coach, must book referees for exhibition games through the BYHA referee scheduler.
- e) Team officials must advise the arena Manager of all scheduled exhibition games.
- f) Exhibition games may be curfewed at the judgement of the arena staff.
- g) An official game sheet from the association of the home team must be completed for all exhibition games. Within a week after the game has been played, the team must submit a copy of the official game sheet to their BYHA office along with the appropriate copy of the approved Travel Permit.
- h) Exhibition games between other Intra-City teams must be played within the same age category. Intra-City teams cannot play BYHA Representative Teams from their own age category or any other age category.

9.12 EQUIPMENT [Amended March 2010]

- a) BYHA will provide try-out sweaters. Team officials will be held financially responsible for the sweaters until they have been returned to BYHA. The cost of replacing missing sweaters will be charged to the last team to have possession.
- b) The BYHA will provide Intra-City teams with two sets of sweaters and socks.
- c) Team officials will sign for and be given the sweaters and socks prior to the start of the first league game.

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- d) Team officials are responsible for the distribution and collection of sweaters. One set of sweaters as specified by the Intra-City Committee must be returned to BYHA at the end of the hockey season.
- e) Team officials are responsible to ensure that the players wear single colour (black) hockey helmets, pants and gloves as specified by the Intra-City Committee.
- f) Players are responsible for the care of their sweaters and socks while in their possession. The player will be required to pay the replacement cost of any sweater lost or abused.
- g) Team officials are responsible to ensure the co-ordination of colors. No mixing of colours is permitted.
- h) The team sweaters and socks are not to be used during practices.
- i) Team officials are responsible to have the sweaters washed and returned to the BYHA within two weeks of the final team game.

9.13 ICE TIME [Amended March 2010]

- a) Intra-City hockey is not equal ice time. It is a fair share of ice time taking all circumstances into consideration.
- b) The Intra-City Division Convener, in consultation with the Intra City Vice President, may intervene when a player is not receiving a reasonable amount of playing time; approximately one third each game when all situations are taken into consideration. Goaltenders are to share ice time equally including the Weekend of Champions. Violations shall be dealt with by the League Convener and Vice-President as follows:
 - i) First occurrence – warning by the League Convener;
 - ii) Second occurrence – Committee Hearing with possible loss of team.

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9.14 PRACTICES [Amended March 2010]

- a) Allotment of practice ice will be handled by the BYHA Office and approved by the Intra City League Vice-President;
- b) BYHA practice allocations are to be used for the purpose of teaching hockey skills. If it becomes apparent that the BYHA practice allocations are not being fully utilized, the offending team shall be directed to HOCKEY DEVELOPMENT for instruction in practice drills.
- c) Evening practices; Atoms and under must be released by 9:30 p.m., Peewee and Bantams by 10:30 p.m. and all others by 11:30 p.m.
- d) No practice may begin before 6:00 a.m.
- e) **No team shall have more than 60 hours of practice ice times** (including flood) during the season, from the date of their first regular season game to the date of their final game, including playoffs. This 60 hour ice time limit includes practice ice allotted by the BYHA and any extra ice a team purchases on their own to use for practices or exhibition games. Tournaments and scheduled league games (regular season, playoffs, and games rescheduled because of tournaments) are excluded from the 60 hour ice time limit.

9.15 SUSPENSIONS/DISCIPLINE [Amended March 2010]

- a) The team official noted as Head Coach is responsible to ensure that all suspensions, whether it be players or team officials, are carried out and that the game sheet is filled out properly with any suspensions properly recorded on the game sheet. This applies to suspensions of the OMHA as well as suspensions by BYHA.
- b) Any team official who is ejected from a game for any reason will be suspended for the number of League games or playoff games, as provided by the Rules and Regulations of OMHA and/or BYHA.
- c) Any player not on the team's official roster or subject to suspension that appears as active on the official game sheet, or a team official subject to suspension that has signed the official game sheet, will be disciplined or suspended based on OMHA rules. OMHA rules have several consequences for non compliance including the offending team forfeiting the game regardless of the score.
- d) No coach has the authority to suspend a player for more than one game during the entire season. Any further suspensions must receive written approval from the Intra-City Committee in advance. Similarly, no coach has the authority to expel a player from the team without receiving written approval from Intra-City Committee in advance.

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9.16 DRESS REQUIREMENTS [Amended March 2010]

All players and team officials who are members of BYHA shall dress in a neat and clean manner that is a positive reflection of the Brampton Youth Hockey Association.

9.17 DRESSING ROOM RULES [Amended March 2010]

- a) A team official must be present at the arena for games and practices prior to the times specified per team rules.
- b) A team official must be present in near proximity to the dressing room before and after games and practices.
- c) A team official must inspect the dressing room immediately after the team has finished dressing. Any damages noted must be reported first to the arena Manager and then to the Intra-City Committee for assessment of suspensions.

9.18 SELECTION OF TEAMS [Amended March 2010]

- a) Intra-City teams will be "drafted". All players appearing on Intra City rosters must be residents of the City Of Brampton, as per OMHA regulations. Anyone trying out as a "Goaltender", must be drafted as a "Goaltender", anyone trying out as a "Player", must be drafted as a "Player.
- b) The **MAXIMUM** number of protected players on a team is four (4). The protected players are limited to family members of the Coaching Staff subject to approval of the Intra City Vice President. The Head Coach's family member must be protected if the family member is to play at the I/C level. Should a player be protected and that player's family member does not become a carded staff member, the player will be returned to Recreational League. Coaches must agree to a process which will determine the draft round in which these players will be selected.
- c) The Order of "**DRAFT**" shall be established by random draw.
- d) Registered players not already selected by higher ranked teams shall be eligible in the Intra-City League Draft. To be eligible for the draft the player must have attended at least one of the current year Intra-City tryouts. Should a player be injured, on vacation or unable to attend at least one of the current year's Intra-City try-outs for some other legitimate reason, written notification must be given to the Intra City Vice President, in order that the player be eligible for the draft. Each team shall be established with the number of players as Hockey Development Resolution 19.02.

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- e) No team shall draft an underage player. Rare exceptions may be permitted subject to approval of the Intra-City vice President, and when required, in consultation with the Intra City Committee.
- f) Goaltenders will be selected by a separate draft. The number of goaltenders to be drafted to a team will depend on the number of goaltenders registered to play in any given year and may not be officially confirmed until the number of Recreational League goaltenders has been determined. In the event that there are an insufficient number of goaltenders to support both the Recreational League and a 2 goaltender roster in the Intra City league, a second 'affiliated player' (AP) goaltender shall be selected.
- g) **ORDER OF DRAFT**
Round One 1-2-3-4-5-6
Round Two 6-5-4-3-2-1
This rotation continues until all teams have drafted 15 skaters.
- h) All teams will draft 15 skaters. At the conclusion of the draft, teams may select, in accordance with draft procedures, Affiliated Players (or AP's) to add to their rosters. The Affiliated Players may only be used in Regular Season & Playoff Games in the event of Full Time Roster player suspensions, injuries, holidays, etc. All AP's must be selected from the Official Tryout List. Players whose names do not appear on the Official Tryout List will not be eligible to be an AP. AP's selected by teams after the completion of the draft will be done on a first come, first served basis.
- i) All selected 'affiliated players' will be placed on a **Recreational** League team. The 'affiliated player's' first responsibility shall be to their **Recreational** League teams. Affiliated players must meet their Recreational League responsibilities first (games and practices). Exceptions to this rule are allowed for Recreational League practices only when permission is granted by the Head Coach of the Recreational League team.
- j) The total number of players on a team roster including 'affiliated players' cannot exceed nineteen (19). At the completion of the Draft, a legible copy of the **PLAYER ROSTER IN THE ORDER OF DRAFT PICKS** must be submitted to League Conveners or his/her representative.
- k) No trading of players will be allowed after the conclusion of the draft meeting unless approved by the Intra-City Committee.
- l) **Players trying out are not permitted to request to be "only" an AP.** If a player attends tryouts it is expected that he/she wishes to be drafted to a full time roster position. Any drafted player who refuses to play for the team he/she was selected will be placed in the Recreational League and not allowed to return to I/C for that season, not even as an AP.

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- m) **All roster changes made after the draft must be approved by the Intra City Vice President, and when required, in consultation with the Intra City Committee.** Players who appeared on the current year's Official tryout List should be given first opportunity. However, in the event that a player is "lost" after the initial draft, exceptions to this rule may, in special circumstances, be granted for players, provided that they are residents of The City Of Brampton and are registered with the BYHA.
- n) If two teams need to add players to their roster concurrently, then the team that lost the player selected from the lower draft round has first selection from the official try out list. If the players lost from both teams were drafted in the same round, then the team which would have selected first in this round will receive first selection.

9.19 PLAYER MOVEMENT [Amended March 2010]

- a) Player movement between Recreational League and Intra-City should be limited to the following situations:
 - i) where the parents of the Intra-City player desire their child to play Recreational League or;
 - ii) where the Coach is genuinely concerned about the safety of the player.
- b) Movement of players between any Intra-City team and a Recreational League team shall be completed prior to the 4th Recreational League game or by noon of Recreational League Draft day, whichever comes first; unless otherwise approved by the Vice President of Recreational League and the Vice President of Intra-City. All requests for player movement must be submitted, in writing, to the Vice President of Intra-City.
- c) The Steps for player movement are as follows:
 - i) Complete the Player Movement Form explaining why the player should be moved from Intra-City. The completed form shall be submitted to the Vice President of Intra-City for review.
 - ii) The Vice-President will determine if an on-ice review of the player is required to determine if this player should be moved to Recreational League.
 - iii) The Vice-President or division Convenor will approach the family concerned to obtain their views on whether their child should be moved to Recreational League.

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- iv) If the Vice President determines that the player movement should proceed, the Intra-City Coach should approach the prospective Recreational League player and his/her parents to ensure that they have no objections to joining the team.
- v) Once the Vice President has received confirmation that there are no objections, then approval of the player movement can be finalized and the Coach must arrange for a new team roster. The roster must be submitted and approved by OMHA prior to the players playing for their new teams.
- vi) Non compliance with any of the above conditions will result in a player being ineligible. Games played with an ineligible player will be forfeited and the coach will be suspended.

9.20 SCHEDULING AND GAME TIMES [Amended March 2010]

- a) The BYHA office shall supply all game schedules, upon approval from the Intra City Vice President.
- b) Games shall be three (3), ten (10) minute stop time periods in length. Convenors must endeavour to maintain the game schedules. **NOTE:** The League has fifty (50) minute hours. Minor Midget 10-10-15 and Midget and Juvenile 10-15-15 if ice time available.
- c) When the ice surface has been cleaned following a game, a two (2) minute warm up time will be allowed for the next two teams. If a team is not ready to commence play then a delay of game penalty may be assessed against the offending team.
- d) At the conclusion of all games, players on the ice must immediately return to their bench and players on the bench must remain there. Both teams may only leave the ice surface after receiving instructions to do so from the referee. Failure of a coach to enforce this rule may result in a suspension being assessed to the coach.
- e) League officials may curfew any games, subject to OMHA rules where there are obvious delays (i.e. injuries or undisciplined hockey etc.), all other games shall be played in their entirety. Arena staff may also curfew games if there are time limitations. There will be no rescheduling of curfewed games.

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9.21 TIMEKEEPER AND SCOREKEEPER [Amended March 2010]

BYHA will supply a timekeeper and scorekeeper. In the absence of game recording officials:

- a) Each team must supply a responsible person.
- b) The home team must supply the timekeeper.
- c) The visiting team must supply the scorekeeper.
- d) When no other person is available, the Manager must fill the position.

9.22 LEAGUE STANDINGS [Amended March 2010]

- a) Coaches from the winning team or the home team, in the case of a tie, must submit by email to the General Manager of the BYHA, the results of every league game no later than 3 days after the day the game has been played. Results should include league game number (as recorded on the league schedule) and the score of the game. Failure to do so will result in an automatic one game suspension for the head coach who is responsible to submit the scores.
- b) Regular season and playoff standings are determined by:
 - i) Points
 - ii) Record of W, L, T (wins take precedent)
 - iii) Results against each other (wins takes precedence)
 - iv) Goals for plus goals against divided into goals for (highest ratio advances)
 - v) Game playoff - winner advances. In the case where a game playoff is needed to determine which team advances, the home team will be determined using procedure 9.22 (b) and the regular season standings. If there is still a tie, the home team will be determined by a coin toss.

9.23 PLAYOFFS [Amended March 2010]

- a) Coaches from the winning team or the home team, in the case of a tie, must submit by email to the General Manager of the BYHA, the results of every league game no later than 3 days after the day the game has been played. Results should include league game number (as recorded on the league schedule) and the score of the game. Failure to do so may result in an a one game suspension for the head coach who is responsible to submit the scores.
- b) One 30 second timeout will be allowed to each team during the playoffs including Weekend of Champions.

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- c) The playoff shall be a round robin tournament style. The number of games shall be determined based on the number of teams in each age group.
- d) The points per game shall be:

WIN ----- TWO (2) POINTS ----- WINNER
TIE ----- ONE (1) POINTS ----- EACH TEAM
LOSS ----- ZERO (0) POINTS----- LOSER
- e) In the event there is only one division of teams, the two teams with the most points will advance to the Weekend of Champions. In the event there are two divisions of teams, the team in each division with the most points will advance to the Weekend of Champions.
- g) In the event that two teams are tied for first place after the round robin, the Home Team for the Weekend of Champs will be determined using the procedure in 9.22 (b) to break the tie.
- h) If two or more teams are tied for first place after the round robin or first in the case of two divisions then, the procedures used in 9.22 (b) shall be applied to break the tie.
- i) If two or more teams are tied for second place after the round robin or first in the case of two divisions then, the procedures used in 9.22 (b) shall be applied.
- j) In the event of a tie at the end of the "TIE BREAKER GAME", a ten (10) minute "Sudden Victory" overtime period shall be played.
- k) In the event of a tie at the end of the sudden victory overtime period in the "TIE BREAKER GAME", each team shall remove 1 player from the ice surface every minute. Play will be stopped by the timekeeper and play will resume until each team is left with only 1 skater or until such time as a goal is scored.
- l) Each Coach shall be responsible for checking his/her team's standing at the completion of the playoff schedule.
- m) Any discrepancy in relation to standings will be brought to the attention of the division Convenor.
- n) Only the Official Game Sheets shall be used to decide standings.
- o) Coaches shall be notified by the Vice-President and/or the Convenors of the League regarding their team's advancement to the Weekend of Champions.

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9.24 WEEKEND OF CHAMPIONS [Amended March 2010]

Should a game be tied after regulation time, then the following sudden victory play will be used:

- a) A ten (10) minute sudden victory period;
- b) Should the game still be tied after the first ten (10) minute sudden victory period, the teams will continue to play ten (10) minute sudden victory periods until a goal is scored.

9.25 ASSESSMENT FEES [Amended March 2010]

- a) All teams except Juvenile are required to pay a player surcharge, the amount of which is to be determined by the Intra-City League Committee.
- b) All teams except Juvenile are required to submit a sweater deposit at the time sweaters are distributed.

9.26 COACH & TRAINER CERTIFICATION PROGRAM [Amended March 2010]

All Intra-City Coaches and Trainers must comply with the Hockey Canada Development Certification Program. Specifically to Intra-City:

- a) All Coaches and Assistant Coaches **MUST** obtain NCCP Development 1 Coach certification.
- b) Each team **SHOULD** have a HTCP Certified Trainer on the bench as well as a first aid kit. If a trainer is not available, the opposing team's trainer must support both team. If the opposing team also has no trainer the game cannot be played.
- c) The Head Coach or Trainer **CANNOT** assume the same responsibilities on the bench.
- d) All Coaches and Assistant Coaches, Managers and Trainers must complete the Prevention Services Program (Speak Out).

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10. AWARDS [Amended xxxx]

The Special Events Committee, in conjunction with members, the Board of Directors, Recreational and Representative Committees and Coaches, shall select the recipients of annual awards.

The awards shall be presented at the annual general meeting, a board of director meeting or the annual board dinner.

10.01 RECREATIONAL LEAGUE AND INTRA CITY [[Amended xxxx]

- a) Suitable awards shall be presented to the Recreation League and Intra City teams that were in first place after the completion of league play.
- b) Trophies shall be presented to all teams participating in the Weekend of Champions.

10.02 THE PRESIDENT'S AWARD [Amended xxxx]

The President's Award shall replace the following awards: The Ken Long Memorial Award, The Harry Cameron Award and the Denver Davies Memorial Honours Award. The President's Award shall be awarded annually to a member who has made an outstanding volunteer contribution to the BYHA. Nominations shall be accepted from any member of the BYHA and judged by the Special Events Committee.

The following player awards shall be nominated by the Coaches to the Special Events Committee.

10.03 PETER VAN TENT AWARD [Amended xxxx]

The Peter Van Tent Goalie Award shall be presented annually to a goalie putting effort over ability in the Novice League. The Convenor of the league shall consult all Coaches of the league and submit the name of the award recipient to the Awards Committee.

10.04 EDWARD VAN DE VEN MEMORIAL TROPHY [Amended xxxx]

Minor Peewee AAA - The Edward Van De Ven Memorial Award shall be presented each year to the player who best combines his individual skills with team play and a high standard of personal conduct.

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10.05 JAMIE MCINTOSH MEMORIAL AWARD [Amended xxxx]

Peewee AAA - The Jamie McIntosh Memorial Award shall be presented annually to the most sportsmanlike player. Jamie never played minor hockey in Bramalea or Brampton. His story is a legacy of a person/player that captured the hearts of Paul Burton, Harvey Newlove and Mike Stevenson. These men, along with Jamie, were employed by the City and managed the Earncliffe Arena.

Jamie and his parents moved to Bramalea from Ottawa in the early seventies so they could be closer to the Toronto Sick Children's Hospital where Jamie was being treated for Hodgkin's disease. Jamie was diagnosed with the disease in 1973 when he was about to travel to Russia with his hockey team from Ottawa. Jamie was unable to travel with his teammates to Russia.

Jamie died of Hodgkin's in 1977 and the friends that he made at the Earncliffe Arena dedicated the sportsmanlike award in his memory.

10.06 CLAUDE CARRIERE A.C.A. MEMORIAL TROPHY [Amended xxxx]

Minor Bantam AA - The Claude Carriere A.C.A. Memorial Trophy shall be presented annually to the player who combines attitude, conduct and ability in the sport of hockey. The sudden death of Claude Carriere in 1980 ended his role as Coach, teacher and advocate of minor hockey. At the young age of 36, Claude's philosophy was simple "let the kids play" in an environment that encourages respect, discipline and the value of teamwork.

10.07 BILL BLOOR TRI-COUNTY PLAYERS AWARD [Amended xxxx]

Minor Bantam thru Juvenile - The Tri-County Players Award shall be presented annually to the player who best exemplifies the qualities of Perseverance, Sportsmanship and Dedication.

10.08 STEVE MACKAY AWARD [Amended xxxx]

Goaltenders AAA - The Steve MacKay Award shall be presented annually to the AAA Goaltenders with the best average in the regular season play.

10.09 IAN WALKER MEMORIAL AWARD [Amended xxxx]

Midget AA - The Ian Walker Memorial Award shall be presented annually to the Top Defensive Defenseman.

Ian, a former CMHA player, passed away in 1994 after a long battle with cancer. Ian was a robust and strong defensive defenseman who wore the number 4 throughout his years in minor hockey.

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10.10 CHRIS BARRETT MEMORIAL AWARD [Amended xxxx]

Midget AA - The Chris Barrett Memorial Award shall be presented annually to the most dedicated player.

Chris, the first recipient of the award in 1993-94, passed away as a result of injuries suffered in a car accident. Chris played for both the former BMHA and CMHA.

The Representative Coach and Manager of the year shall be nominated by the Representative Committee.

10.11 WESTDALE SHIPPING TROPHY [Amended xxxx]

The Westdale Shipping Trophy shall be presented annually to a representative Coach who combines the spirit of player development and team achievement.

10.12 RON ABLE MEMORIAL AWARD [Amended xxxx]

The Ron Able Memorial award shall be presented annually to the representative Manager whom has planned and implemented a successful hockey program.

10.13 STUDENT GRANT [Amended December 2007]

INTENALLY DELETED – PROGRAM UNDER REVIEW

10.14 JOHN ELLIOT AWARD [Amended xxxx]

Presented annually at the AGM through nomination from Coaches and/or Directors. Recognizes a player in the Intra-City Division who has displayed courage in the face of adversity.

10.15 YEARS OF SERVICE AWARD [Amended xxxx]

The Officiating Committee will recognize those referees that have served the BYHA for 10 years, 15 years, 20 years and 25 years of service with a Years of Service Pin recognizing the appropriate milestone.

10.16 REFEREE OF THE YEAR [Amended xxxx]

The Officiating Committee will accept nominations for a Referee of the Year award in recognition of a referee that best exemplifies and demonstrates the BYHA Fair Play program ideals and the Code of Conduct for Officials principles. This award will be presented at the last referee meeting of each season.

10.17 THE MIKE CLEWLOW MEMORIAL AWARD [Amended xxxx]

The Mike Clewlow Award for Outstanding Character and Integrity in Sport will be presented each year to a player from the representative league based on nominations from Representative Level coaches and/or Directors and selection by the Rep Committee. This award will recognize a player's dedication, perseverance, selflessness and sportsmanship, qualities embodied by Mike during his involvement with the BYHA.

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11. **BINGO** [Amended xxxx]

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12. BYLAW AND RESOLUTIONS [Amended xxxx]

The Bylaw and Resolutions Committee shall:

- a) Review all motions passed at the monthly Board of Director meetings and determine which of the motions require:
 - 1. Formalization into recommended Bylaws to be carried forward to the AGM.
 - 2. Resolutions to be immediately implemented and added to the Resolutions of the Corporation.

The Bylaw and Resolutions Committee shall report to the Board on the above at the next scheduled Board meeting.

- b) Review all Bylaw motions by the Board of Directors for vote by the membership at the AGM. Members of the committee shall present the motion to the membership at the AGM and provide the rationale prior to the Chair of the AGM opening discussion on the motion and calling a vote.
- c) Review all Bylaw motions submitted by the Membership prior to the AGM. The Committee members shall present the motions and recommend to the Board of Directors either to support or not support the motions and the rationale for the recommendation.

Members of the committee shall present the motions to the membership at the AGM and provide the rationale prior to the Chair of the AGM opening discussion on the motion and calling a vote.

- d) The Bylaw and Resolution committee shall be responsible for the updating of the Bylaw and Resolutions of the Corporation.

The Bylaw and Resolutions Committee shall provide each Director of the Board with a current copy of the Bylaw and Resolutions at the first meeting of each newly elected Board of Directors.

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13. COACH SELECTION [Amended xxxx]

The purpose of the following criteria is to provide the Coaches Selection Committee with the basic guidelines expected for Coaches at different levels within the BYHA. It is not the intent to restrict the Committees decision-making authority but to assist the Committee in its mandate of selecting the best-qualified Coaches for our association.

13.01 REPRESENTATIVE TEAMS [Amended xxxx]

- a) The Rep Coach Selection Committee shall consist of:
 - i) The Vice-President of the Representative League (who will chair the Committee);
 - ii) The Vice-President of Hockey Development;
 - iii) The Vice-President - Parent Rep;
 - iv) Two other persons selected by the President that may or may not be Board Members but cannot be active team officials.

- b) The Representative Coach Selection Committee may invite other individuals (Convenors, Parent Reps, etc.) to act in an advisory capacity in the selection of Coaches. These advisors shall not have voting privileges.

- c) All applications for Representative teams must be delivered directly to the BYHA office (not faxed or emailed) by November 01 of each year. The BYHA office will confirm receipt of each Coach application, applications submitted in any other manner will not be considered. Applications received after November 01 may be considered during this Coach selection process at the discretion of the Committee.

- d) All issues of concern over potential Rep Coach applicants must be delivered to the BYHA office, attention Rep Coach Selection Committee, in writing by December 01 of each year.

- e) The Rep Coach Selection Committee will begin interviewing applicants December 01 of each year. All applicants who apply will be granted an interview by the Rep Coach Selection Committee.

- f) The Rep Coach Selection Committee will announce the successful candidates starting January 01 on the BYHA web site. Prior to the official list of names being published on the BYHA web site, all applicants (Head Coach only) that did not receive a team will be contacted by telephone and advised that they were not successful in their application. The Rep Coach Selection Committee member making the call **will not** advise who the successful candidate(s) are at this time.

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- g) The decisions of the Rep Coach Selection Committee are final. Once the official names of all the successful applicants have been posted and made available, the Rep Coach Selection Committee shall be immediately disbanded.

13.02 INTRA-CITY TEAMS [Amended xxxx]

- a) The Intra-City League Coach Selection Committee shall consist of:
- i) The Vice-President of the Intra-City League (who will Chair the Committee);
 - ii) A representative from Hockey Development selected by the Vice-President of Hockey Development;
 - iii) Intra-City League Committee members;
 - iv) Intra-City League Convenors from each age level;
 - v) The Intra-City League elected Head Parent Rep.
- b) All applications for Intra-City League Coaches must be delivered directly to the BYHA office (not faxed or emailed) by December 01 of each year. The BYHA office will confirm receipt of each Coach application, applications submitted in any other manner will not be considered. Applications received after December 01 may be considered during this Coach selection process at the discretion of the Committee. Applications from Rep Coaches who did not receive a Rep team will be accepted until January 01, if they indicated on their application that they would consider taking an Intra-City team as an alternative.
- c) All issues of concern over potential Coach applicants must be delivered in writing to the BYHA office, attention Intra-City League Coach Selection Committee, by January 15 of each year.
- d) The Intra-City League Coach Selection Committee will begin interviewing applicants January 01 of each year. All new applicants who apply will be granted an interview. Other applicants may be granted an interview at the request of either the Intra-City League Coach Selection Committee or the applicant, if desired.
- e) The Intra-City League Coach Selection Committee will announce the successful candidates starting February 01 on the BYHA site. Prior to the official list of names being published on the BYHA web site, all applicants (Head Coach only) that did not receive a team will be contacted by telephone and advised that they were not successful in their application. The Intra-City League Coach selection committee member making the call **will not** advise who the successful candidate(s) are at this time.

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13.03 RECREATIONAL LEAGUE TEAMS [Amended xxxx]

- a) For each age group the Recreational League Coach Selection Committee shall consist of:
 - i) The Vice-President of Recreational League (who will Chair the Committee);
 - ii) A representative from Hockey Development selected by the Vice-President of Hockey Development;
 - iii) A Recreational League Director;
 - iv) Recreational League Convenors from that age level;
 - v) At least one Recreational League Parent Rep from that age level.

- b) All applications for Recreational League Coaches must be delivered directly to the BYHA office (not faxed or emailed) by March 01 of each year. The BYHA office will confirm receipt of each Coach application, applications submitted in any other manner will not be considered. Applications received after March 01 may be considered during this Coach selection process at the discretion of the Committee.

- c) All issues of concern over potential Coach applicants must be delivered in writing to the BYHA office, attention Recreational League Coach Selection Committee, by April 15 of each year.

- d) The Recreational League Coach Selection Committee will begin interviewing applicants April 15 of each year. New applicants who apply will be granted an interview by the Recreational League Coach Selection Committee. Other applicants may be granted an interview at the request of either the Recreational League Coach Selection Committee or the applicant, if desired.

- e) The Recreational League Coach Selection Committee will announce the successful candidates starting May 15 on the BYHA web site. Prior to the official list of names being published on the BYHA web site, all applicants (Head Coach only) that did not receive a team will be mailed a letter advising that they were not successful in their application.

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13.04 COACHES SELECTION CRITERIA [Amended xxxx]

Recreational League

1. A basic understanding of the game of hockey.
2. Initiation Level Coaches Certificate or commitment to attain certificate within the season. See Resolution 19.04 Coaches and Trainers Certification.
3. An understanding of:
 - a) OMHA/CHA Abuse and Harassment Policy
 - b) BYHA By-Law and Resolutions
4. All applicants must be able to satisfy the Committee that they are familiar with and will abide by the BYHA By-Law and Resolutions.
5. An understanding of and acknowledgment that this is recreational level hockey and the emphasis is on having fun and instilling good sportsmanship among the players and staff.
6. A commitment to equal ice time for all players.
7. A commitment to always conduct yourself in a manner befitting a representative of the BYHA.
8. Individuals who have coached before should be prepared to discuss their record, relationship with parents, players and BYHA
9. The Committee shall take into account any Parent Response Forms and a complete review of the previous season or seasons for repeat applicants.

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Intra-City and Representative:

1. An appropriate Level NCCP certification. See Resolution 19.04 Coach and Trainer Certification.
2. All applicants must have attended the Harassment and Abuse Clinic.
3. An in-depth knowledge of the game of hockey and the teaching skills required in order to develop the hockey skills of the players.
4. Applicants must be prepared to outline for the Committee their Yearly Coaching Plan and may be requested to submit their plan in advance of their interview.
5. A minimum of one year of coaching experience for applicants applying to Coach an Intra-City team.
6. A minimum of two years coaching experience for applicants applying for a Representative team.
7. Applicants for Minor and Major Atom teams must also have attended the OMHA Body Checking Clinic Certification.
8. Applicants must have a working knowledge of the CHA and OMHA Rules and Policies. This includes the Harassment and Abuse Policy.
9. Applicants must have demonstrated a commitment to develop and encourage their players to move up within the hockey levels of the BYHA.
10. A review of the applicants past team records as well as the number of players they have "graduated" to more competitive levels.
11. A review of the summary of the Parent Coach Evaluation Forms.
12. All applicants must be able to satisfy the Committee that they are familiar with and will abide by the BYHA By-Law and Resolutions governing Representative Teams (Regulation 5).

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14. DISCIPLINE AND SUSPENSIONS [Amended xxxx]

The BYHA has a zero tolerance policy in effect with respect to incidents arising out of the following discipline and suspension rules. Penalties subject to suspensions are as defined by HC, OHF, OMHA and BYHA By-Laws and Resolutions.

Each League shall be responsible for discipline issues relating to their league. The Executive Committee shall be responsible for all other discipline issues.

Where specific penalties are not prescribed by BYHA, penalties may be imposed based on those in effect by higher governing bodies.

14.01 PLAYER SUSPENSIONS [Amended xxxx]

A player may be suspended for the following infractions committed during, or immediately before or after, any game or practice:

- a) For swearing;
- b) For being absent from a game or practice without a good reason;
- c) For use of tobacco, drugs or alcoholic beverages;
- d) For wilful destruction or mishandling of property belonging to another;
- e) For un-gentlemanly conduct on or off the ice;
- f) For stealing property belonging to others.

14.02 COACH SUSPENSIONS [Amended xxxx]

- a) For missing a game or practice without good reason, or for not seeing that someone takes charge of his team during their absence;
- b) For disrespectful conduct towards any official, player, Convenor, Parent Rep and / or any Board member;
- c) For intoxication during games, practices or meetings;
- d) For harassment and / or abuse as defined in 14.03.

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14.03 DEFINITION OF HARASSMENT AND ABUSE [Amended xxxx]

Harassment is defined per the OMHA Manual of Operations as conduct, which is insulting, intimidation, humiliating, offensive or physically harmful. Types of Harassment include, but are not limited to:

- a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, race, religion, sex or sexual orientation;
- b) Condescending, patronizing, threatening or punishing actions which undermine self esteem or diminish performance;
- c) Practical jokes which cause awkwardness or embarrassment endanger a person's safety or negatively affect performance;
- d) Unwanted or unnecessary physical contact including touching, patting or pinching;
- e) Any form of hazing;
- f) Any form of physical assault or abuse;
- g) Any sexual offence;
- h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment;

14.04 HARASSMENT AND ABUSE MINIMUM SUSPENSIONS [Amended xxxx]

Any member of the BYHA, as ruled by a Discipline Committee, to have abused or harassed a participant shall be subject to the following minimum discipline pending the severity of the incident.

- a) A written apology to the person or persons abused or harassed and the BYHA abused with a letter of reprimand from the BYHA;
- b) Suspension;
- c) A combination of a) and (b) above;
- d) Expulsion from membership within the BYHA;
- e) Termination of employment or contract.

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14.05 GENERAL SUSPENSIONS [Amended xxxx]

All suspensions by Coaches, Convenors and Vice Presidents must be reported, in writing, to the Executive Committee for further review and discipline.

- a) A Coach may suspend a player for one (1) game after consultation with the appropriate League Convenor for contravention of any rule;
- b) A League Convenor may suspend a player and / or team official for one (1) game after consultation with the League Vice-President for contravention of any rule;
- c) A League Vice President may suspend a player and / or team official for three (3) games after consultation with the Executive Committee;
- d) The Executive Committee may suspend a player and/or team official or member for up to one year.

14.06 NOTICE OF HEARING [Amended xxxx]

- a) All persons requested to attend a discipline hearing will be given forty-eight (48) hours advance notice of a scheduled hearing;
- b) Notice of request to attend a discipline hearing will be arranged by the BYHA office and may be communicated by telephone, letter, electronic or other suitable means;
- c) Should a participant be unable to attend a scheduled hearing a written statement of fact may be submitted by the participant to the Discipline Committee prior to the hearing being held.

14.07 HEARING PROCESS [Amended xxxx]

- a) A League or Executive discipline committee will meet as required to deal with disciplinary issues as received through the official complaint process;
- b) A discipline committee hearing requires a quorum of 3 Committee members and a Chairperson, who shall either, be a League Vice-President or the BYHA President in their absence;
- c) Minutes will be taken during a discipline hearing and must be forwarded within forty-eight (48) hours of a hearing being concluded to the Executive Committee for review in the case of a league discipline committee hearing or to the Board in the case of an Executive discipline committee.

14.08 APPEAL OF DISCIPLINE COMMITTEE SUSPENSIONS [Amended xxxx]

- a) Suspensions issued by a League Discipline Committee may be appealed through the Executive Committee;
- b) Suspensions issued by the Executive Committee may be appealed through the Board of Directors at their next scheduled Board of Directors meeting;

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- c) Notice of Appeal must be forwarded in writing to the BYHA office attention BYHA General Manager within forty-eight (48) of receiving a letter of suspension from a Discipline Committee hearing indicating the reason for the Notice of Appeal along with a non-refundable cheque in the amount of \$100.00 payable to the BYHA;
- d) The Executive Committee will meet within fourteen days (14) to review the reason for the Notice of Appeal;
- e) The Executive Committee may decide to reject the Notice of Appeal outright, may reduce or increase the penalty imposed under the original decision or may set the decision aside altogether;
- f) Results of the Executive Committee decision will be forwarded in writing to the party making the appeal within twenty-four (24) hours of the review.

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15. EQUIPMENT - NEW AND USED [Amended xxxx]

15.01 GENERAL [Amended September 2008]

- a) It shall be compulsory for all players of the BYHA to wear approved protective equipment as outlined by the O.M.H.A. Manual of Operation.
- b) All equipment purchased by the BYHA shall remain the property of the BYHA.
- c) Suitable equipment shall be purchased for use in the Hockey and Goalie Schools as deemed necessary by the Special Events Committee.
- d) Recreational League goal tending equipment at the younger age groups shall be supplied to the coach by the BYHA.
- e) BYHA shall provide all Intra City teams with two (2) sweaters and two (2) pairs of socks. All Recreational League teams shall be provided with one (1) sweater and one (1) pair of socks.
- f) Each Intra City coach shall sign for and be responsible for the team's sweaters. One set of Intra City sweaters shall be returned.
- g) The Coaching staff is responsible for all team sweaters.
- h) Player's surname or family name may be added to team sweaters only under the following conditions:
 - i) **Players' names may not be added to any sweater before the Recreational League balancing date and the last date of November 15 for player movement within the Representatives Leagues.**
 - ii) Players' surname or family name may only be added to the back of the sweater. The size of the lettering cannot be larger than three (3) inches.
 - iii) Recreational League may add names by one of the following processes: screening, embroidery, hot stamping or a sewn-on name patch.
 - iv) **Two (2) year sweaters of the Representative Teams (AAA, AA and A) and Intra-City may ONLY have the names added by a name patch that is sewn onto the back of the sweater.**
 - v) The cost of the player's names being added to the team sweaters shall be the sole responsibility of the individual teams. No additional cost shall be borne by the BYHA.
- i) Game sweaters and socks may only be worn during games, i.e., they are **NOT** to be worn during practice.
- j) Suitable insurance shall be purchased by the BYHA to cover replacement costs during the summer months.
- k) **The official colours of the BYHA are white, green and gold.**

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16. EXECUTIVE COMMITTEE

The Executive Committee is charged with providing the overall direction of the Corporation.

16.01 RULES OF ORDER [Amended xxxx]

All meetings will be conducted in accordance with Robert's Rules of Order in so far as they may apply.

16.02 ORDER OF BUSINESS [Amended xxxx]

- | | |
|------------------------------------|-----------------------------------|
| a) Minutes of the previous meeting | f) Committees' Chairperson Report |
| b) Correspondence | g) President's Report |
| c) Conflict of Interest | h) Old Business |
| d) Unfinished Business | i) New Business |
| e) Treasurer's Report | |

16.03 RECORD OF BUSINESS [Amended xxxx]

The secretary shall record the minutes of meeting. The minutes will be distributed to the Executive Committee members one week after the Executive meeting.

16.04 MOTIONS [Amended xxxx]

The secretary will forward copies of all motions adopted by the Executive Committee to the Bylaw and Resolution Committee one week prior to the next scheduled Board of Directors meeting.

The Bylaw and Resolution Committee will review the motions adopted and determine which of the motions require:

- a) Formalization into recommended Bylaws to be carried forward to the AGM
- b) Resolutions to be immediately implemented and added to the Resolutions of the Association.

The Bylaw and Resolution Committee will report to the Board of Directors on the above at the next scheduled Board of Directors meeting.

16.05 DISCIPLINE [Amended xxxx]

Any Committee member who acts in an abusive manner towards any other member of the Committee will be dismissed from the meeting by the meeting chairperson.

16.06 NOTICES [Amended xxxx]

All notices of motion and other business shall be submitted in writing to the Secretary no later than one week prior to the scheduled Executive Committee meetings. An agenda for the scheduled Executive Committee meeting shall be circulated at least one week in advance of a scheduled Committee meeting.

16.07 FREQUENCY OF EXECUTIVE COMMITTEE MEETINGS [Amended xxxx]

The Executive Committee shall meet at least monthly with the exception of each July in which no meeting is scheduled.

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17. EXECUTIVE DINNER

17.01 EXECUTIVE DINNER [Amended xxxx]

The purpose of this annual dinner is for the organization to acknowledge the Board Members for their extensive work during the current year, as well, present any awards deemed fitting by the Board at that time. Guests invited include the Board Members and their spouses and/or guest, OMHA representatives, City of Brampton Parks and Recreation representatives, Brampton Battalion representatives, Past Presidents and any persons being honoured.

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18. FINANCE

18.01 TREASURER[Amended xxxx]

The Treasurer will be appointed by the President with a majority vote of the Board of Directors at the 1st board meeting following the AGM. The candidate for the Treasurer position must be able to demonstrate that he or she has the necessary skills to hold the position.

The Treasurer is to attend Executive Committee, Board meetings and the AGM in which he or she will submit financial statements (as per Resolution 3.04 Treasurer) and be available to respond to questions as they may arise.

18.02 FISCAL YEAR[Amended Aug 2000]

The fiscal year of BYHA shall be May 1st to April 30th. Unaudited financial statement will be presented at the AGM (Annual General Meeting). The audited financial statement will be available for review on or about June 15th each year and will be posted on the web site.

18.03 FISCAL OPERATING BUDGET[Amended xxxx]

The Finance Committee will prepare and the Board of Directors will approve the annual operating budget including any capital expenditures prior to the AGM. BYHA is a non-profit organization and therefore, its annual operating profit/(loss) should be as close to zero as reasonably possible.

18.04 CAPITAL/OPERATING EXPENDITURES[Amended xxxx]

All Capital/Operating expenditures greater than \$5,000 not covered under the annual operating budget must have the approval of the Board of Directors.

18.05 MONTHLY BUDGET REVIEW [Amended xxxx]

The monthly budget review of the BYHA financial affairs will consist of the enclosed minimum financial statements.

18.06 RESERVE FUND [Amended MARCH 2008]

The BYHA, as a not-profit organization, is to establish and maintain a minimum annual reserve fund equal to 15% of the previous years operating expenses.

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19. HOCKEY DEVELOPMENT

19.01 AGE OF PLAYERS [Amended xxxx]

- a) The minimum age for registration is five (5) years of age on December 31st of the year the season begins.

NOVICE - Under 9 years as of December 31st of the year the season begins
 ATOM - Under 11 years as of December 31st of the year the season begins
 PEEWEE - Under 13 years as of December 31st of the year the season begins
 BANTAM - Under 15 years as of December 31st of the year the season begins
 MINOR MIDGET - Under 16 years as of December 31st of the year the season begins
 MIDGET - Under 18 years as of December 31st of the year the season begins
 JUVENILE - Under 21 years as of December 31st of the year the season begins
 SELECT 6 - Under 7 years as of December 31st of the year the season begins
 SELECT 7 - Under 8 years as of December 31st of the year the season begins

- b) The Novice, Atom, Peewee, Bantam and Midget groups may be split into Minor and Major Divisions.
- c) Any player who registers and is carded as a "GOALIE" must play as a "GOALIE" for the season in which they register. (MINOR BANTAM AND ABOVE)

19.02 MINIMUM NUMBER OF TEAM PLAYERS[Amended xxxx]

Teams shall conform to the following minimums:

	TEAM ONE	TEAM TWO	TEAM THREE
SELECT 6'S	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17
SELECT 7'S	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17

	AAA	AA	A	AE	IC	REC
NOVICE	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
M. ATOM	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
ATOM	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
M. PEEWEE	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
PEEWEE	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
M. BANTAM	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
BANTAM	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
M. MIDGET	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
MIDGET	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 2 = 17	15 + 1 = 16
JUVENILE	16 + 2 = 18	16 + 2 = 18	16 + 2 = 18	16 + 2 = 18	15 + 2 = 17	16 + 1 = 17

NOTE:

- (1) Recreational League teams may be unable to conform due to a shortage of players.
 (2) Intra-City teams may draft two (2) goalies in leagues where the number of registered goalies warrants. The decision to draft two (2) goalies will be made prior to the Intra-city Draft by the BYHA.

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19.03 HOCKEY INITIATION PROGRAM [Amended xxxx]

1. BYHA will implement the C.H.A. Hockey Initiation Program as part of the Hockey Development curriculum. The Hockey Development Committee will appoint an Initiation Program Coordinator to oversee the implementation of the Initiation Program as approved by the Executive Committee.
2. BYHA will encourage all on-ice personnel and bench leadership positions in the divisions of Atom and below involved in the Representative, Intra-City, Recreational League, Mini Troopers and Hockey School to successfully complete the Initiation Program Instructors Program.

19.04 COACH AND TRAINER CERTIFICATION[Amended xxxx]

Team Official Certification Required

Initiation Coach Trainer Intermediate Recommended

Year

RECREATIONAL LEAGUE

Atom & younger

Head Coach x 97/98

Assistant Coaches x 97/98

Trainer x 97/98

Peewee & older

Head Coach

Assistant Coaches

Trainer x 97/98

INTRA-CITY LEAGUE

Head Coach x 97/98

Assistant Coaches x 97/98

Trainer x 97/98

REPRESENTATIVE LEAGUE

A

Head Coach x 97/98

Assistant Coaches x 97/98

Assistant Coaches x 00/01

Trainer x 97/98

AA

Head Coach x 97/98

Head Coach x 00/01

Assistant Coaches x 97/98

Assistant Coaches x 00/01

Trainer x 97/98

AAA

Head Coach x 97/98

Head Coach x 99/00

Assistant Coaches x 97/98

Assistant Coaches x 99/00

Trainer x 97/98

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19.05 SELECT 6 & 7 HOCKEY PROGRAM [Amended xxxx]

- a) The Select Hockey Program is designed to promote development in a team format amongst those pre-novice players who exhibit advanced skating and hockey skill levels.
- b) Although teams will play in a competitive environment, the focus of all aspects of the program is on skill development, sportsmanship and team participation.
- c) Ice time is key to development for all players. For non-Recreational League games, although equal ice time may not be achievable, a fair share of ice time is expected for all players. Fair share of ice time will be defined as measurable, meaningful minutes.

19.06 TEAM SELECTION [Amended xxxx]

- a) Select teams will be divided into two age levels; those players who are seven years old and those players who are six years old and younger (as of December 31st of the year the season begins);
- b) For each age level, a first team (6-1 and 7-1) will be selected (through the process outlined below) and two (2) subsequent teams (6-2 and 6-3 and 7-2 and 7-3) will be selected through an accommodating draft process;
- c) Select teams will be selected by the coaches with guidance from the Hockey Development Committee;
- d) All Select teams in each age group must carry the minimum number of players in accordance with BYHA resolutions;
- e) Teams shall wear sweaters as prescribed by the Hockey Development Committee as appropriate for the leagues in which they may participate;
- f) Only eligible carded team players and officials are allowed on the bench;
- g) Before any exhibition or league game can be played, a carded (Hockey Canada official certificates) coach and trainer must be present on the team bench;
- h) When a Select team is participating in BYHA Recreational League play, they will be governed by Recreational League rules including equal ice time for all players (refer to Recreational League Resolution 8 for details);
- i) The Head Coach is responsible to BYHA for the team's conduct during the season;

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- j) All players and team officials are to abide by the BYHA Bylaws, Resolutions, Manual of Operations and OMHA Manual of Operations. Any team official or player found in violation shall be brought forward to the Hockey Development Committee;
- k) Contact with the OMHA or league associations must be carried out through the BYHA Hockey Development Vice-President or their designate;
- l) The team official listed as Manager must submit game sheets to the BYHA Hockey Development designated convenor within 48 hours of completion of the game;
- m) All matters concerning Select 6 & 7 teams shall be addressed by the BYHA Hockey Development Committee.

19.07 PLAYER ELIGIBILITY[Amended xxxx]

- a) A player must be registered with BYHA for the current season to be eligible for a Select team. Proof of registration must be shown by players before participating in Select team tryouts;
- b) Non-resident players are not permitted to participate in the Select program;
- c) No player can be affiliated with two teams at the same time;
- d) Only eligible players who have signed Hockey Canada player cards that have been submitted, approved and returned can participate in any league tournaments or exhibition games;

19.08 TRY-OUT AND SELECTION PROCEDURES [Amended xxxx]

- a) Official Select tryout dates shall be established by the BYHA and published on the BYHA website and local media;
- b) All costs associated with tryout ice are to be borne by the BYHA and all revenues associated with tryout ice are revenues of the BYHA and not of the individual team on whose behalf the tryout occurs;
- c) The Head Coaches of the first 6-year old (6-1) and first 7-year old (7-1) teams will coordinate the tryouts in conjunction with all coaching staff from each of the three sets of teams;
- d) For each of the seven and six year old age groups, the respective COORDINATOR, in conjunction with all coaching staff, will select a pool of not less than forty-five (45) players and not more than fifty-one (51), from which the three teams will be formed at each age category;

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- e) Once this initial pool has been established, no player can be moved or cut from the Select program (except in extenuating circumstances as outlined below in 'Player Movement'). The final rosters at each level will include fifty-one players (3 teams of 17 players each);
- f) The six year old (6-1) and seven year old (7-1) coaches will select a "first" team from their respective pool. The initial number of players chosen for the "first" teams will be a minimum of 17 players (including two goalies). The 2nd & 3rd teams will select a minimum of 15 players each through an accommodating draft by the end of the tryouts. This will allow for the addition of other players such as late registrants where appropriate;
- g) The first seven year old team (7-1) can include six year old players, but only if the player(s) is deemed to be within the best three players on the team;
- h) The second and third teams at each level will be selected by the team's respective coaches from the players remaining in the pool (outlined in item (d) above) plus any other players identified in the BYHA. No underage players can be included on the 2nd & 3rd seven year old teams;
- i) The final complement of seventeen (17) players (including two goalies) for all 6 & 7 Select teams, must be determined prior to the Recreational League draft.

19.09 PLAYER MOVEMENT [Amended xxxx]

- a) Once the three Select teams (at the two age groups) have completed the selection of their seventeen (17) players, no players can be cut or moved between teams without extenuating circumstances and then only with the prior approval of the Hockey Development Committee;
- b) In the event a player does leave the Select program, they may be replaced subject to OMHA deadlines.

19.10 USE OF AFFILIATE PLAYERS [Amended xxxx]

In accordance with current OMHA guidelines, affiliate players are not permitted for these Select teams.

19.11 PRACTICES [Amended xxxx]

Ice provided by BYHA for practice times must be used to further the players' skill development. Additional ice time for practices/exhibition games may be booked through the Ice Scheduler and the team will be billed accordingly.

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19.12 EXHIBITION GAMES [Amended xxxx]

The number of exhibition games in which a Select team may participate is limited in accordance with OMHA guidelines, currently a maximum of two per month.

19.13 TOURNAMENTS [Amended xxxx]

- a) The maximum number of tournaments in which Select teams may participate is limited in accordance with OMHA guidelines, currently three;
- b) Procedures for tournament approval are to be followed as outlined under Representative Resolution number 5.12; as appropriate. Any reference to rep officials is substituted with Hockey Development.

19.14 EQUIPMENT [Amended September 2009]

- a) Those Select teams playing in an affiliate association league loop will be purchase two sets of sweaters and socks (home and away) the approved supplier via the BYHA Office. For the Select teams participating primarily in the BYHA Recreational League only (i.e. the second and third six year old teams) one set of sweaters and socks will be provided for each team;
- b) The responsibility for care, distribution and collection of sweaters and socks as well as equipment requirements is as outlined under Representative Resolution 5.13; as appropriate.

19.15 DRESS REQUIREMENT [Amended xxxx]

As outlined under Representative Resolution 5.16.

19.16 FUNDRAISING [Amended xxxx]

As outlined under Ways & Means Resolution 28.

19.17 TEAM BUDGETS/FINANCES [Amended xxxx]

As outlined under Ways & Means Resolution 28.

19.18 DISCIPLINE [Amended xxxx]

Refer to Representative Resolution 5.20 for Dressing Room expectations and 5.21 for on ice expectations.

19.19 PROTESTS [Amended xxxx]

Protests are to be submitted in accordance with OMHA guidelines as outlined in the current OMHA Manual of Operations.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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19.20 POLICE CHECKS [Amended xxxx]

Police checks are required for all coaching staff in accordance with Representative Resolution 5.23.

19.21 ASSESSMENT FEES [Amended xxxx]

As outlined in Representative Resolution 5.24.

19.22 TEAM MEETING [Amended xxxx]

Refer to Representative Resolution 5.25. A copy of the team rules is to be submitted to the Vice-President – Hockey Development.

19.23 PARENT TEAM REPRESENTATIVE [Amended xxxx]

- a) Each team shall elect a parent team representative to act as a liaison between the team parents and the Hockey Development Committee;
- b) The Parent Reps of the teams in the Select Hockey Program will elect a Parent Rep to sit on the Hockey Development Committee.

19.24 COACH & TRAINER CERTIFICATION PROGRAM [Amended xxxx]

- a) All coaches and assistant coaches **MUST** obtain NCCP certification in accordance with the certification requirements of Hockey Development;
- b) Each team **MUST** have a NCCP certified trainer on the bench inclusive of a first aid kit;
- c) The coach or trainer **CANNOT** assume the same responsibilities on the bench.

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20. **ICE SCHEDULING** [Amended xxxx]

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21. JUNIOR HOCKEY

21.01 NON-AFFILIATED JUNIOR TEAMS [Amended xxxx]

The BYHA may release players to non-affiliated Junior team(s) under the following conditions:

- a) The Junior Affiliated team(s) agrees to provide the BYHA player a release to the non-affiliated Junior team.
- b) The BYHA player should be a second year Midget or Juvenile. Players of younger age will be considered on individual merits by the Junior Committee.
- c) The non-affiliated Junior team(s) must pay a development fee prior to the BYHA signing a player release and the player signing a Junior card.

21.02 AFFILIATED JUNIOR TEAMS [Amended xxxx]

The BYHA may enter an affiliation agreement with Junior team(s) under the following conditions:

- a) The Junior team(s) must pay the player(s) BYHA registration and rep fees prior to the BYHA signing a player release and the player signing a Junior card.
- b) The Junior team(s) can only select affiliate players from the Midget AAA and Juvenile Teams.
- c) The affiliated players must attend Midget and Juvenile practices and games. Junior team(s) must obtain approval from the BYHA coaches prior to any affiliate player participating in a Junior event.
- d) The BYHA may provide Junior team(s) CHA player cards at the start of the season. Depending upon circumstances during the course of the season, i.e., should a Brampton player(s) be released by a Junior team(s), the Midget and Juvenile coaches may elect to sign the released Brampton player and replace the player card thereby allowing the Junior Team(s) to maintain player card numbers.
- e) The Junior team(s) cannot trade or promise/trade the rights to Brampton players without an approval from the Representative Committee. Written requests received from the Junior team(s) will be reviewed, on individual merits, by the Junior Committee.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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- f) Should the BYHA affiliate with more than one Junior team then, the following draft procedures will apply:
1. Prior to the draft, The Junior teams will agree on the total number of affiliated players to be selected.
 2. Should a Junior team obtain a player(s) release from an adjoining centre or the GTHL and should the player(s) be selected for either the Midget or Juvenile teams, the player(s) will be an Associated player(s) of that respective Junior team.
 3. Should the number of affiliated players in f) 2. not be an equal number to each Junior team, the Junior team with the least number of affiliated players will select players from the Midget and Juvenile rosters until the number of Affiliated players are even.

Once the Junior teams has selected an equal number of Affiliated players, each team in turn, will select additional affiliated players per the agreed maximum number of affiliated players.

21.03 MIDGET CHA PLAYER CARDS [Amended xxxx]

- a) To provide maximum protection to BYHA players signed on Junior cards and whom are released prior to the OMHA January 10th deadline for final player rosters, the Midget AAA, AA, A and Intra-City carding system will be as follows:
- i) The Intra City League Midget teams will provide two CHA player card to the Midget A team. The Midget A teams will sign two players on Intra-City player cards.
 - ii) The Midget A team will provide two CHA player cards to the Midget AA team. The Midget AA teams will sign two players on the Midget A team player cards.
 - iii) The Midget AA team will provide two CHA player cards to the Midget AAA team. The Midget AAA will sign two players on the Midget AA player cards.

This system will provide the Midget AAA team with two additional cards to sign any BYHA player that may be released by Junior team(s) prior to the OMHA January 10th deadline.

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THE ONTARIO HOCKEY ASSOCIATION AFFILIATION FORM**

This will serve to confirm that the _____
(Name of Highest Category Team)

operate in a club system under CHA Regulations. The teams, which comprise the club structure, are as follows:

BRAMPTON YOUTH HOCKEY ASSOCIATION Midget AAA

BRAMPTON YOUTH HOCKEY ASSOCIATION Juvenile

Brampton Youth Signing Officers:

President

VP Representative

NOTES:

1. The Ontario Association will confirm that the designated signing officers are the officers on record with the respective governing bodies for the Minor System (i.e. GTHL, OMHA)
2. It is imperative that all releases and reduction in roster (December 1 and January 10), are authorized by the two designated signing officers noted above.
3. For all teams, which operate in a club structure, this declaration must be completed on behalf of the entire structure by the highest category team.
4. The declaration must be filed in the OHA office before the use of any affiliated players. Final date to submit to the OHA is September 1.
5. If a club intends to form a team of a higher Division or of a higher category of the same Division the following season, it must notify its Branch Executive Director and all its registered players by registered mail by May 1 in order to protect its right to over-age players for the following season.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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FOR OHA USE ONLY	
DATE RECEIVED _____	DATE APPROVED _____

JUNIOR AFFILIATION AGREEMENT FORM

This will serve to confirm that the _____
(Name of Junior Team)

and the Brampton Youth Association's Midget AAA and Juvenile teams has agreed to affiliate with one another based on the Ontario Hockey Association Affiliation Form and the conditions herein.

BRAMPTON YOUTH SIGNING OFFICER

JUNIOR TEAM SIGNING OFFICER

President

President

CONDITIONS:

- a) The Junior team(s) must pay the player(s) BYHA registration and rep fees prior to the BYHA signing a player release and the player signing a Junior card.
- b) The Junior team(s) can only select affiliate players from the Midget AAA and Juvenile Teams.
- c) The affiliated players must attend Midget and Juvenile practices and games. Junior team(s) must obtain approval from the BYHA coaches prior to any affiliate player participating in a Junior event.
- d) The BYHA may provide Junior team(s) CHA player cards at the start of the season. Depending upon circumstances during the course of the season, i.e., should a Brampton player(s) be released by a Junior team(s), the Midget and Juvenile coaches may elect to sign the released Brampton player and replace the player card thereby allowing the Junior Team(s) to maintain player card numbers.
- e) The Junior team(s) cannot trade or promise/trade the rights to Brampton players without an approval from the Representative Committee. Written requests received from the Junior team(s) will be reviewed, on individual merits, by the Junior Committee.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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22.01 RECOGNITION OF SERVICE [Amended xxxx]

In accordance with Bylaw 2 - Article 17 - Recognition of Service

- a) The Special Events Committee may recommend to the Board of Directors a lifetime membership and/or pass to individuals due to his/her exceptional services to the Brampton Youth Hockey Association and predecessor Associations.
- b) The lifetime membership and/or pass shall be valid at all BYHA functions during the hockey season. Such individuals shall have the right to notice of, but not to vote at meetings of the directors or membership.
- c) The recipients of a lifetime membership and/or pass may be any member of BYHA and predecessor associations who has served as a volunteer for a minimum ten (10) years.
- d) The Special Events Committee will proudly display the names of all lifetime members on a plaque at the office of the BYHA and provide each lifetime member with a plaque and wallet size card so designated.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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23. OFFICIATING [Amended xxxx]

The Referee-in-Chief will prepare and submit a proposed annual budget each year to the Executive Committee which will include estimated funding requirements for committee meetings, Referee training programs, Referee supervision programs and other projected costs related to providing qualified officials to meet the needs of the Association.

23.1 OFFICIATING COMMITTEE [Amended xxxx]

The Officiating Committee will be comprised of the following members:

Referee-In-Chief (Chairperson)
Senior Ice Scheduler
Two Board of Director members
Referee (selected by the Referees)

23.2 NEW REFEREE ORIENTATION PROCESS [Amended xxxx]

The Officiating Committee will develop and provide for an annual Referee orientation process at the start of each season for all new and un-carded Referees.

23.3 REFEREE RATING SCHEDULE [Amended xxxx]

- a) The Officiating Committee will rate each Referee for the purposes of assigning game schedules based on experience, results of supervision reports and CHOP certification level;
- b) The Referees will be assigned a rating of either 1, 2, 3A, 3B, 4 or Mini-Troopers, with 1 representing the most senior Referee rating;
- c) Referees will have their game assignments based on their assigned rating;
- d) All assignments will be fairly allocated to all Referees in good standing based upon the above criteria;
- e) A Referee has a right to appeal a rating they are assigned at the time of their initial rating assignment; after any reassignment of their rating; and / or after any change in their certification level, directly to the Officiating Committee;
- f) The request to appeal a rating must be forwarded to the Officiating Committee in writing following the established BYHA Complaint Process and include the reason(s) why the rating should be reviewed;
- g) The Officiating Committee will consider the appeal at their next regularly scheduled Officiating Committee meeting and will advise in writing of the results of their appeal.

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23.4 REFEREE SUPERVISION PROCESS [Amended xxxx]

- a) All Non-CHOP level Referees will be supervised at least two times each season;
- b) Referees new to the BYHA (non-rated) may be supervised on or before their first assignment by at least one member of the Officiating Committee or a designated Referee Supervisor appointed by the Officiating Committee.

23.5 ELECTION OF REFEREE REPRESENTATIVE [Amended xxxx]

- a) At the first Referee's meeting at the start of each new season (by October 15th latest of each new season), the Referees will elect a Referee in good standing to represent their interests on the Officiating Committee;
- b) The elected Referee will serve on the Officiating Committee until the start of the next year's season, until such time as the first Referee's meeting is held and a new election has taken place.

23.6 NUMBER OF MEETINGS EACH YEAR [Amended xxxx]

The Officiating Committee will hold at least four Committee meetings each year.

23.7 BYHA REFEREE CODE OF CONDUCT [Amended xxxx]

All referees agree to follow the BYHA Referee Code of Conduct.

23.8 REFEREE CERTIFICATION [Amended xxxx]

Effective December 31 of each season all referees must be certified to at least Referee Level I or have completed the New Referee Orientation Process described in Resolution 23.2

23.9 YEARS OF SERVICE AWARD [Amended xxxx]

The Officiating Committee will recognize those referees that have served the BYHA for 10 years, 15 years, 20 years and 25 years of service with a Years of Service Pin recognizing the appropriate milestone.

23.10 REFEREE OF THE YEAR [Amended xxxx]

The Officiating Committee will accept nominations for a Referee of the Year award in recognition of a referee that best exemplifies and demonstrates the BYHA Fair Play program ideals and the Code of Conduct for Officials principles. This award will be presented at the last referee meeting of each season.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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23.11 MISSED OR LATE ASSIGNMENTS [Amended xxxx]

- a) any referee that is late for an assignment will miss the next two weeks of all scheduled assignments;
- b) any referee that misses an assignment will miss one month of all scheduled assignments;
- c) any referee that is late, or misses an assignment a second time during the current season will require an interview with the Referee-in-Chief prior to being given any further assignments.

23.12 BYHA FAIR PLAY PROGRAM [Amended SEPTEMBER 2010]

This program was discontinued as of September 2010.

23.13 CRITICAL INCIDENT REPORTS [Amended xxxx]

All critical incidents must be completed on a BYHA Critical Incident Report and forwarded in the manner and time as described on the form in order to be followed up. Reports not filed in this manner may not be followed up.

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24. PUBLIC RELATIONS AND INFORMATION

24.01 BYHA WEB SITE [Amended xxxx]

The BYHA office has the task to maintain, update and develop the web site. The web site is to act as a communication vehicle for the BYHA whereby information can be available to our members. All additions and/or changes to the web site are to be directed to the webmaster.

24.02 BYHA NEWSLETTER [Amended xxxx]

The BYHA office will publish a newsletter quarterly which will contain articles developed by the board and/or a member which are newsworthy and informative.

24.03 CONTENT [Amended xxxx]

Content posted to the official BYHA web site will be consistent with the aims of the organization and its affiliated groups and subject to the approval of the Board of Directors. Content provided for posting to the web site shall be provided in a suitable electronic format.

24.04 LINKS [Amended xxxx]

Links offered on the official BYHA web site will be subject to prior approval by the Board of Directors.

24.05 SCHEDULES AND STANDINGS [Amended xxxx]

The posting of schedules and standings to the BYHA web site will be the responsibility of the Vice-President of each league who will be given passwords to access their respective area of responsibility.

24.06 NOTICE BOARD [Amended xxxx]

Posting of information to the Notice Board will be the responsibility of the administrative staff of the organization who will be given passwords to their respective area of responsibility.

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25. REGISTRATION AND TEAM CARDING

25.01 REGISTRATION [Amended xxxx]

- a) The BYHA office shall advertise the dates for player registration.
- b) Each player must submit a registration application form properly completed and accompanied by proof of age and registration fees.
- c) Any player who registered after the published dates shall be placed on a waiting list and may be assigned to a team in accordance with their ability when a vacancy occurs. Should there be such a vacancy, the various league committees shall use its best efforts to place the player at a competitive level.

In all cases, General Resolution 4.06 - Movement of Players shall apply.

- d) No team may draft a player from the waiting list.
- e) For Minor Bantam and above, any player who registers as a goalie must play as a goalie for the season in which they register.
- f) All registrations become the property of BYHA and may not be distributed without the approval from the Board of Directors.
- g) Legitimate refunds will be made on written application to the Secretary. Refunds will be pro-rated and subject to a service charge.

25.02 REGISTRATION FEE [Amended xxxx]

Each league in conjunction with the Finance and Executive Committees shall review on an annual basis the cost per player per league and assess the registration and rep fees for the following hockey season.

25.03 TEAM CARDING[Amended xxxx]

Each league shall undertake the carding of its own respective BYHA players.

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26.0 SPONSORSHIP AND TEAM PHOTOGRAPHS

26.01 SPONSORSHIP [Amended April 2009]

- a) All Recreational sponsors must sign an approved BYHA Sponsorship form in accordance to the current Sponsorship pricing structure.
- b) Under no circumstances may any other member of the BYHA or any other person approach a sponsor for financial assistance either directly or indirectly.
- c) The sponsor shall be notified of the name of the team, the league and the arena where they will be playing and provided with a copy of the team schedule.
- d) Sponsorship of a team does not entitle a representative of the sponsor to any official capacity with the team.

26.02 TEAM PHOTOGRAPHS [Amended April 2009]

- a) The Special Events Committee shall arrange for team photographs. Photographs are to be taken of all teams. All coaches shall cooperate fully in the arranging for his/her team to be prepared at a given time to have photographs taken.
- b) Recreational sponsors shall be given a team picture in each year of their sponsorship.
- c) Team pictures shall be priced by invitation to tender and the cost included in the annual Registration Fee.

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27. TOURNAMENTS

27.01 APPROVAL [Amended xxxx]

Tournaments that are organized and / or hosted as BYHA officially sanctioned tournaments require approval by the BYHA Board of Directors.

27.02 STANDING MEMBER [Amended xxxx]

Parties interested in organizing and / or hosting a BYHA sanctioned tournament must include at least one member in good standing of the organization.

27.03 HOSTING REQUIREMENTS [Amended xxxx]

Parties interested in organizing and / or hosting a BYHA sanctioned tournament must demonstrate the following proven abilities:

- a) prepare an estimated financial budget for the proposed tournament;
- b) include a list of the organizing committee;
- c) provide an application fee of \$100.00;
- d) in the case of first time applicant make a presentation to the Board of Directors;
- e) apply at least six months in advance of planned tournament;
- f) pay to the BYHA such fees (i.e. ice time, schedulers, etc) as may be required;
- g) pay to the BYHA a minimum tournament sponsorship fee of \$1,000.00.

27.04 REPRESENTATIVE SILVER STICK TEAM ALLOWANCE [Amended xxxx]

Any Representative team advancing to Silver Stick Tournament finals may make application in advance to be reimbursed travel expenses up to a maximum of \$1,000.00 with receipts; i.e. bus rental, provided funds are available.

27.05 BOB GIROUX BRAMPTON TYKE SELECT TOURNAMENT [Amended xxxx]

The BYHA will host an annual Tyke Select Tournament known as the Bob Giroux Brampton Tyke Select Tournament.

27.06 JASON ABRAHAM AAA TOURNAMENT [Amended July 2010]

The BYHA will host an annual AAA Tournament known as the Jason Abraham Tournament.

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28 WAYS AND MEANS [Amended xxxx]

All issues dealing with ways and means will be the responsibility of the Planning Committee.

28.01 FUNDRAISING [Amended xxxx]

- a) All fundraising events must be approved by the BYHA General Manager prior to proceeding with the event;
- b) All fundraising events shall be presented by the Coaching staff to all team parents **PRIOR** to any persons entering into any agreement with any person, company or corporation to conduct any such event and ALL fundraising shall be approved by the **MAJORITY** of parents;
- c) Where a proposal to raise funds is presented to the parents of a team, it shall be in writing and shall include a proposed budget indicating the cost of the event, the projected profit and a description of the details of the fundraising event. It shall also indicate what the raised profits shall be used for. At the conclusion of the event, a final budget shall be presented to the parents indicating the total cost and amounts raised. It shall be signed by the Manager and the Parent Representative;
- d) Where an event had been approved by the parents and the BYHA General Manager, the Parent Representative shall be involved in the fundraiser;
- e) All fundraising events shall be conducted in accordance with the Resolutions of the BYHA and shall also conform to all provincial and federal statutes (ie. Where liquor is to be sold at any event, it will only be done so in accordance and compliance of the Liquor License Act);
- f) No person acting for or on behalf of any team(s) governed by the BYHA shall enter into any agreement or contract with any individual, company or corporation on behalf of the BYHA in order to raise funds;
- g) The BYHA is in no way responsible or liable for any debts or disputes arising from any fundraising event, functions or scheme conducted by any team(s) governed by the BYHA and shall not incur any debts or liabilities as a result of any fundraising event;
- h) **ANY** team official found to be in violation of this Resolution either directly or indirectly shall be dealt with by the appropriate league committee and may forfeit their position within the BYHA.

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28.02 BUDGET SUBMISSION [Amended xxxx]

- a) All submissions of budgets are to be on the prescribed form approved by the Executive Committee;
- b) Failure to comply with these resolutions will be dealt with by the appropriate league committee;
- c) Final budget submissions are to include a closing bank statement which indicates that the team bank account (s) have been closed (zero balance) and that all funds have been disbursed back to the parents/players on the team.

28.03 BUDGET REVIEW [Amended xxxx]

- a) The Planning Committee will conduct an annual review of all budgets and establish an acceptable budget range for each league for next season.
- b) The Planning Committee will conduct an annual review of items to be considered appropriate for inclusion in a team budget.
- c) Team budgets that include items not considered appropriate or exceed this budget range will be referred to the appropriate league committee for review upon request of a team participant, team parent rep., team manager and/or the Planning Committee.
- d) All coaching expenses in excess of \$500.00 must be approved by the Planning Committee.

28.04 TEAM BUDGET LIMITS [Amended XXXXX]

The following are team budget limits effective with the 20006/2007 season:

AAA	\$2,150 per player
AA	\$1,850 per player
A	\$1,700 per player
AE	\$1,500 per player
Intra City	\$1,200 per player Minor Midget and below
Intra City	\$850 per Midget per player

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29. COACH

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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30. PARENT [Amended xxxx]

- a) Each League (Recreational;, Intra-City and Representative) shall operate a Parent committee.;
- b) Each team shall elect one Parent Representative to hold a voting seat on the respective Parent Committee;
- c) Three (3) Parent Representatives, one from Recreational; League, Intra City and Representative Leagues shall be elected by the Parent Committee to sit as a voting Member on the Board of Directors.

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31 SPECIAL NEEDS HOCKEY PROGRAM

31.01 GENERAL [Amended xxxx]

The Brampton Youth Hockey Association Special Needs Program shall be non-contact. This program will take part within the Special Hockey International Program, the objective of which "is to provide an ice hockey program for any child or adult regardless of age, race or gender, who is mentally challenged, is physically able to walk and who wishes to learn and play the game".

31.02 AGE OF PLAYERS [Amended xxxx]

The minimum age for registration is five (5) years of age on December 31st of the year the season begins.

31.03 POLICE CHECK [Amended xxxx]

- a) In accordance with General Resolution 4.04 – Police Check, all completed volunteer police checks must be submitted to the President of the Association by October 31 of each season.
- b) Non-compliance will result in immediate suspension.

31.04 PARENT TEAM REPRESENTATIVE [Amended xxxx]

Each team will elect a parent representative to help with input of positive and negative feedback from parents, coaches and players and will help with communications between the Special Needs program and the Board of Directors to parents, coaches and players.

31.05 TEAM MEETING [Amended xxxx]

At the first opportunity, a meeting must be held with the parents. The following points must be made:

- a) Full equipment must be worn during games and practices. Should a player not be in full uniform, the player will be directed to leave the ice surface;
- b) Full and complete player medical forms must be distributed and returned prior to the start of any on ice activities. All players shall be certified fit to play special needs hockey. All registrants with Down Syndrome are required to provide an x-ray for Antlanto-Axial Dislocation before the start of any on ice activities, the results of which shall be "NEGATIVE".
- c) Additional team rules, player and coaching names and phone numbers are to be handed out at this time.
- d) BNQ approved throat protectors are compulsory and must be worn at all times when on the ice.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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- e) TEAM BUDGETS
- f) TOURNAMENTS
- g) FUNDRAISING
- h) PARENT REPRESENTATIVE

31.06 EXHIBITION GAMES & TOURNAMENTS [Amended xxxx]

Special Needs teams SHALL NOT participate in tournaments or exhibition games with the following exceptions:

- a)
 - i) any tournament sanctioned by Special Hockey International;
 - ii) any exhibition games against teams sanctioned by Special Hockey International.
- b) Team officials are required to balance practices and exhibition games to ensure continued player skill development. In addition, team officials should consult with the parent representative to ensure that the number of games to be played meets with their approval.

31.07 FUNDRAISING [Amended xxxx]

All Special Needs teams wishing to fundraise must have approval prior to proceeding with any event. An application must be forwarded to the Hockey Development committee for approval to proceed.

31.08 COACH & TRAINER CERTIFICATION PROGRAM [Amended xxxx]

All Special Needs Coaches and Trainers must comply with the Hockey Development Certification Program. Specifically to Special Needs:

- a) It is RECOMMENDED that all Special Needs coaches attain their N.C.C.P. coach level certification.
- b) All Special Needs coaches and assistant coaches MUST obtain their Initiation Program certification.
- c) Each team MUST have a certified trainer on the bench inclusive of a first aid kit.

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31.09 PRACTICES [Amended xxxx]

- a) All persons on the ice must wear helmets during practice.
- b) Special Needs teams are required to manage its own practice time. If a team is unable to use its ice, it can either be traded to another team or it may be returned to the Ice Scheduler.

31.10 TEAM SWEATERS [Amended xxxx]

Each player will be issued one set of "Rep Style" sweaters and socks.

31.11 TEAM BUDGETS/FINANCES [Amended xxxx]

- a) Teams that wish to arrange additional hockey activities requiring fundraising or extra funds from parents must have approval from the parents;
- b) Team officials should have the parent group appoint two parents with dual signing authority with the team manager;
- c) The team official noted as manager shall submit to the Hockey Development Committee no later than October 31 a budget for their team's anticipated income and expenses for the upcoming season;
- d) Financial Team Statements are to be submitted to parents and the Hockey Development Committee as of December 01 by December 31 and by the end of season, April 15.

31.12 SELECTION OF TEAMS [Amended xxxx]

- a) Where registration exceeds fifteen (15) skaters and one (1) goalie in a season the teams may be split into a junior and senior team(s). The junior team will consist of players who have decided to participate only in the practice portion of the program (non-travelling players) or by ability are determined to be in need of hockey skill development. The senior team will consist of players who have indicated a desire to play in Special Hockey International tournaments and exhibition games and/or have the basic hockey skills developed to play at a higher level and who would benefit from more intense hockey instruction.
- b) The evaluation of players into junior and senior teams will be made by the coaching staff, BYHA hockey development and in consultation with the players and/or their guardians at the start of each season.

**BRAMPTON YOUTH HOCKEY ASSOCIATION
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32 BYHA POLICE CHECK PROCESS

32.01 GENERAL [Amended xxxx]

The Brampton Youth Hockey Association recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

It is mandatory that all volunteers that take on a position of trust complete a criminal records check that will be reviewed by the Executive, or their designate prior to maintaining a position of trust within the BYHA.

32.2 DISCRIMINATION POLICY [Amended xxxx]

The Brampton Youth Hockey Association will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applications where possible.

32.3 PRIVACY POLICY [Amended xxxx]

The Brampton Youth Hockey Association as a member of the Ontario Minor Hockey Association will comply to the Privacy Policy as set out by the OMHA.

32.4 POLICE CHECK PROCEDURES[Amended xxxx]

Volunteers must fill out a Consent to Disclosure form provided to them by the BYHA. The applicant must attend in person:

**Records Bureau
Peel Regional Police Headquarters
7750 Hurontario Street
Brampton, Ontario**

The application will be reviewed and received by a member of the records bureau. The applicant must provide sufficient identification to process the request. The applicant will obtain a receipt from the Police Service at that time. Once the check has been completed it will be returned to you by mail at which time it is to be submitted by the applicant to the BYHA office.

32.4.1 DURATION OF POLICE CHECK[Amended xxxx]

The duration of a Police Criminal Records will be two years, having consideration for paragraph 6.0.

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32.4.2 BYHA OFFICE STAFF RESPONSIBILITY [Amended xxxx]

Each police check will be logged into the BYHA Police Check Log Book. The applicant will receive a receipt from the office at that time. The police check will be forwarded to the Chair of the Risk Management Committee for review.

The Executive Committee will review police checks that do not meet current BYHA Volunteer policy requirements. If the Executive Committee does not approve the individual submitting the police check, a letter will be forwarded to the individual within seven days of the Committee's decision.

32.5 NON COMPLIANCE [Amended xxxx]

All coaching staff must provide their completed Police Check forms by dates established in Resolutions for review by their first regular season game.

New coaches assigned to a Position of Trust within the Recreational League must provide either their completed Police Check form or Proof of Remittance by the first regular season game.

Any individuals who do not follow this process will be suspended. In addition the team's Head Coach may be suspended if warranted. Any individuals who appears on a game sheet after the Coaching Staff has been approved and is not on the official team roster sheet will be subject to discipline and the Head Coach may be suspended.

32.6 NON DISCLOSURE [Amended xxxx]

Every staff member or volunteer once accepted is obliged to inform the appropriate Association Executive, if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Failure to do so will result in an immediate suspension from their current position.

32.7 POLICY ON PERSONS WITH POLICE CONTACT [Amended JULY 2010]

Individuals who have been charged, suspected or accused of the following may be excluded from a position of trust within the organization:

- Conviction of physical assault of a non-minor (over 18) within the last ten (10) years;
- Possession of illegal substances convictions within the last five (5) years;
- Individual with a conviction related to impaired driving within the last five (5) years;
- Individual with a conviction within the last ten (10) years for provincial offences related to a bona fide occupational requirement or qualification;
- Currently outstanding charges related to any of the above.

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RESOLUTIONS
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32.7.1 POLICY ON PERSONS WITH CRIMINAL RECORDS [Amended JULY 2010]

Individual who have been convicted of the following will be excluded for a position of trust:

- Conviction of any crime involving minors including but not limited to sexual exploitation, physical or sexual assault/abuse, invitation to sexual touching, sexual interference, child abuse of any form, child pornography, indecent exposure to a minor, indecent solicitation of a child;
- Current prohibitions or probation orders forbidding the individual from having contact with children under the age of 18;
- Intent to traffic or trafficking in illegal substances convictions within the last fifteen (15) years.

In making a determination for above, the risk management committee must consider the following:

- Whether the behavior associated with the relevant offence would, if repeated, pos a negative impact on the children, parents or the BYHA;
- the circumstances of the offence including the age of the individual at the time of the offence and the existence of any extenuating circumstances.

32.8 APPEAL PROCESS[Amended xxxx]

The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors in writing within 14 days of receiving notification of the refusal for a review of their decision.

32.9 PREVENTION SERVICES SPEAK OUT [Amended xxxx]

All members of the Coaching Staff in position of trust are required to complete the Preventative Services Speak Out Clinic.

32.10 RECORD KEEPING [Amended xxxx]

All material collected as a result of this Resolution is to be stored in a safe and secure manner in a location as determined by the Executive Committee.

These records will be kept for a period of two years.