



MANUAL OF OPERATIONS

2025/2026 Season

Abstract

The Brock Minor Hockey Association (BMHA) Operations Manual outlines the policies and procedures that guide the day-to-day delivery of minor hockey in Brock. It serves as a practical companion to the Association's By-laws, ensuring safe, fair, and consistent operations for players, families, coaches, officials, and volunteers.

Brock Minor Hockey – Governance and Oversight Committee
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Executive Summary

The Brock Minor Hockey Association (BMHA) Operations Manual is the working guide for the delivery of minor hockey within the Township of Brock. While the Association's By-laws establish the legal framework and governance requirements under the Ontario Not-for-Profit Corporations Act (ONCA), this manual focuses on the operational practices that directly affect participants, families, coaches, officials, and volunteers.

This document provides a consistent reference point for:

- **Registration & Team Formation** – outlines timelines, processes, and responsibilities for ensuring all players are placed fairly and in alignment with OMHA regulations.
- **Conduct & Discipline** – sets expectations for players, parents, coaches, and officials, and describes the mechanisms for addressing misconduct, harassment, and abuse in accordance with Hockey Canada's standards.
- **Game & Tournament Operations** – details scheduling, ice allocation, referee assignments, equipment requirements, and reporting protocols.
- **Coaching & Development** – establishes procedures for coach selection, certification compliance, and program delivery designed to foster skill development and enjoyment of the game.
- **Governance & Communication** – defines committee roles, reporting requirements, and communication practices to ensure transparency, accountability, and effective decision-making.

The manual is designed to promote a **safe, inclusive, and development-focused environment** that reflects BMHA's commitment to sportsmanship, teamwork, and community values. By standardizing procedures and clarifying responsibilities, the Operations Manual ensures that all stakeholders understand their roles, helping BMHA deliver high-quality programming that aligns with the standards of the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), and Hockey Canada.

Together with the Association's By-laws, this manual forms the foundation for effective governance and operational excellence, enabling BMHA to sustain and grow minor hockey opportunities in Brock for years to come.

BMHA Executive Board of Directors

Director Roles and Responsibilities

As Per Article 9: Management of the Association found in our By-Laws, the following roles will govern the association, and be held responsible for running the day operations by executing the sections found within this MOO, and upholding all Articles found in our By-Laws.

Role	Selection Method	Term	Years Selected
President	Elected	2 Years	Even Years
Vice President – OMHA / U11 and Above	Elected	2 Years	Odd Years
Vice President – Three County / U9 and Below	Elected	2 Years	Even Years
Programming and Hockey Development	Elected	2 Years	Odd Years
Treasurer	Elected	2 Years	Even Years
Secretary	Elected	2 Years	Odd Years
Registrar	Elected	2 Years	Even Years
Equipment	Elected	2 Years	Odd Years
Ice Management	Elected	2 Years	Even Years
Game Operations	Elected	2 Years	Odd Years
Risk and Safety	Elected	2 Years	Even Years
Sponsorship	Elected	2 Years	Odd Years
Fundraising	Elected	2 Years	Even Years
Referee in Chief	Elected	2 Years	Odd Years
At Large	Elected	1 Year	Every Year
Past President	Ex-Officio	2 Years	Odd Years

The Roles and Responsibilities Document for each Role listed above, can be found in the Appendix of this Manual of Operations.

Standing Committees

As Per Article 12: Association Standing Committees, the following committees have been formed to ensure that the right directors are involved in the key tasks and requirements of day to day operations of the organization. The table below shows the committees, as well as which role will Chair each Committee, and which Members are Mandatory Members of that committee. The Executive will add additional members to round out committees to 5-7 members on an as needed basis at the start of each season, following the AMM and arrival of new directors.

Director / Officer Roles	Finance Committee	Registration	Ice Scheduling	Awards / Banquet / Photo	Teamwear and Apparel	Communications, Website and Social	Hockey Development	Rules and Discipline	Governance and Oversight
President									
VP OMHA, U11 and Above		MM	MM				MM	C	
VP Three County, U9 and Below		MM	MM				MM	MM	
Hockey Ops & Programming	MM	MM	MM				C		
Treasurer	C	MM							
Secretary	MM	MM				C		MM	MM
Registrar	MM	C				MM			
Equipment					C		MM		
Ice Manager			C				MM		
Game Operations			MM						
Risk and Safety							MM		
Sponsorship	MM			C	MM	MM			
Fundraising	MM				MM	MM			
Referee in Chief			MM				MM	MM	
Director at Large								MM	MM
Past President									C

The Committee Mandate Document for each Committee listed above, can be found in the Appendix of this Manual of Operations.

PLAYER REGISTRATION

Player “Definitions”

1. “Veteran Player” - Registered with the BMHA during the previous fall/winter season.
2. “Former Player” - Registered with the BMHA for a fall/winter season prior to but not during the previous fall/winter season.
3. “New Player” - Never registered with the BMHA for a fall/winter season.

Registration Priority

- For all BMHA players, registration will be on a first-come first-served basis, within the 'Registration Timetable' described in 1.2.

Registration Timetable

The Executive has the ability to modify this Registration timetable as required.

TIMEFRAME	ACTIVITY
February-March	Determination by the Executive of the registration fee schedule.
March	Distribution of registration information to all BMHA members.
April	Registration opens for Representative Hockey Tryouts
May 1 – May 31st	Registration opens for Recreational (LL) Hockey
June-August	<p>Preliminary determination of the number and distribution of BMHA teams.</p> <p>Registrants after May 31st are automatically waitlisted until final determination of the number and distribution of BMHA Teams is completed. Removal from the waitlist is at sole discretion of the BMHA Executive.</p> <p>Late registration open A \$100 late registration fee will apply for all Veteran Players that register after the posted deadlines</p>
August (end of)	Final determination of the number and distribution of BMHA teams.

General Rules

- Registration forms must be submitted online using the Hockey Canada Registry (HCR). Registrations will only be accepted with full payment in accordance with the payment plan and accompanied with all required documentation. Payments are to be made via e-transfer, cash or cheque. If full payment cannot be made due to extenuating circumstances, then an acceptable payment schedule must be approved by the President and/or Treasurer.
- Required Documentation:
 - Veteran Players
 - Completed registration form.
 - New and Former Players
 - Completed registration form.
 - Copy of Proof of Age (e.g. copy of birth certificate).
 - Proof of Residency may also be required.
- Registrations will not be processed for players who have not fulfilled their financial obligations to BMHA, or another prior OMHA organization, or those who have not returned all BMHA equipment and/or jerseys.

- There will be a \$100.00 late registration fee applied to all registrations after the last May registration date. This may be waived for New and Former Players at the discretion of the Registrar and Treasurer.
- There will be a \$35.00 charge on all not sufficient funds (NSF) cheques. At the discretion of the Executive, repeat offenders will be required to submit payment in full either in cash, by certified cheque, e-transfer or by money order at the time of registration.

Registration Refunds

General

- To receive a refund prior to the start of the season, a written request must be submitted to the Registrar.
- Refunds will be issued only after the player's cheque has cleared the BMHA bank account, all outstanding team fees and/or BMHA charges have been paid and all BMHA equipment and jerseys have been returned to the BMHA.
- For all other players, the amount of the refund will be determined as described in 1.4.2 'Refund Schedule'.

Refund Schedule

	Timing of Refund Requested	Non-Refundable Portion
U5 & U7	Up to 4 th on ice session	None, full refund granted
	After 5 th on ice session	\$100 deposit + pro-rated amount of ice time/expenses incurred by the Association is non-refundable
	After November 1 st	Entire registration fee is non-refundable

	Timing of Refund Requested	Non-Refundable Portion
U8 through U18	Before 1 st on-ice regular season session*	None, full refund granted
	After 1 st on-ice regular season session but before November 1 st *	\$100.00 deposit + pro-rated amount of ice time/expenses incurred by the Association is non-refundable
	After November 1 st	Entire registration fee is non-refundable

*On ice regular season sessions include tryouts for OMHA 'C' teams.

Exceptions to Refund Schedule (After Nov. 1)

- A player's injury or medical condition prohibits the player from playing (Doctor's note will be required at player's expense) for the balance of the current hockey season; or

- A player moves out of the BMHA area and is unable to complete the current hockey season; or
- Extenuating family/environmental circumstances as determined to be acceptable for refund by the Executive.
- All refund requests requiring exceptions to 1.4.1 or 1.4.2 must be submitted in writing to the President or Treasurer within 30 days of the date of which the event triggering an exception listed within 1.4.3 has occurred.
- All refund requests requiring exceptions to 1.4.1 or 1.4.2, subsequently approved by the Executive will be calculated/pro-rated on a case-by-case basis and the amount refunded will be at the discretion of the President and/or Treasurer. All refunds will be provided in a timely manner.

TEAM STAFF

General

- All team staff must consent to and provide a completed Vulnerable Sector Check. More information can be found on our website on how to submit.
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader Course Completion/Certification.
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course Completion/Certification.
- All Team Officials must complete Rowan's Law Resource Review & Acknowledgement.
- All qualifications must be registered in the Hockey Canada Registry (HCR).
- The deadline for team staff to acquire the minimum required certification is December 1 for coaches and November 15 for trainers. Failure to do so will result in the removal of the individual from the relevant team staff position on the team.
 - Provided the appropriate VP has approved, in writing, of a given team staff member acquiring the necessary trainer certification (Level I or II) and/or coach certification (Intro Coach Stream or Development Level) the team staff member will be reimbursed at 100% by BMHA upon receipt by the Treasurer of a copy of the appropriate certificate and proof of payment.

Head Coach (U11 and Above)

General

- BMHA will attempt to recruit the best possible head coaches for all teams, seeking the most qualified candidates.
- Individuals wishing to be considered for a head coaching position must submit a coaching application to BMHA by the advertised date via our website, and be willing to attend an interview by the Coach Selection Committee made up of selected members of the Executive Committee. Late applications will be considered on an individual basis.
- The coaching term is for one season only. All coach candidates must reapply each season for selection.

Responsibilities

- It is expected each coach will review the Hockey Canada Pathways for the age group they are coaching, and put together a Training program for the year that meets the requirements of both Hockey Canada, and BMHA Player and Coaching Development Committee's Goals and Objectives.
- Shall demonstrate a continued commitment throughout the season in providing quality practice plans and instructions for each practice that emphasize development of player potential, and maximizes the use of practice ice available for meaningful, and instructive practice sessions. (ie. Not "scrimmage" each practice).

- Participation in a pre-season coach's meeting to review these goals and objectives, as well as additional meetings held as necessary through the season require mandatory attendance of all coaches to ensure program goals and objectives are being communicated and achieved.
- Shall be the senior official responsible for their team.
- Shall ensure the proper formation of a bench staff, and submit said roster of bench staff, including Assistant Coaches, Trainers and Managers to the Registrar for approval.
- Shall ensure all bench staff are properly certified and trained per Section 2.1 of this manual.
- Shall ensure that any direction or policy made by the Executive is communicated to the players, parents or guardians.
- Coordinate player evaluation and player selection per the criteria provided in Section 4.0 of this manual.
- Shall be responsible for their players, staff and parent's conduct on and off the ice while at any arena when their team is participating in any BMHA event, including, but not limited to practices, games and tournaments.
- Report any suspensions of players or team staff members to the appropriate league representative on the same day the offence occurred.
- Shall be responsible for the equipment which belongs to the BMHA, including goal tender gear, pucks, medical kits, and team jerseys (if applicable).
- Shall be supportive, encouraging and provide proper instruction to all players.
- Shall do their best to give players an equal opportunity to prove their ability and abide by our fair play and ice time policies in Section 6.0.
- Shall answer all parent or guardian questions or refer such questions to the Executive, but ultimately ensure that any and all questions are answered.
- Ensuring that players should not be left unattended in dressing rooms for any length of time. There should be two (2) Team Officials or one (1) Team Official and one (1) adult in the dressing room at all times while there are players in the room. Discretion should be exercised in avoiding one on one situations between Team Officials and players.

Selection Criteria

Training/Qualifications

- Training requirements are based on OMHA guidelines and requirements for coach certifications. All prospective Head Coaches in the BMHA program must have the minimum designation, or have committed to obtaining the minimum designation required by the most recently published OMHA guideline before December 1st. For our OMHA teams, preference will generally be given to coach candidates whom have already obtained certifications, and to those with higher levels of qualification.

Experience

- Relevant experience includes the number of years as a Head Coach, the number of years as an Assistant Coach, the category and level of the teams coached and the association of the teams coached.
- Background experience includes the number of years playing hockey and the category and level of the teams played on.

Evaluations

- At the discretion of the Executive, coaching evaluations by both parents and players will be carried out and tabulated at the end of the season.
- Evaluation results will be shared with individual Coaches, the President, the appropriate Vice-President and used by the Coach Selection Committee when recommending coaches for ensuing seasons. A greater emphasis shall be placed on the player evaluations.
- While players have the option of not signing, parents will be strongly encouraged to sign their evaluation.

Other Commitments

- Preference will be given to Coach candidates that are relatively free of other commitments. Specifically, coaching another team, extensive job-related travel or volunteer time in non-hockey organizations are items that would be considered here. The Coach Selection Committee will evaluate the level of these other commitments, past attendance records during previous seasons as Coach, and may include them as a factor in the selection process.

Other Criteria

- Other attributes that will be assessed include, but are not limited to:
 - coaching philosophy and style;
 - organizational and communication abilities;
 - track record of adherence to our code of conduct (or lack thereof); and
 - a commitment to player development and fair play over winning.

Other Team Staff (U11 and Above)

Selection of Staff

- Once teams are formed, both Local League and OMHA Head Coaches will choose their own Assistant Coach(es), Manager(s) and Trainer(s), subject to BMHA Executive approval. The minimum certifications required by OMHA/BMHA must be acquired as listed on our website and within Section 2.1.
- The criteria listed below shall be used by Coaches when building their bench roster.

Assistant Coach

Responsibilities

- Assist with player evaluation and the player selection process.
- Assist with the operation of the team during practices and games.
- Assist with the supervision of players both on and off the ice.
- Stand in for the Head Coach as required.
- Shall be supportive, encouraging and provide proper instruction to all players.
- Assist the Head Coach in answering all parent or guardian questions.
- Shall follow the rules set out for the OMHA, Victoria Durham and Three County hockey leagues.

Qualifications

- Strong hockey background in playing, coaching and evaluating.
- Strong interest and commitment to player development and fair play.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off ice with players, parents or guardians.
- Availability as to time requirements.
- Training certifications as outlined in Section 2.1 of this manual.

Trainer

Responsibilities

- Reports all injuries as per OMHA and BMHA policies.
- Conduct pre and post-game stretching sessions.
- Administers first aid needed during the course of practices and games.
- Administers removal and return to play procedures per OMHA and BMHA policy, following all applicable protocols such as Rowans Law.
- Obtains and retains all applicable paperwork (i.e. doctor's notes) for return to play procedures.
- Files player medical information sheets for each player on the team.
- Reports directly to the Head Coach.
- Other duties as required.

Qualifications

- Strong hockey background.
- Strong interest and commitment to child development and player safety.
- Ability to communicate with team officials, players, parents or guardian and medical personnel.

- Training certifications as outlined in Section 2.1 of this manual.

Manager

Responsibilities

- This individual will work with the coaching staff and parents/guardians to oversee the administration of the team.
- To ensure the smooth operation of the team and allow the Coaches to concentrate on the “on-ice” activities and programming.
- Liaison between the Coaches and parents/guardians, and as needed, between the team and Executive members.
- Administering team budgets per the Team Financing Section in this manual. (Tournament fees, paying officials, and timekeepers, miscellaneous costs) Organizing team fundraising/sponsorship activities only with proper approvals per the fundraising and sponsorship requirements of this manual. Any bank accounts set up for these funds must have 2 signatures for the account, and the signees may not be from the same household.
- Organizing a communication system for keeping parents updated about team activities.
- Management of the team’s webpage within the BMHA website.
- Working with the Coach and parents/guardians on planning any other team activities.

Qualifications

- Strong organizational and budgeting skills.
- Strong hockey background.
- Strong interest and commitment to player development and fair play.
- Ability to work with fellow coaching personnel.
- Ability to communicate on and off-ice with players, parents/guardians.
- Availability as to time requirements.
- Certification as per BMHA and OMHA guidelines.
- Training certifications as outlined in Section 2.1 of this manual.

U9 and Below Programming

Selection

- BMHA will attempt to recruit the best possible Instructors/Coaches for the program, seeking the most qualified candidates.

- Individuals wishing to be considered for U9 and below Head Coach position must apply via our website during the timelines published each season.
- The coaching term is for one season only. All Coach candidates must reapply each season for selection.
- The Coach Selection Committee will select the teaching staff (instructors and trainer) for all Initiation teams taking into consideration the following:
 - prior U9 and below experience;
 - prior hockey experience/knowledge; and
 - prior experience working with/teaching young children.
- U9 and below head coaches will be selected by the Coach Selection Committee based on
 - prior experience;
 - coaching philosophy;
 - prior coaching evaluation results; and
 - availability to commit time; etc.
- U9 and Below Managers, Assistant Coaches and Trainers are to be selected by the appointed Head Coach, per Section 3.0 of this manual.

Training

- Training requirements for Coaches, Managers and Trainers at this age are based on OMHA guidelines and requirements for coach certifications. All prospective Head Coaches, Managers and Trainers within the BMHA program must have the minimum designation, or have committed to obtaining the minimum designation required by the most recently published OMHA guideline before December 1st.

Evaluations

- At the discretion of the Director of Risk & Safety, Coaching/Instructor evaluations by the parents will be carried out and tabulated at the end of the season.
- Evaluation results will be shared with individual Coaches, the President, Vice-President and will be used in the selection of Instructors/Coaches for the following season.
- Parents will be strongly encouraged to sign their evaluation.

TEAM OFFICIALS AND PLAYER EXPECTATIONS/RESPONSIBILITIES

General

- At the Executive's discretion, all players and team officials will be asked to sign a statement at the beginning of the season agreeing to abide by all rules, regulations, policies and procedures of the BMHA, Three Country Hockey League, Victoria Durham Hockey League, OMHA, OHF and Hockey Canada, and agree to accept the consequences of failing to do so.
- The referee's room is out of bounds before and after games for Team officials, players and parents/guardians. Any infraction of this rule shall be reported to the BMHA Executive and will be subjected to review by the Executive Disciplinary Committee.
- At the Coaches discretion, players may be asked to sign a statement agreeing to abide by team rules that must have been submitted to the Executive for approval prior to signature. Agreeing to these team rules implies acceptance of the consequences of failing to do so.

Players

All Teams

- Other than for reasons of illness, injury, family commitments or school activities, a player is expected to attend all team activities.
- All players must notify their coach in advance when unable to attend a team function. This includes games, practices and all other team activities such as social functions and fundraising efforts.
- Players who regularly miss practices, games or tournaments may, at the Coach's discretion, be given less ice time than other players on his/her team. The appropriate Vice-President will monitor such denial of equal ice.
- Players must at all times, wear approved neck guards, mouth guards and helmets. Failure to do so is subject to disciplinary actions. Full equipment must be worn by all players for all practices and games. This is both for safety and insurance reasons.
- At the conclusion of a practice or game, players are expected to leave the ice surface in an appropriate, safe, respectful and organized manner.
- Players are not allowed on the ice until they are supervised by a team official who is present on the ice.

Co-ed Teams - Co-ed Dressing Room Policy

The following is the policy of Brock Minor Hockey Association with respect to co-ed dressing:

- BMHA firmly believes in accommodating all genders at all times. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.
- BMHA stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
- BMHA recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
- BMHA allows co-ed dressing room situations to exist up to U9 age provided participants in a co-ed situation.
- At the U11 age and above the following conditions will apply in all co-ed team 11 environments:
 - Females and males will change in separate rooms.
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities. It is the belief of BMHA that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Team Staff/Volunteers/Officials

- All on-ice players and coaching staff are required by the OMHA to wear helmets properly secured. This includes setting up the half-boards for half ice hockey in U9 and below age groups prior to gameplay. Failure to do so will result in immediate removal from the ice, and subsequent discipline by the Head Coach, or Executive Disciplinary Committee, if necessary, in cases where Head Coach is in Violation.
- Players who are registered with BMHA, who wish to assist with other teams must be at least two age divisions above the team they are requesting to assist. Such request must be approved by the Executive.
- When the ice is being resurfaced between skating sessions, no player or team official shall step on the ice until the resurfacing machine has left the ice and the doors are closed.
- Players are not allowed on the ice until they are supervised by a team official who is present or on the ice.
- Only Identified Alternate Player's (AP's) or older players (at least 2 age groups older) acting as instructors, may be invited to attend BMHA practices.
- Only coaching staff that are approved by either the OMHA or Three County Hockey League (TCHL), and approved volunteers (names submitted to the Supervisor of Coaches prior to October 31) are permitted on the ice for any practices.

Team Rules/Conduct

- Portable audio devices are allowed in the dressing rooms provided discretion is exercised with respect to volume and content of music played. If smart devices are used for this purpose, players and coaches are responsible for ensuring that these devices are never used for taking any pictures or videos at any time.
- Players should not be left unattended in dressing rooms for any length of time. There should be two (2) Team Officials or one (1) Team Official and one (1) adult in the dressing room at all times while there are players in the room. Discretion should be exercised in avoiding one on one situations between Team Officials and players.
- All teams will have a parent meeting once the team roster has been set. Failure to have a parent meeting within the first full week of ice will result in team suspension until a meeting has been completed. The initial meeting will clarify items, but is not limited to;
 - player ice time during regular season games, tournaments and playoffs;
 - planned tournaments;
 - team Budget, Fundraising and Sponsorship Plans/Policies;
 - expectations (player conduct, dress code, etc.);
 - expected arrival times for games and practices;
 - BMHA Code of Conduct for Parents must be reviewed, signed and collected. Forms will then be forwarded to either 1st Vice President (OMHA) or 2nd Vice President (Three County). Failure to sign the Code of Conduct for Parents will result in suspension of their player(s) from BMHA activities until it is signed and submitted;
 - review of the BMHA social media policy;
 - player positions as determined by the team management;
 - explanation of complaint form and notice of the 24-hour rule for filing such complaint;
 - an Executive member (one of the 3 Vice Presidents) will attempt to attend all parent meetings, but should always be present for the first meeting of a new Coach.

FORMATION OF TEAMS

Team Size

- Generally, teams (U11 and Above) will be restricted to a maximum of 15 players (9 FWD, 6D), excluding goalies. The Executive must approve any exceptions.
- The Executive will ultimately determine the number of players per team as circumstance may arise that require re-assessment.

Player Eligibility

- All players must be in good standing with the BMHA to be eligible for tryouts/upcoming season.
- All players must be registered online to be eligible for any BMHA tryouts, via HCR and “Spordle”.
- Players are expected to play within their age level. A request to play in a higher division will be considered only if the following criteria are met:
 - The player and/or player’s parent has made the request in writing.
 - The player meets or exceeds the requirements set out in our player movement policy outlined later in this document in Section 5.2.

Pre-Skate/Evaluation/Selection Process

General Guidelines

- BMHA tryouts for Rep teams may be held within the evaluation window as regulated by the OMHA.
- When icing OMHA “B” teams, it is the policy of the BMHA to ensure that players are selected based on their individual skills and abilities, in an effort to maximize player development, whether this is players in our area or players from other centers who have arrived via the Open Border Protocol Established by the OHF in 2025.
- The Evaluation Structure outlined below is based upon the guidelines established by the OMHA and OHF. When Conflicting or Absent Information is discovered, the BMHA Process will default to the Guidelines in Place at the current time per the OMHA and OHF.,

Pre-Skate and Evaluation Structure

- Pre-Skates and Evaluations will be structured to accommodate the Age Group Specific Pathways as found on the OMHA.NET Website, as provided by Hockey Canada
- Most Specifically, [Regulation G: Player Evaluations, Tiering and Tampering](#) will be used to guide the tryout structure for each BMHA Evaluation Season.
- In addition to the above, the BMHA Evaluation Season will be conducted in accordance with the answers found in the [OHF Player Movement Frequently Asked Questions](#) Document, as it provides more up to date information surrounding the recent changes implemented in January of 2025, than the OHF handbook above which was released in 2024.
- **This Section of the BMHA Operations Manual will be reviewed and updated upon release of the OHF Operations Manual, Expected to be released over the Summer of 2025**

OMHA/Victoria Durham “B” Teams, Second Entry, and MD Teams

- OMHA/Vic Durham teams must take a minimum of 12 skaters and 1 Goalie upon their final roster submission which occurs in late December typically, but per the most recently stated deadline provided by the OMHA.
- Teams must not take additional players to fill out the roster per Section 5.1 if it will leave the remaining LL team (s) below the minimum requirements of 10? skaters and 1 Goalie.

- Teams must not take additional Goaltenders if it will leave the remaining LL team (s) without a full-time goalie.
-
- No Second Entry team is to be formed if it will come at the expense of folding the LL Team at the same age group. A First Entry team, and LL Team must be guaranteed viability prior to the formation of a Second Entry B Team.

Local League Teams (Three County Hockey League)

- Only registered players will be assigned to local league teams.
- Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills at on-ice evaluations scheduled at the start of the year.
- Parents with special requests for placement of players on specific teams must submit such a request in writing to the Executive 1 week prior to the scheduled evaluation skates. Note that requests are not always able to be accommodated.
- At the discretion of the Executive, player changes can be made in any team up to the end of November.

Select Teams

- Only registered players will be assigned to Select Teams.
- Coaches interested in providing Select Hockey must notify their interest or intent when asked by the association during the call for coaches.
- The Executive will then consult with the OMHA on whether a Select Team for the given age group can be approved, after registration is completed.
- Additional fees will be required for any players participating on a Select Team, to be determined before the team is selected.
- The process to determine the selection of players on Select Teams will include rating of players' skills at a minimum of 1 on-ice evaluation session(s) (or as otherwise required by OMHA regulations) ran by coaches, and as available, independent evaluators, based upon both skills based and scrimmage-based play.

U9 and Below Programming

Team Size

- Generally, teams will be restricted to a maximum of players per chart below to accommodate the cross-ice and half-ice programming requirements.
 - U7 – 9 to 13 Skaters (2 lines of 4 minimum, plus a goalie, 3 lines of 4 maximum)
 - U8 – 9 to 13 Skaters (2 lines of 4 minimum, plus a goalie, 3 lines of 4 maximum)
 - U9 – 12 to 15 Skaters (7FWD/5D/1Goalie Minimum, 9FWD/5D/1+Goalie Maximum)

- The Executive must approve any exceptions.
- The Executive will ultimately determine the number of players per team.
- U9 and below programs must follow guidelines set forth by the Hockey Canada Pathways, OMHA and Three County Hockey Guidelines and Rules.
- Only registered players will be assigned to teams.
- For U9 and below, evaluations skates will be held and players will be assigned to teams according to:
 - Age;
 - Skill level (be moved up or down, with approval of BMHA and in accordance with the Player Movement Policy);
 - Number of players available in each age category.
- Parents with special requests for placement of players on specific teams must submit such a request in writing to the Executive 1 week prior to team selection dates. Note that requests are not always able to be accommodated, and will not be accommodated at U9 Tier 1.

AFFILIATE PLAYERS AND PLAYER MOVEMENT

Affiliate Players

- A player's first commitment is to the team on which he/she is registered.
- Prior to using an affiliate player (AP), the Coach must submit a complete AP Form to the OMHA Rep. for approval. Use of an AP in game cannot commence until such form has been returned, approved, from the OMHA Regional Director.
- To foster the development of all players, teams are encouraged to use affiliate players.
- APs can be used during regular season, playoffs and tournaments.
- APs are not to be used to sit out a regular player who is otherwise fit and eligible to play.
- Coaches are however encouraged to use APs to participate in any practices for the team they AP for, regardless of regular player attendance, in order to be prepared and in line with team systems and strategies, provided it does not conflict with scheduling of their regular team.
- It is the responsibility of the Head Coach to ensure that all AP players are rotated for game play on as equal a basis as is reasonably possible.
- It is strongly recommended that LL Teams ***do not*** AP Goaltenders, as they can utilize other LL Goaltenders at the same age or below, within the organization, per Section 5.2.4 below. Goaltenders should be left available to AP for OMHA "C" Teams where possible.
- OMHA Coaches must work together with the VP – OMHA Rep. to ensure that each OMHA team has a viable option for AP in the goalie position.

Player Movement

U11 and above "REP-C" Teams Underage Selection

- An OMHA Coach must apply in writing to the Coaches Selection Committee for approval of possible underage selection, prior to the start of the seasons Tryout Sessions.
- A player, ONLY upon the invitation of the Coach of a Rep. BMHA team, one age bracket higher than they would normally play for, and having approval of their parent(s) or legal guardian can "tryout" for the said team, providing the following criteria are met:
 - the player must be ranked as one of the top 6 players on the team for which he/she is trying out for, ***not*** the team for which they would normally play;
 - should a dispute arise as to the ranking of the player, the Coaches Selection Committee will make the final decision; and
 - the final decision as to whether to sign the player must be made known on or before the conclusion of the higher team's second tryout for OMHA teams.

- No player can be dislodged from playing hockey in the BMHA, which would be caused by any such movement of a player. Should this occur, the approval of movement would become NULL and VOID, reversed, and rescinded.
- No team can lose more than 1 player through such movement as outlined above.
- Any player requesting the opportunity to try out as an underage player for a Rep. "C" Team must also concurrently attend tryouts in his/her own age group.
- No Player shall be signed until final approval is granted by the VP – OMHA Rep., ensuring the requirements of 5.2.1 have been satisfied per above.

U7 and Above Local League Teams Underage Selection

- A Local League Coach must apply in writing to the VP – TCHL Rep. for approval of possible underage selection, prior to the start of the Three County Hockey Leagues Regular Season (typically early to mid-October)
- A player, ONLY upon the invitation of the coach of a BMHA LL team, one age bracket higher than they would normally play for, and having approval of their parent(s) or legal guardian can "tryout" for the said team, providing the following criteria are met:
 - the player must be ranked as one of the top 6 players on the team for which he/she is trying out for, ***not*** the team for which they would normally play;
 - in the circumstance that the team requesting the use of an underage player would otherwise be left shorthanded, with a roster smaller than specified in Section 4.0 of this manual, the player must at a minimum demonstrate an ability to play successfully without impedance due to size or skill, at the higher age group;
 - should a dispute arise as to the ranking and/or ability of the player per above, the Coaches Selection Committee will make the final decision; and
 - the final decision as to whether to sign the player must be made known on or before the team's first regular season game.
- No player can be dislodged from playing hockey in the BMHA, which would be caused by any such movement of a player. Should this occur, the approval of movement would become NULL and VOID, reversed, and rescinded.
- No team can lose more than 1 player through such movement as outlined above.
- No Player shall be signed until final approval is granted by the VP – TCHL Rep., ensuring the requirements of 5.2.2 have been satisfied per above.
- **U8 Players Requesting player movement with the intent of being selected for a U9 Tier 1 LL team, or U9 MD Team, must follow the requirements listed in 5.2.1 and ensure this process is followed in the timelines before player evaluations occur for these teams.**

Players leaving AAA/AA/A or "B" Teams in Season

- If an OMHA "B" player leaves his/her team of his/her own volition after registration but prior to Dec. 1st, he/she can only play for a Three County team IF an opening exists. In addition, he/she must meet the

approval of the TCHL Executive, and he cannot return to the OMHA “B” team for the balance of the season unless identified as an AP through the correct procedure and by the appropriate deadlines. No Rep. fees associated with playing Rep “B” hockey will be refunded.

- Any player wishing to return to BMHA, in season, as a player after being registered with an AAA/AA/A center may only do so at the discretion of the Executive Committee.

Residential Moves

- If a new player moves into the territory under the association's control as defined by the "Boundaries and Territories" after the OMHA team selections have been made, he/she may be granted a ten-day tryout in their designated age classification, up until December 15. Such registration is subject to the Rules and Regulations of the OMHA and the TCHL. Final approval for placement is at the discretion of the Executive Committee.

Goalkeepers

- Goalkeepers are not to be considered in any application of the sections listed above, and are to be looked on as a separate entity. A Goalkeeper will be allowed to tryout for a higher team providing his/her movement does not deplete the team and or division from where they would normally play, from having adequate goalkeeping. (1 goalie per team).
- Per OMHA and TCHL Rules, Goalkeepers playing at the LL Level are allowed to be rostered on an additional team at the same age, or 1 age group above as a “backup” goalkeeper, without following the AP or Player Movement Processes described in Section 5.0. Coaches must only communicate this information to the Registrar and VP – TCHL Reps. before December 15th of the current season.
- The TCHL Rep. is responsible for communicating this information to the TCHL.

Player Releases from BMHA

- The responsibility for the release of any player from the BMHA is vested with the BMHA Executive Committee. All releases must be signed by the 1st Vice President (OMHA Rep.) in order to be valid.
- The Executive Committee will grant a review for a decision regarding an application for release of any minor hockey player. All permits and releases to play for another centre are according to OMHA rules.
- No player may be transferred without the approval of the Executive Committee. No player/parent may be contacted until such time as the Executive Committee has discussed a permanent player movement with the respective parties.

PLAYER ICE TIME

General

- Coaches are encouraged to develop all players for specialty units such as power play and penalty killing since each team will be only as strong as its weakest players.
- The BMHA generally promotes the strict use of the Hockey Canada Pathways “Fair and Equal Ice Policy” throughout the regular season and tournament round robins, which states:
 - Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability. A coach’s responsibility is to develop all players to contribute. Shortening of the bench in an attempt to win games is not permitted. All players and goaltenders should receive fair and as close to equal as possible ice time.
- The BMHA also recognizes special circumstances such as Tournament Finals and Playoff Finals where providing equal ice time may or may not be provided as described below.

Rep “B” Teams (U11 and Up) - Equal Ice

- The only exception to the rules below is when a player is denied equal ice for disciplinary reasons. These may include, but are not necessarily limited to, violations to the Players Code of Conduct, non-compliance with team rules or repeated absences from team activities. The appropriate Vice-President will monitor such a denial of equal ice time.
- All players will receive equal ice time with the exception of:
 - the last five minutes of close games;
 - the last two minutes of close periods (in cases where continuation in tournament play is dependent upon successful allocation of points for each period).

Local League (U9 and Up) - Equal Ice

- The only exception to the rules below is when a player is denied equal ice for disciplinary reasons. These may include, but are not necessarily limited to, violations to the Players Code of Conduct, non-compliance with team rules or repeated absences from team activities. The appropriate Vice-President will monitor such a denial of equal ice time.
- All players will receive equal ice time with the exception of:
 - the last two minutes of close games;
 - the last minute of close periods (in cases where continuation in tournament play is dependent upon successful allocation of points for each period).

U8 and Under Program - Equal Ice

- Teams in the U8 and Under Program must provide equal ice to all players, no exceptions other than disciplinary reasons.

ASSOCIATION FINANCES

Revenue

- Revenue shall be derived from player registration fees, sponsorship, donations and approved fundraising events and projects.
- Additional fees may be administered at the discretion of the Executive and may include items such as late registration fees, tryout fees, Rep/Select fees, etc.
- Registration and sponsorship fees, shall be set annually. The registration fees and dates shall be published on the BMHA website and emailed to members from the previous season, prior to the start of the upcoming season.

Banking Arrangements

- The banking business of the BMHA, or any part thereof, shall be transacted with such bank or trust company as designated, approved or authorized by the Executive.
- All banking business, or any part thereof, shall be transacted on the BMHA's behalf by one or more executive members and/or other persons as the executive may delegate, approved or authorize from time to time.
- All accounts associated with the BMHA shall not be opened in personal names.
- The delegate(s) shall be authorized to undertake the operation of the BMHA's accounts, the making, signing, withdrawing, accepting, endorsing, lodging, depositing or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders relating to any property of the BMHA.
- The delegate(s) may execute any required agreements relating to any such banking business and may authorize an officer of such bank to act on the BMHA's behalf to facilitate such business.
- All accounts will have monthly electronic or papers statements, provided by such financial institution. Any debit cards connected to the bank accounts will be for deposit or inquiry only and will not have withdrawal privileges.
- All cheques and withdrawals require two (2) signatures. The approved signing authorities are the President and the Treasurer.

Investments

Investment can be made, but only into a fully registered security which has a guaranteed parity, liquidity and statement features. Signing authority on this account will be both the President and Treasurer. This investment shall

be decided on by a majority of votes by the executive members present, at any said executive meeting. The investment account contains monies that are to be designated, as seen fit, by the executive members.

Financial Records

A review of the financial books of the BMHA must be conducted annually by an independent public accounting firm as appointed by the Executive accompanied by a review engagement report submitted to the Executive and made available to the BMHA members as soon as received by the Treasurer.

The Executive Members will ensure that at least seven (7) years of financial records are kept intact, accessible, and in a safe and secure place.

Fiscal Year

Unless otherwise ordered by the Executive, the fiscal year of the BMHA shall end on the 30th day of April each year.

Other Fees

- Timekeepers: They are paid \$15.00 per game.

TEAM FINANCES

- All teams are required to maintain a team budget that is shared with the Executive and the team parents. Teams are responsible for managing finances required for tournament fees, teamwear requirements and other extra-curricular team events decided upon by the coaching/managing staff, occurring outside of the bounds of regular registration fees paid, and are separate from BMHA operating funds.
- Team budgets must only have expenses related to the development and participation of players in the sport of hockey, specific to the season in question being played within the BMHA. Team building activities are included, however, only expenses related to the youth participants are eligible. Coaching and/or parent expenses for these events or team parties are not to be borne by the team, nor fundraised for and/or sponsored.
- A team budget is to be presented by the coaching/managing staff to the team players/parents at the beginning of the season during the Parent Meeting. Once approved during this meeting, it is to be submitted to the BMHA Treasurer.
- Both a mid-season (by December 31) and year-end (by the year-end banquet) financial report is to be distributed to all team players/parents and to the BMHA Treasurer.
- Financial statements and/or team budgets must be provided to the Executive upon request.
- Player team fee refunds, if applicable must be issued in a timely fashion at the end of the season, no later than the year-end banquet.

FUNDRAISING

By the BMHA

- The BMHA will on the advice of the Fundraising Chairperson, and upon the discretion of the Executive, initiate association wide fundraising effort(s). Teams will be required to participate as determined by the Executive.

By a BMHA team

- Teams are encouraged to organize fundraisers to ease the financial burden for parents in covering costs associated with activities not funded by standard registration fees, such as tournament fees, teamwear requirements, off ice training, etc.
- Improper fundraising activities could violate Ontario Lottery and Licensing Laws. Teams are not to create any raffles or ticket draws without proper licences, and require approval from the Executive.
- Funds raised through team fundraising initiatives throughout the year shall be distributed to all players evenly. A Team Fundraising/Sponsorship Policy outlining this requirement must be distributed and agreed upon, documented with parent signatures, and submitted to the Fundraising Chairperson prior to any fundraising activities commencing.
- Fundraising must only be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only as outlined in the team budget per Section 8.0, and must be approved by BMHA.
- All teams are limited to two (2) fundraising activities per season, excluding league-initiated fundraisers.
- Additional team fundraising activities can be approved at the Executives' discretion upon request, however only under extra ordinary circumstances.
- Use of the Brock Wild logos for fundraising activities is permitted as long as the files distributed directly from the Fundraising Chair are the files used.

SPONSORSHIP

General

- Sponsors are encouraged to assist Brock Minor Hockey Association with association related activities such as tournaments, large-scale jersey purchases, special events and the association year-end Banquet/Ceremony.
- When BMHA deems jerseys are to be replaced, sponsors must purchase a complete team set of jerseys, home or away, in order to have a sponsor tag on the back of the jersey. The jersey replacement process will be determined by the BMHA Executive.

By the BMHA

- All sponsorship discussions related to more than one team are to be handled by the Association (examples, Tim Horton's for U7, McDonalds for ATOMIC etc).
- Sponsorships for jerseys, arena signage, tournaments rights, skills sessions, skills equipment, beginner programs, year end events, and all-star games must run through the Sponsorship Chair or an appropriate Executive Member. Teams are not permitted to solicit similar styled sponsorships from Brock Area Business. (see below).

By a BMHA team

- Before proceeding with any sponsorship initiative, a team must first get the approval of the BMHA Executive through the Sponsorship Chair. At the discretion of the Sponsorship Chair, any given initiative may also require a review by the BMHA Executive.
- Teams are not permitted, on an individual basis, to apply sponsorship-specific tags or logos on association jerseys.
- Teams are not to solicit, on an individual basis (including door-to-door), any local Brock Township based businesses, service clubs, associations or other entities on their own directly.
- A sponsor who wishes to assist a specific team may do so as long as the procedures outlined in the bullets above in this section are followed.
- Team Sponsorships may only be submitted for such approval listed above after October 1st of the season being played, to allow the association time to secure sponsors to benefit the league and each player as a whole.
- In all cases, sponsorship monies secured by teams must have the sponsors fill out the sponsorship form, and make cheques payable to the Brock Minor Hockey Association and the Association will provide the funds back to the team once the sponsor's cheque has cleared the bank. Furthermore, all sponsorship funding must be disclosed on the team's financial reports as discussed in Section 8 "TEAM FINANCES" of these same Rules and Regulations.
- The maximum dollar value of sponsorships collected by any one BMHA Team will be limited to \$1875, in cash contributions or actualised value (ie. Teamwear etc.).
- Teams may choose to thank their sponsors with a travelling stand-up banner displayed outside the dressing room at home and away games, but must do so at their own expense, and must include any league sponsor associated with the team via jersey sponsorships through the league. Any further recognition initiatives for team sponsors must be submitted for approval to the Sponsorship Chair.
- Funds collected through team sponsorship shall be distributed to all players evenly. A Team Fundraising/Sponsorship Policy outlining this requirement must be distributed and agreed upon, documented with parent signatures, and submitted to the Sponsorship Chairperson prior to any sponsorship funds collected and banners created.
- Sponsorships must only be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only as outlined in the team budget per Section 8.0, and must be approved by BMHA.

ICE ALLOCATION AND SCHEDULING

General

Before the end of the current season, it is the responsibility of the Ice Allocation and Planning Sub-Committee to discuss and propose a schedule “Plan” for ice requirements for the coming season based on the current years usage, as dictated by Brock Township Ice Allocation Policy for Minor User Groups. This typically must be submitted no later than April 30th.

The following list of priorities will be used by this committee to determine the plan for ice usage, with the understanding that per the BMHA Constitution, the final plan submitted is done so at the discretion of the Ice Planning Manager on the Executive.

1. Financial Responsibility to the Members – The plan should be as cost effective as possible as an over-riding priority.
2. Efficient use of Referees and Officials – this is necessary to ensure we have officials available for the games scheduled, a growing concern in recent years due to the ever-shrinking pool of qualified referees and timekeepers available.
3. Quality of Programming – The plan should provide the highest level of programming quality possible, meaning efficiently using half ice boards and equipment for U9 and below, skills equipment availability, age-appropriate ice for gameplay (ie U18 play on larger ice surfaces during games), AP player availability, etc. etc.
4. Age of Team Members – Where possible, after items 1 through 3 are considered, BMHA will attempt to schedule with age as a factor. It’s ability to do so may change from season to season based on the above constraints and registration numbers for that season.
5. Arena Rotation – Where possible, BMHA will try to ensure equal use of the Arena’s in Brock Township, after items 1-4 are considered. However, it should be noted that the needs of each age group are different, and the 3 different arena’s each satisfy those needs differently. Parents should expect to play more ice in one arena more often than others based on the specific programming needs for those age groups, most specifically half ice programming aids for U9 and below, and utilizing the larger ice surfaces for older age groups, from a safety and quality of play standpoint.

Team Allocations

- Each team must specify someone, be it a coach, manager or parent, with an address, phone number, fax number and email address, as the contact for the team's ice allocation. All communication regarding ice allocation and scheduling will be between this contact person and the Ice Scheduler.
- The Ice Scheduler will allocate all ice, including ice for Victoria Durham and Three County league play as well as team practice ice.

- The Ice Scheduler will not assign any practice ice times that conflict with the team's schedule provided that he/she has been informed by the team well in advance of all rescheduled league and playoff games as well as any additions to the team schedule, tournaments the team has entered and exhibition games.
- The Ice Scheduler may take away any previously allocated ice time as deemed necessary.
- Teams are responsible for ensuring that none of their assigned ice goes unused.
- If a team cannot use an assigned ice allotment (e.g. tournament, rescheduled game), the following procedure applies:
 - The team must notify the Ice Scheduler at least 7 days prior to the ice time.
 - Sanctions will be imposed on any team failing to ensure that its allotted ice is used or failing to follow the procedure described above for allocated ice that a team is unable to use. Such sanctions will take the form of, but are not necessarily limited to:
 - The team will be charged for the ice costs, including the cost of referees and timekeepers, if applicable.
 - The team fined \$100.
 - Failure to pay any of the above costs and the associated fine within fourteen (14) days of notification by the Ice Scheduler may result in suspension of the Coach, Manager or team.
- Any team renting ice time in another arena outside of regularly scheduled BMHA ice, must notify the Ice Scheduler at least 7 days before the event, and must only be done if any available Open Ice is absolutely not an option for the team.
- Each team is responsible for ensuring any extra ice picked up for practices or exhibition games fall within the guidelines and requirements outlined in the Hockey Canada Pathways regarding Practice to Game Ratios, and weekly ice time limits.
- Any costs of these additional sessions are to be paid by the team.

EXHIBITION GAMES

General

- Exhibition games must only be booked within the guidelines of practice to game ratios set forward for each age groups pathways set out by Hockey Canada, and at the appropriate time frames also setup by said pathways. For clarification on this, please contact your Three County or Victoria Durham Executive Rep. as necessary.
- The appropriate Three County or Victoria Durham Executive Rep. must approve all exhibition games.
- The Association will only cover full costs of a maximum of 2 exhibition games for the entire season, per team. Over and above 2 exhibition games the Association will provide the ice for exhibition games as often as possible from the Open Ice Schedule, but will not cover other costs (examples referees and timekeepers).

Once the 2-exhibition game limit is reached, a team must be prepared to pay for all costs (ice-time, referees, timekeepers, etc) before booking their exhibition game.

- Exhibition game cost decisions are discretionary for BMHA Executive to review at any time.
- Although Select games are considered exhibition, all exhibition costs associated with Select teams are covered by the Select Fee.

TOURNAMENTS

General

- Decisions regarding a team's entry into tournaments will be made at the parents meeting held at the beginning of the season. Both the team staff and the players/parents will have input into these decisions.

BMHA Tournaments

- BMHA teams must participate in the BMHA Tournament if their Age/Level is part of the tournament.

Other local and out of town tournaments

- All teams must notify their respective Vice-President of their intentions to participate in any given tournament prior to submitting their application.
- Participation in any tournament must not conflict with regular league games or play-off games.
- A team can not register for more than one tournament being played on the same dates. Furthermore, no more than three games per day shall be played in any tournaments being attended.
- Teams are responsible for obtaining any travel permits that may be required (including required signatures).
- Teams are also responsible for payment of all tournament registration fees. Tournaments are not covered by the Association.
- Year End Jamborees, TCHL Champions Day Tournaments, and OMHA Finals Tournaments (if advancing) will be covered by Brock Minor Hockey Association.
- Teams may borrow funds from the Association to pay for Tournament registration fees where the tournament timing does not allow for sufficient time for team to raise the funds via team sponsorship and fundraising activities. In such an instance team manager must submit the request to the BMHA Treasurer and all amounts owing must be paid back in full within 30 days of the tournament date. Failure to do so may result in team suspension until such time the payment has been received.
- All teams can only participate in a maximum number of tournaments (including a BMHA tournament, if applicable) as outlined by their respective Hockey Canada Pathway. Participation in a year end Jamboree, Tournament of Champions, or the OMHA Finals is not considered part of this maximum number.

- All non-contact teams will be prohibited from participating in contact tournaments. Any exceptions must be approved by the Executive Committee.
- Failure to abide by the above will result in a hearing with the Disciplinary Committee.

EQUIPMENT

Purchase of Equipment

General

- The Equipment Director will present to the Executive quotes from a minimum of two (2) different suppliers for the purchase of new equipment exceeding \$500.
- The recommendation of the Equipment Director and authorization of the Executive will precipitate the purchase of all equipment.

Goalie Equipment

- New: The BMHA will purchase what is deemed “association” type equipment, which is essentially base model equipment that is safe and adequate for the level of hockey for which it is being used.
- Used: Used equipment must be in very good to excellent condition and at a fair price. When purchasing used equipment, a comparison will be made between comparable new equipment and the used equipment in question.

Provision of Equipment

General

- Players, their parents or guardians, will be held financially responsible for any damage caused to any BMHA equipment and jerseys deemed to be caused by improper care or loss.

Goalie Equipment

- The provision of goalie equipment by the BMHA is restricted to leg pads, blocker, trapper, body armour and plastic throat guard for helmets.
- Goalie sticks will be provided to U9 and below teams for the current season.
- Full-time goalies at U11 and above (except as noted above) are expected to purchase their own sticks.
- Full time goalies at U13 and above are expected to purchase their own equipment.
- BMHA Goalie equipment must be returned promptly at the end of each season for inventory.

- A deposit and/or rental fee (for U11), set by the Executive, may be required for each set of goalie equipment. This deposit and rental fee will cover a period of time from September to April of a given season.
- The Association will not reimburse players who provide their own goalie equipment for all or part of the cost of the equipment.

Team Jerseys

- Each team will be provided with two sets of team jerseys.
- Each player is responsible for keeping their jersey clean, and in good condition throughout the season. Any damage as the result of game play must be reported to the Equipment Manager as soon as it is known.
- At the end of each season team jerseys are to be returned clean, on hangers and with all nametags removed.
- Jerseys are to be worn for games only, not for practices or scrimmages.
- Jerseys may not be altered in any manner, except for stitching of nametags, “C” and “A” symbols, stop patches, or for emergency player number clarification.
- Nametags/bars may be added to Jerseys if teams chose to do so, at their own expense.
- Jerseys must not be washed in bleach and they must not be placed in an automatic dryer.

Team Socks

- Players (U8 and up) are required to wear socks that match both the home and away jerseys and 1 pair is to be provided by the association at the start of each season.
- Replacement socks must be purchased from the Association through the Equipment Manager.
- U7 players will be provided Jerseys and Socks via the Timbits Program.

APPROVED BMHA SUPPORT STAFF

During the season, BMHA uses a variety of support staff in the form of volunteers and paid youth and adults. These include:

- Adult Volunteers – Adults that may not want the commitment of coaching a team, but may want to help out on the ice. These volunteers must:
 - wear skates, helmet, and hockey gloves while on the ice;
 - be on the Association Volunteer list to be covered by insurance; and
 - submit a vulnerable sector police check to the executive before being approved to go on the volunteer list. The BMHA can/will supply a volunteer letter to get the cheaper rate for the VSC.
- Player Volunteers – Any Players wishing to help out with younger age groups for community volunteer hours must:

- be on the Association Volunteer list;
- wear full equipment while on the ice;
- be at least 2 age divisions above the team they are requesting to assist; and
- be approved by the executive.
- Time keepers – Paid a fee of \$15.00 per game. Responsibilities include:
 - Arriving 30 minutes before game time to set up the electronic game sheets, allowing each coach to sign it;
 - setting up the clock;
 - obtaining and returning game pucks; and
 - uploading the game sheets after the game.
- Referees – Paid a game fee and possibly mileage based on rates set by the OMHA Manual of Operations. The BMHA will reimburse new officials their first-year registration fees to help with the costs of the program. The new official will receive half the registration fee in the first year, and the second half if they return for a second year.

BMHA AWARDS, BANNERS AND TROPHIES

BMHA Listing of Annual Awards

Charlie Kirvan Award - Three County Coach of the Year

Charlie Kirvan Award is given to the Three-County Coach of the year. This award is given in memory of Charlie Kirvan who refereed, coached and was served on the executive for several years. This award is presented to the coach who has made a generous contribution to player development and sense of fair play and dedication to the betterment of the sport in Beaverton Minor Hockey and the Three-County League.

Frank Farrell - OMHA Coach of the Year

Frank Farrell Award is given to the OMHA Coach of the Year. This award is given in memory of Frank Farrell who has made a generous contribution to player development and sense of fair play and dedication to the betterment of the sport in Beaverton Minor Hockey and the Ontario Minor Hockey Association.

Robb Gibson - Volunteer of the Year

Hockey Volunteer of the Year award recognizes outstanding contributions, involvement and service to Brock Minor Hockey. The Robb Gibson Hockey Volunteer recipient will have displayed commitment to the ideals of Brock Minor Hockey, have worked tirelessly for the improvement of the game and have made a notable impact on both the game and the players involved. This award is given in memory of Robb Gibson, who served many different positions on Brock Executives over the years and always went above and beyond to ensure the betterment of Brock Minor Hockey.

Bob Kirk Award - Referee of the Year

Bob Kirk Award is given to the Referee of the Year who demonstrates dedication and betterment in officiating hockey. The award is given in memory of Bob Kirk who was a local referee who exemplified dedication, generosity, and fair play to the game of hockey.

Brock Marshall Award

Brock Marshall was both a skilled and devoted hockey player who demonstrated true promise to the game of hockey. Beyond his athletic capabilities, Brock was a team player who valued his team above all else. His compassion, leadership, and most of all his kind spirit and smiling face is truly missed around the arena. The Brock Marshall award is presented to a U18 player who demonstrates leadership, friendship, respect, hard work, commitment and an unwavering dedication to their teammates with courtesy and thoughtfulness. Harder! Faster! Forever in our Hearts.

Paul McRae Memorial Award

Paul McRae Memorial Award goes to a U13 Player who demonstrates a love of the game, is hard working and has determination. This award is given in memory of Paul McRae, who was a long-time supporter of Beaverton Minor Hockey and father of players who played in the NHL. Paul McRae is a legacy of the game of Hockey who died in 2015.

Rick MacLeish Memorial Award

Rick MacLeish Award goes to the most outstanding U9 player who had a year of outstanding performance and excellence. This player displays superior abilities with remarkable achievements and accomplishments in the sport of hockey. The U9 player exemplified a determination of effort commitment and LOVE of the game of hockey. This award is given in memory of Rick MacLeish, who grew up in Cannington with his young talents taking him to the OHL with the Peterborough Pete's to be drafted to the NHL's Boston Bruins and then traded to Philadelphia Flyers. Rick MacLeish was inducted into the Flyers Hall of Fame in 1990 and the Philadelphia Sports Hall of Fame in 2015. Rick MacLeish died in May of 2016.

Michael Maron Award- U9 Defensive Player of the Year

The Michael Maron Award goes to the Defensive Player in U9 who is a kind team player who demonstrates sympathy and understanding to his/her team mates. He tried his best with everything he did. This award is given in memory of Michael Maron who drowned in the Beaverton River.

Selection Process

Association Awards

The following 4 association awards are voted on by the membership:

- OMHA Coach of the Year.
- Three County Coach of the Year.
- Volunteer of the Year.
- Referee of the Year.

Each year in February, the membership will have the opportunity to submit their votes for these awards via an online voting process. All votes will be received by the Awards, Banquet, and Team Photo committee. The committee will tabulate all of the votes, ensuring eligibility of each vote received, and then forward the name of a single winner from said online voting form for each of the categories listed above. Note that the Awards, Banquet, and Team Photo committee, along with the Executive, has an obligation to ensure the winner produced via the voting process, is a BMHA member in good standing, not currently under investigation by the Rules and Discipline Committee for any Misconduct or any other governing body (ie. OMHA, Durham Regional Police etc. etc.) to ensure the member selected is eligible for the award.

Player Awards

For the individual player awards, the coaching staff of the age-appropriate team(s) will be responsible for submitting to the Awards, Banquet, and Team photo committee a singular name for that year's recipient that best represents the qualities outlined in the award description.

Voting

The voting form will be open online via the website for the month of February, and then the Awards, Banquet, and Team Photo Committee will then present the list of award winners to the executive for approval at the March executive meeting before the names are engraved on the plaques

Championship Banners and Trophies

Three County and OMHA Championship Banners

Upon winning an OMHA (Victoria Durham or Red Hat Finals) or Three County League Championship, the BMHA will source enough banners in addition to those that may or may not be provided by OMHA, Victoria Durham and Three County hockey leagues, so that a banner can be displayed in each of the 3 arenas in the Township of Brock.

Three County and OMHA Championship Trophies

Upon winning an OMHA (Victoria Durham or Red Hat Finals) or Three County League Championship, Coaches or Team Management are to submit any Trophies awarded to the Awards and Banquet Committee, so that they can arrange to display the trophy in the trophy case of the arena where the majority of said teams home games were played that season, or as space allows in other arenas trophy cases.

Tournament Championship Banners

Upon winning any Tournament Championship, Coaches or Team Management are to submit any Banners awarded to the Awards and Banquet Committee, so that they can arrange to be hung up at the arena where the majority of said teams home games were played that season.

Tournament Championship Trophies

Upon winning any Tournament Championship, Coaches or Team Management are to submit any Trophies awarded to the Awards and Banquet Committee, so that they can arrange to display the trophy in the trophy case of the arena where the majority of said teams home games were played that season, or as space allows in other arenas trophy cases.

Trophy Case Policy

BMHA will strive to protect all trophies displayed at every arena, and will work with the Township of Brock to either expand the trophy cases at each arena or determine a fair system for trophy removal should any of the trophy cases become full in future years, in order to properly preserve, respect and honor the history of all 3 associations which formed the BMHA as it is known today, along with still honoring the teams competing today.

CONCERNS/QUESTIONS/COMPLAINTS

Coaches have some latitude to make decisions for the best interest of the team, without fear of reprisal from parents or guardians. Team officials have the primary responsibility for resolving parent complaints. Should a player, parent, or guardian have a concern or complaint about a coaching decision or policy they must follow the resolution steps below.

General

- Adhere to the 24-hour rule: Take 24 hours to reflect on your concern. Often issues seem greater in the present moment but seem less important the next day. Look at the issue from other perspectives, especially the players and the coaching staff. If, after 24 hours, you or your child still have concerns, continue the complaint process.
- Parents or guardians shall not approach team officials before, during or after a practice or game for a period of 24 hours to discuss issues involving their child.
- Congratulations and other general remarks are appropriate, but DO NOT discuss negative issues when emotions are high.
- All players, parents or guardians, team officials are expected to communicate in a positive and professional manner, especially when dealing with sensitive issues.

Team Issues

- The manner in which to address issues concerning the operation of a team shall be to communicate with the following in the order specified.
 1. The Manager or Coach, as appropriate.
 2. The Vice-President, Three County or OMHA as applicable to the Team.
 3. The President.
 4. The Executive as a whole via the online Complaint Form.

Non-Team Issues

- The manner in which to address issues that do not concern the operation of a team shall be to communicate with the following in the order specified.
 1. The Executive member who has responsibility for the issue as outlined in the Constitution. A listing of Executive Committee members and their roles, can be found on our website.
 2. The President.

3. The Executive as a whole via the online Complaint Form.

Safe Sport Independent Complaint Process

- To help ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming as outlined in the [Action Plan](#). This reporting mechanism is known as the Independent Third Party and is led by Brian Ward and Jahmiah Ferdinand.
- To File a Complaint via this process, please visit the dedicated website: [OMHA Website Page](#), or send an email to **complaints@sportcomplaints.ca**

RISK AND SAFETY

General

- The BMHA is committed to creating and maintaining a safe environment for its participants.
- All BMHA participants must adhere to the policies and procedures outlined in the Hockey Canada publication “[Safety Requires Teamwork](#)”.
- No one, other than BMHA registered players and BMHA registered on-ice and/or on-bench personnel, may go on the ice or the bench for any of the team’s ice activities.

Injuries

- An OMHA case report and injury form must be completed and forwarded to the Association Head Trainer as soon as possible.
- A copy of the game sheet must accompany the case report and injury form if the injury occurred during a game.
- Any illness or injury, which causes a player to miss any team ice activity, must be reported to the team trainer, and subsequently the association Head Trainer. Any player who has been absent from team ice activities for fourteen (14) or more consecutive days due to injury or illness must have a doctor’s written permission submitted to the Association Head Trainer before he/she will be allowed to return to the ice.
- If a player is unable to complete a game due to injury requiring the completion of an injury report, they must have a doctor’s written permission before the player will be allowed to return to the ice.

Insurance Claims

- In the event of a serious injury, notify the BMHA as soon as possible, by contacting the Association Head Trainer.
- For all injuries and dental claims, the following must be completed:

- Copy of game sheet.
- Injury claim form.
- Trainer's form (case report).
- Any necessary receipts.
- Failure to do the above will delay the processing of the claim.
- It is the Manager, or Team Trainers responsibility to forward the completed forms to the Head Trainer.
- Note: Ambulance charges are not covered by insurance.

Police Vulnerable Sector Record Check (PVSRC)

- An integral part of the BMHA's screening process for volunteers is the use of Police Record Checks to identify any person who may harm children or vulnerable adults.
- All volunteers working closely with players and holding positions of authority must be screened utilizing Police Record Checks.
- PVSRC's are required for each volunteer within the organization, once each year, no exceptions.
- BMHA Executive members must complete a PVSRC application form and provide proof thereof within two months following the Annual General Meeting, or prior to the start of the Season, whichever is sooner.
- Coaches, assistant coaches, managers, trainers and any other volunteers must complete a PVSRC application form and provide proof thereof within two (2) weeks after assuming their respective role.
- Individuals failing to complete the form and provide proof thereof to the registrar within the required time frame will relinquish their role on the team or Executive.
- Any individual who receives a positive hit will be required to provide a confidential, written disclosure of their criminal record to a committee consisting of the President, a selected Vice President and the Registrar. Such an individual must also submit his/her fingerprints and any other information required, to the RCMP in order to obtain a complete disclosure of their criminal record. The Committee will determine whether the individual may continue as an BMHA volunteer pending a full report from the RCMP as well as on receipt of the RCMP report, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their BMHA responsibilities. The individual will be informed of the results within twenty-four (24) hours of any decision having been made. Decisions that result in the release of individuals from their BMHA responsibilities will be forwarded to the OMHA in the interest of preventing high risk individuals from involvement in another hockey association.
- Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) or to submit fingerprints to the RCMP for a complete criminal record check will cause the individual to be ineligible for a volunteer position within the BMHA. In addition, the OMHA will be advised accordingly.

CODE OF CONDUCT

General

- This Code of Conduct identifies the standard of behaviour that is expected of all BMHA members, including players, coaches, parents, volunteers and Executive members.
- The BMHA is committed to providing and maintaining an athlete-centred minor hockey environment where all individuals are treated with respect. During the course of all BMHA activities and events, members of the BMHA shall conduct themselves at all times in a fair and responsible manner. They are expected to refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian hockey governing bodies) will not be tolerated by the BMHA.
- Members shall avoid behaviour that brings the BMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others. BMHA members shall at all times adhere to BMHA operational policies and procedures, to rules governing BMHA events and activities and to rules governing any events and activities that the member participates on behalf of the BMHA.
- Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the policy and guidelines of the BMHA. Such action may result in the member losing the privileges that come with membership in the Association, including the opportunity to participate in BMHA activities.

Parents Fair Play Code and BMHA Additional Rules

Parents Fair Play Code

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule, yell or hit my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
- I will not applaud my child when he hits a member of the opposite team.
- I will not scream at my child on the ice because it will influence his/her concentration on the game.

- I will never question the officials' judgment or honesty in public; therefore, I will not yell or swear at the referees.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

BMHA Additional Rules

- The coaching staff will make sure that the players are wearing proper equipment when on the ice. Name stickers are not allowed on the helmets. I will ensure that the needed equipment is obtained or replaced when needed. The coaching staff and BMHA executive may remove my child from the ice surface if the proper equipment is not worn.
- A BNQ-approved neck protector is mandatory but BMHA strongly recommends the use of a BNQ-approved "bib-style" neck protector.
- There will always be at least 2 adults in the change rooms with the players when changing. If I'm one of these adults, I will have completed my Respect In Sports Training.

Players Fair Play Code and BMHA Additional Rules

Players Fair Play Code

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will respect my teammates and my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving my skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances – those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will respect and show appreciation for the volunteer coaches who provide sport activities.
- I will be on time for practice and for a game.
- I will not miss a practice or a game unless I am sick or I have too much schoolwork.

BMHA Additional Rules

- The coaching staff will make sure that the players are wearing proper equipment when on the ice. Name stickers are not allowed on the helmets. I will make sure with my parents that I am wearing the proper

equipment. The coaching staff and BMHA executive may remove me from the ice surface if the proper equipment is not worn.

- When practice time is up and the arena staff sounds the alarm, I will leave the ice as quickly and safely as possible
- After games and practices, I will not undress (except helmet and gloves) until the coach has talked to us and indicated that we can now undress.

Coach Fair Play Code and BMHA Additional Rules

Coach Fair Play Code

- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will teach my players to play fairly, to respect the rules, officials and opponents and teammates, and to resolve conflicts without aggressivity or violence.
- I will ensure that all athletes receive equal instruction, discipline, support and appropriate fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will teach the player that doing one's best is as important as winning so that my players will never feel defeated by the outcome of the game.
- I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will never question the official's judgment or honesty in public.
- I will collaborate with the officials for the benefit of the sport.

BMHA Additional Rules

- BMHA coaches give the example to the players. I will wear proper equipment when on the ice. This includes a CSA approved helmet with ear protectors as required by Hockey Canada proper hockey gloves and a safe hockey stick. My hockey helmet will be tied when I'm on the ice.
- I will make sure that the players are wearing proper equipment when on the ice. Name stickers are not allowed on the helmets.
- Any player that I use as a helper will be wearing full hockey equipment when on the ice. All other people I use on the ice will be registered with BMHA as an active member for my team.

- There will always be at least 2 adults in the change rooms with the players when changing. These 2 adults will have followed “Speak Out” or its equivalent (Respect in Sports for example).
- Any helpers I use on the bench during games will be registered with BMHA as an active member for my team. They will have followed “Speak Out” or its equivalent (Respect in Sports for example).
- I will make sure that a trainer is present at all BMHA activities that include players.
- When practice time is up and the arena staff sound the alarm, I will clear the ice with my team as quickly and safely as possible. (no laps)
- I will support my Association’s administrative decisions and will always respect my Association and my fellow volunteers. I will not shed negative comments or inflammatory comments towards the Brock Minor Hockey Association, and above all, I will always respect my code of conduct towards the players, officials and parents
- Should I have concerns or discontentment’s with regards to my role within the Association, I will voice my thoughts in a respectable manner through the appropriate channels set forth for this purpose.

Officials Code of Conduct

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the rules.
- I will avoid or remedy any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or action. I will not tolerate unacceptable conduct towards officials, players, coaches, spectators or myself.
- I will be consistent and objective in calling all infraction, regardless of my personal feelings towards a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I will accept my role as a teacher.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training to upgrade my official’s skills.
- I will work in co-operation with coaches for the benefit of the game.

Guidelines for Spectators

- Display good sportsmanship. Always respect players, coaches, and officials.
- Act appropriately; don’t taunt or disturb other fans; enjoy the game together.
- Cheer the good play of all participants; avoid booing or jeering opponents.

- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive and will not be tolerated.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety -- be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches, and officials.
- Never appear for a game while intoxicated by drugs or alcohol.
- Be supportive after the game . . . win or lose.
- Recognize good effort, teamwork and sportsmanship.

Guidelines for Administrators, Directors and Other Volunteers

- Understand and support the rules and regulations of the Hockey Canada, the OMHA, Victoria Durham Hockey League, Three County Hockey League, and the BMHA (Constitution and Manual of Operations) to ensure that the philosophy and objectives of these organizations are promoted.
- Work with on-ice officials, coaches, parents, and other administrators to provide a positive and safe experience for all participants.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs effectively and in a fair manner.
- Never attend an Association event while intoxicated by drugs or alcohol.
- Communicate with parents by attending parent/player orientation meetings and/or by being available to answer questions and address problems throughout the season.
- Treat all players, coaches and other volunteers with fairness, to promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.
- Perform your duties impartially, in furtherance of the aims of the BMHA. Do not use your position or influence to further purely personal objectives.

DISCIPLINE

General Procedure for All Members

- All bench staff and player suspensions must be reported to the team's appropriate Vice-President immediately following the relevant game.
- A The Rules, Discipline and Nomination Committee disciplinary committee will be formed (as per the Constitution) to deal with any player/parent/official/team discipline problems that cannot be handled by the team's Head Coach or by OMHA Officials.
- Such discipline may take the form of, but is not limited to:
 - a verbal reprimand, documented and filed with the BMHA Secretary;
 - a written reprimand, documented and filed with the BMHA Secretary;
 - a demand for an apology, either written or verbal, to any affected party;
 - a suspension from participation in or at Association activities, home or away at any location;
 - additional suspension lengths in number of league games on top of any penalty levied by the OMHA;
 - an expulsion from the Association;
 - any combination of two or more of the above;
 - the steps above are not meant to be progressive, and can be applied in an order at any time as deemed necessary by the Executive.
- Should it be necessary for BMHA to conduct a disciplinary hearing, the following procedures will go into effect:
 - the hearing will be scheduled within seven (7) days of the event or from receipt of formal letter of complaint;
 - a parent or legal guardian shall accompany minor aged players appearing at BMHA disciplinary hearings;
 - following completion of the hearing, the Committee will have 24 hours to consider their decision pertaining to the matter; and
 - the Chair of the Committee will be responsible for contacting the parties and advising them of the decision and following up with a written summary.

Player Conduct and Suspensions

- Team officials are responsible for supervising and controlling the conduct of their players, before during and after each game or practice. Failure by team officials to control the conduct of their team (i.e. vandalism, lobby or parking lot altercations etc.) may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved.

- Fighting anywhere in the arena complex or during a game/practice could result in an automatic interim suspension of two games, pending further review at the discretion of the Disciplinary Committee or Chair as appropriate.
- Any player who is under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended. This includes arriving at or leaving the arena.
- Smoking/vaping, swearing and verbal harassment in dressing rooms, hallways or players' benches are also offences liable for suspension.
- A Coach may suspend, for disciplinary reasons, any player for up to one game at his or her discretion. BMHA, through the team's Coach or Manager, will be advised of all such suspensions. Suspensions of more than one game must have the approval of the appropriate Three County or OMHA Vice-President.

Players with Excess Penalty Minute Patterns

- Coaches will ensure that all match and gross penalties and suspensions are reported to the appropriate BMHA Vice-President, without exception. In addition, where an undesirable penalty pattern or attitude is deemed to be developing in any hockey player, the Coach and Manager will discuss the problem with the appropriate BMHA Vice-President to correct the matter. If the problem is considered to be of a serious nature, the Vice-President, after consultation with the Coach may have the player referred to a Disciplinary Committee for corrective action.
- The following Corrective Action Process shall take place as follows, however, at the discretion of the Vice-President or Disciplinary Committee, the first 2 steps need not be followed before calling a Disciplinary Committee Review.
 - the first review will take place with player, parent or guardian for minor age players, and Head Coach of the team. A written summary of this review will be filed with the appropriate Vice-President and Secretary;
 - the second review will take place with the player, parent, Head Coach, and the respective league Vice-President. A written summary of this review will be filed with the Vice President and Executive's Secretary;
 - players that continue to show excess patterns of penalty minutes and disregard for the Code of Conduct or OMHA Rules and Regulations, will be called before a Disciplinary Committee for review;
 - after a Disciplinary Committee review, action may be taken in accordance with BMHA Disciplinary Committee guidelines found in Section 20.1; and/or
 - a written summary of this review will be filed with the Vice-President and league Secretary for future reference.

Coach/Team Official Conduct and Suspensions

- Team officials are responsible for maintaining a profession level of conduct within the bench staff. Failure by team officials to control the conduct of their themselves or their staff, may result in suspensions or other disciplinary action with the cost of any damages being paid by those involved if applicable.

- Fighting anywhere in the arena complex or during a game/practice could result in an automatic interim suspension of two games, pending further review at the discretion of the Disciplinary Committee or Chair as appropriate.
- Any coach or team official who is found under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended indefinitely pending a Disciplinary Committee review. This includes arriving at or upon leaving the arena property.
- Smoking/vaping, swearing and verbal harassment in dressing rooms, hallways or players' benches are also offences liable for suspension.

Parent/Spectator Conduct and Suspensions

- Team officials are responsible for ensuring the parents and spectators supporting their teams in the stands, maintain a professional level of conduct within the arena during any Brock Minor Hockey practice or game.
- Failure by team officials to enforce, or report inappropriate conduct of their parents or spectators, may result in suspensions or other disciplinary action.
- Parents/spectators need not be reported by coaching staff to be subject to discipline per Section 20.1 of this manual. All complaints made against parents and spectators will be investigated to the BMHA's full extent and will be taken very seriously.
- Fighting anywhere in the arena complex or during a game/practice could result in an automatic indefinite suspension from participation in spectating all Brock Minor Hockey events, pending further review at the discretion of the Disciplinary Committee or Chair as appropriate.
- Any parent or spectator who is found under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended indefinitely pending a Disciplinary Committee review. This includes arriving at or upon leaving the arena property.
- Smoking/vaping, swearing and verbal harassment in stands, hallways or arena lobby are also offences liable for suspension.

CHANGES TO BMHA RULES & REGULATIONS

- Changes to BMHA Rules & Regulations may be enacted by absolute majority vote of the BMHA Executive.
- All changes to BMHA Rules & Regulations will be publicized to the membership via email, posting on the BMHA website, and/or notification to team Managers and Coaches.

BMHA FORMS AND WAIVERS AND AGREEMENTS

INTENTIONALLY LEFT THE REST OF THIS PAGE BLANK TO ENSURE FORMS PRINT FULL PAGES, SEE NEXT PAGE.

Complaint Form

**Official complaints cannot be filed for a minimum of 24hrs after the incident has occurred.*

***Form available and preferred to be completed online via our website. If completing a printed and handwritten copy, please email to brockmhsecretary@gmail.com*

Your First/Last Name	
Please indicate if you are a player, parent, volunteer or official	
Primary Phone Number	
Email address	
Name of person complaint is being filed against	
Role within BMHA	
When did the incident occur?	

Check the box that best represents the complaint:	Harassment Abuse Bullying Misconduct	Other: please describe
Specific details about the incident		
For office use only: Date received		
Date reviewed		
Name of reviewer		
Outcome		

Parent Code Of Conduct Agreement

By the very nature of the game, hockey is physical and aggressive. When a game is as fast paced as hockey, it is sometimes inevitable that tempers will flare and poor judgment will occur. As parents, guardians and coaches it is our responsibility to encourage our children/player(s) to play by the rules. We must remember that children learn best by example. When we show positive attitudes towards the game, other players, coaches, as well as referees, our children will benefit.

As a Parent or Guardian, I acknowledge the following rules that form this Code of Conduct:

1. Participation in the Brock Minor Hockey Association is not a right – it is a privilege.
2. Physical abuse or threatening abuse towards other parents, coaches, officials, players or members of the BMHA Executive will not be tolerated.
3. Foul language or other forms of verbal abuse or harassment towards other parents, coaches, officials, players or members of the BMHA Executive will not be tolerated.
4. Respect and adhere to all ideals, policies and rules determined by Hockey Canada, OMHA and Brock Minor Hockey Association.
5. Respect the rules of the game, opponents, officials and their decisions.
6. Maintain self-control at all times.
7. Encourage my child to attend as many games and practices as reasonably possible in a timely manner and to notify the coach ahead of time in regards to absences.
8. Respect the facilities either home or away in which my child is privileged to play.
9. Remember that me and my child represent the Brock Wild, the BMHA, the Township Brock, and are expected to act in an appropriate manner.
10. Show respect for the decision, judgment and authority of the officials and timekeepers. Players, coaches, and referees are all human and they may make mistakes too.
11. Show respect for the feeling and abilities of my child, my child's team-mates and the players on the other team.
12. Refrain from demonstrations of frustration and anger at all times.
13. Refrain from expressing opinions of coaches, players and parents from both my child's team and the opposing team in front of my child or anyone else's.
14. Wait 24 hours as a cool down period before approaching a coach or member of the team staff as well as the BMHA Executive with a concern or complaint.
15. Read and follow the BMHA Social Media and Networking Policy. This policy outlines how parents should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).
16. Read, abide by and follow applicable sections of the BMHA Constitution and Manual of Operations pertaining to my participation as a parent within the organization, and respect those rules and requirements if communicated to do so by any league official.

The following are guidelines for the disciplinary action that could occur for a violation of the Code of Conduct. Disciplinary action will be enforced via Section 20.0 of the BMHA Operations Manual

1st Offence - Not permitted in the rink cold part for the duration of the game, plus the duration of the next game played by the team.

2nd Offence - Ejection from the arena for the remainder of the season and OMHA notification.

3rd Offence - Ejection of the offender and their child from the BMHA HOCKEY for the remainder of the season and subsequent seasons and OMHA notification.

Brock Minor Hockey Association PARENT CODE OF CONDUCT AGREEMENT

As a parent or guardian of _____, a participant in the BMHA, I agree to adhere to the BMHA Hockey Parent Code of Conduct as attached hereto as Page 1.

I understand that failing to follow the PARENT CODE OF CONDUCT may result in a hearing with the Rules, Protests and Appeals committee as outlined in the BMHA Manual of Operations.

I understand failing to sign this PARENT CODE OF CONDUCT will result in my child not being able to play for BMHA HOCKEY.

I, _____ acknowledge having read this agreement and irrevocably agree to be bound by it for the duration of the 2022/23 season. This agreement applies to all BMHA HOCKEY affiliated events and teams.

Parent Name: _____

Signed: _____

Dated: _____

Player Code of Conduct Agreement

By the very nature of the game, hockey is physical and aggressive. When a game is as fast paced as hockey, it is sometimes inevitable that tempers will flare and poor judgment will occur. As players, it is our responsibility to play by the rules, and show positive attitudes towards the game, other players, coaches, and referees.

As a Player for the Brock Minor Hockey Association, I acknowledge the following rules that form this Code of Conduct:

1. Participation in the Brock Minor Hockey Association is not a right – it is a privilege.
2. Work hard at practices, games and at school.
3. Come to the arena prepared to listen to the coach's instruction, work hard, and give 100% effort all the time.
4. Respect the team officials, referees, parents or guardians, and league officials.
5. Respect your teammates. Respect the fact that everyone has different skill, ability and a difference of opinion. Never criticize your teammates.
6. Respect your opponents.
7. Maintain a positive attitude and exhibit sportsmanship.
8. Commit to attend all practices and games.
9. Participate for your enjoyment and benefit, select goals for yourself and work towards them throughout the season
10. Do not use profanity.
11. Fighting or horseplay in the dressing rooms, inside or outside arena will not be tolerated.
12. Read and follow the BMHA Social Media and Networking Policy. This policy outlines how parents should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).
13. Read, abide by and follow applicable sections of the BMHA Constitution and Manual of Operations pertaining to my participation as a player within the organization, and respect those rules and requirements if communicated to do so by any league official.
14. There shall be no consumption of alcoholic beverages, illicit drugs, smoking, or vaping by players before, during or after of team events such as games, practices or team functions.
15. Any player receiving GM, GRM, or match penalties may receive further suspension from the BMHA for more than one suspension in a given year of the same type of infraction

Any violations of the Code of Conduct by a player may result in a disciplinary hearing with the Rules and Discipline committee and may result in Sanctions and Disciplinary Actions outlined in Section 20.0 of the BMHA Operations Manual.

Brock Minor Hockey Association PLAYER CODE OF CONDUCT AGREEMENT

As a participant of Brock Minor Hockey, I, _____, agree to adhere to the BMHA Hockey Player Code of Conduct as attached hereto as Page 1.

I understand that failing to follow the PLAYER CODE OF CONDUCT may result in a hearing with the Rules, Protests and Appeals committee as outlined in the BMHA Manual of Operations.

I understand that I may not participate in BMHA activities unless I sign the player code of conduct.

I, _____ acknowledge having read this agreement and irrevocably agree to be bound by it for the duration of the 2022/23 season. This agreement applies to all BMHA HOCKEY affiliated events and teams.

Parent Name: _____

Signed: _____

Dated: _____

Team Management Code Of Conduct Agreement

By the very nature of the game, hockey is physical and aggressive. When a game is as fast paced as hockey, it is sometimes inevitable that tempers will flare and poor judgment will occur. As players, it is our responsibility to play by the rules, and show positive attitudes towards the game, other players, coaches, and referees.

As a member of a coaching staff for the Brock Minor Hockey Association, I acknowledge the following rules that form this Code of Conduct:

1. I will set an example and be a role model for the player(s) you coach.
2. I will never ridicule or yell at my players or team for making a mistake or losing a game.
3. I will be reasonable in my demands on players' time, energy and enthusiasm.
4. I will ensure that all players receive the same opportunities to participate over the span of the season. Coaching requires making decisions for the betterment of the team. Be reasonable with ice time and demands on players.
5. I will avoid overplaying talented players.
6. I will display control, respect and professionalism while coaching.
7. I will not adopt a "win at all cost" attitude.
8. I will not play injured or sick players that have been identified as such.
9. I will ensure the equipment and facilities meet safety standards.
10. I will obtain appropriate qualifications and keep current on principals of development.
11. I will avoid physical contact with players.
12. I will treat all players equally and with respect.
13. I will communicate respectfully with the other team's coaches.
14. I will treat all league officials with respect.
15. I will not use profanity or profane mannerisms around my players.
16. I will maintain an approachable atmosphere for players, parents or guardians.
17. I will read and follow the BMHA Social Media and Networking Policy. This policy outlines how parents should voice any concerns privately, not in public, nor on a public forum (e.g. Facebook, Twitter).
18. I will read, abide by, and follow applicable sections of the BMHA Constitution and Manual of Operations pertaining to my participation as a parent within the organization, and respect those rules and requirements if communicated to do so by any league official.

Any violations of the Code of Conduct by a player may result in a disciplinary hearing with the Rules and Discipline committee and may result in Sanctions and Disciplinary Actions outlined in Section 20.0 of the BMHA Operations Manual.

Brock Minor Hockey Association TEAM MANAGEMENT CODE OF CONDUCT AGREEMENT

As a participant of Brock Minor Hockey, I, _____, agree to adhere to the BMHA Hockey Team Management Code of Conduct as attached here to as Page 1.

I understand that failing to follow the Team Management CODE OF CONDUCT may result in a hearing with the Rules, Protests and Appeals committee as outlined in the BMHA Manual of Operations.

I understand that I may not participate in BMHA activities unless I sign the Team Management player code of conduct.

I, _____ acknowledge having read this agreement and irrevocably agree to be bound by it for the duration of the 2022/23 season. This agreement applies to all BMHA HOCKEY affiliated events and teams.

Parent Name: _____

Signed: _____

Dated: _____

Team Sponsorship/Fundraising Policy

As a Parent of a Child playing on the _____ Team within the Brock Minor Hockey Association, I acknowledge the following rules that will be followed and enforced in relation to Team Sponsorship and Fundraising Initiatives specific to this BMHA Team:

1. While teams are encouraged to organize fundraisers and find team sponsors to ease the financial burden for parents in covering costs associated with activities not funded by standard registration fees, such as tournament fees, teamwear requirements, off ice training, etc. that this is to be done per Section 9 and 10 of the BMHA Manual of Operations which I have reviewed and agree to abide by when participating in fundraising and sponsorship activities.
2. I will not partake or implement improper fundraising activities which could violate Ontario Lottery and Licensing Laws. I understand that teams are not to create any raffles or ticket draws.
3. Funds raised through team fundraising/sponsorship initiatives throughout the year shall be distributed to all players evenly, regardless of the amount each individual on the team is able to fundraise or secure through sponsorships.
4. Fundraising and Sponsorship activities must only be conducted in such a manner, and at such a time, as to cover actual or anticipated team and player expenses only as outlined in the team budget per Section 8.0, and must be approved by BMHA.
5. All teams are limited to two (2) fundraising activities per season, excluding league-initiated fundraisers.
6. The maximum dollar value of sponsorships collected by any one BMHA Team will be limited to \$1875, in cash contributions or actualised value (ie. Teamwear etc.).
7. Additional team fundraising/sponsorship activities can be approved at the executives' discretion upon request, however only under extra ordinary circumstances.
8. Use of the Brock Wild logos for fundraising activities is permitted as long as the files distributed directly from the fundraising chair are the files used.

Any violations of Sections 9 and 10 as they relate to Team Fundraising or Sponsorship by a Parent or Bench Staff Member, whether intentional or not, may result in a disciplinary hearing with the Rules and Discipline committee and may result in Sanctions and Disciplinary Actions outlined in Section 20.0 of the BMHA Operations Manual. Please be sure to carefully review the full details of Section 9 and 10 of our BMHA Operations Manual before partaking in any Fundraising or Sponsorship Events with your team, as well as prior to signining the agreement on the back of this page.

Brock Minor Hockey Association TEAM SPONSORSHIP AND FUNDRAISING PARENT AND COACHING STAFF AGREEMENT

As a participant of Brock Minor Hockey, I, _____, agree to adhere to the BMHA TEAM SPONSORSHIP / FUNDRAISING POLICY as attached here to as Page 1.

I understand that failing to follow the Team Management TEAM SPONSORSHIP / FUNDRAISING POLICY may result in a hearing with the Rules, Protests and Appeals committee as outlined in the BMHA Manual of Operations.

I agree that the coaching staff / team management has clearly explained their Sponsorship and Fundraising Strategy for the year, and am in agreement with the Team Budget Proposed, as well as the planned fundraising and sponsorship plans presented by them.

I understand that NEITHER MY TEAM, NOR MYSELF may participate in BMHA FUNDRAISING/SPONSORSHIP activities unless I sign the TEAM SPONSORSHIP / FUNDRAISING AGREEMENT.

I, _____ acknowledge having read this agreement and irrevocably agree to be bound by it for the duration of the 2022/23 season.

Parent Name: _____

Signed: _____

Dated: _____

Team Budget

Appendices



BMHA DIRECTOR ROLES AND RESPONSIBILITIES

2025

Abstract

General Outline of the Roles and Responsibilities of each Member Elected to the Board of Directors. To be used as a Guide to ensure Efficient Governance of the Board.

Brock Minor Hockey – Governance and Oversight Committee
governance@brockminorhockey.com

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Position Title: President

Position Type: Volunteer

Voting Status: Non-Voting (except to break a tie)

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: Maximum of two (2) consecutive terms

Eligibility: Must have served at least one (1) year as a BMHA Board member prior to election

Exception Clause: In exceptional circumstances, the term limit may be extended by the Board subject to approval at the AMM

Position Summary:

The President is the Chief Board Officer of the Brock Minor Hockey Association (BMHA) and serves as the primary leader and representative of the organization. The President provides strategic leadership, ensures effective governance, and oversees the implementation of Board decisions and organizational policies. This role holds general supervision over BMHA's business and affairs and works collaboratively with all Directors and staff to uphold the mission and values of the association.

Key Responsibilities:

- Preside over all meetings of the Board and the Membership (if present)
- Ensure all resolutions and decisions of the Board are implemented
- Provide leadership and strategic oversight to the Board and the association
- Monitor and support the performance of all Board Directors to ensure roles and responsibilities are fulfilled
- Maintain general supervision over the operations and activities of BMHA
- Act as the primary liaison between the Board and external partners, including governing hockey bodies, township officials, and sponsors
- Represent BMHA publicly in matters of policy, advocacy, and major organizational announcements
- Serve as a de facto (non-voting) member of all Standing Committees but may not serve as Chair
- Exercise signing authority for official documents and financial instruments
- Support planning and facilitation of the Annual Membership Meeting (AMM)
- Ensure all Board policies, bylaws, and the Operations Manual are followed and periodically reviewed
- Act as a neutral authority in Board deliberations; cast a vote only in the event of a tie
- Ensure organizational compliance with legal, regulatory, and policy requirements
- Promote a culture of respect, transparency, and accountability within the Board

Committee Involvement:

- Non-voting (unless tie breaking) de-facto member of all Board Committees

Preferred Skills & Qualifications:

- Prior experience on a volunteer Board (minimum 1 year with BMHA)
- Demonstrated leadership, communication, and organizational skills
- Familiarity with minor sports administration and Hockey Canada/OHF regulations
- Ability to facilitate group decision-making and conflict resolution
- Understanding of non-profit governance, budgeting, and strategic planning

Position Title: Vice-President, OMHA Representative and B/LL Programs (U11 and Above)

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Vice-President, OMHA Representative and B/LL Programs (U11 and Older), oversees BMHA's U11, U13, U15, and U18 divisions, including all B/Rep and Local League teams. This role serves as BMHA's official OMHA Representative and voting member on the Victoria Durham League (VDHL) Board, acting as the primary liaison with OMHA and other regional associations.

Key Responsibilities:

- Represent BMHA on the Victoria Durham League (VDHL) Board
- Attend OMHA regional meetings and communicate relevant updates to the Board and teams
- Maintain relationships with OMHA, VDHL, and other associations
- Collaborate with the VP of U9 & Under for consistency across divisions
- Oversee scheduling, roster submissions, and playoff coordination for U11+ teams
- Communicate with OMHA on team approvals, affiliations, and suspensions
- Coordinate travel permits, tournament approvals, and league documentation for U11+ teams
- Support development programs in collaboration with the Director, Programming & Hockey Development
- Ensure all U11+ teams comply with OMHA rules and deadlines
- Interpret and distribute OMHA communications
- Monitor administrative documentation and report compliance issues
- Act as operational liaison for U11+ coaches and managers
- Serve as acting President if both the President and U9 VP are unavailable
- Fulfill committee obligations as outlined

Committee Involvement:

- Registration Committee (Mandatory Member)
- Ice Scheduling Committee (Mandatory Member)
- Hockey Development Committee (Mandatory Member)
- Rules and Discipline Committee (Chair)
- Governance and Oversight Committee (Mandatory Member)

Preferred Skills & Qualifications:

- Strong knowledge of OMHA rules and processes
- Experience in representative or local league hockey programs
- Strong communication and organizational skills
- Familiarity with league scheduling and registration systems

Position Title: Vice-President, Three County Representative and MD/LL Programs (U9 and Under)

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Vice-President, Three County Representative and MD/LL Programs (U9 and Under), oversees the U5 to U9 divisions including MD and Local League teams. This role serves as the official BMHA representative to the Three County Hockey League (TCHL) and is responsible for logistics, league communication, and compliance.

Key Responsibilities:

- Represent BMHA on the Three County Hockey League (TCHL) Board
- Attend TCHL meetings and share updates with teams and the Board
- Coordinate with local associations to support MD and LL programs
- Collaborate with U11+ VP for inter-league consistency
- Oversee scheduling, playoff coordination, and team formation for U5–U9
- Handle tournament approvals, travel permits, and suspensions
- Support LTPD models and Hockey Canada Pathways
- Coordinate with the Director, Programming & Hockey Development on clinics and pre-skates
- Ensure compliance with OMHA/TCHL rules and deadlines
- Interpret and communicate league bulletins and updates
- Serve as operational contact for U5–U9 coaches and managers
- Fulfill required committee roles

Committee Involvement:

- Registration Committee (Mandatory Member)
- Ice Scheduling Committee (Mandatory Member)
- Hockey Development Committee (Mandatory Member)
- Rules and Discipline Committee (Mandatory Member)
- Governance and Oversight Committee (Chair)

Preferred Skills & Qualifications:

- Understanding of Hockey Canada Pathways and grassroots hockey
- Experience supporting young athletes and new coaches
- Strong organizational and communication skills
- Familiarity with TCHL and OMHA regulations

Position Title: Director, Programming & Hockey Development

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: Demonstrated competency in coaching, development, or minor hockey operations

Position Summary:

The Director, Programming & Hockey Development leads the technical and development direction of BMHA. This includes coach mentorship, delivery of player clinics, and implementation of age-appropriate programming from U5 to U21.

Key Responsibilities:

- Serve as lead mentor and technical support for all BMHA coaches
- Develop and distribute BMHA Coaching Guidelines Manual
- Coordinate coaching clinics and track NCCP certifications
- Oversee execution of player development programming (e.g., skills sessions, skating, goalie clinics)
- Align programming with the Hockey Canada Long-Term Player Development model
- Guide seasonal planning and coach resources across divisions
- Chair Coach Selection and Player Development Committees
- Provide technical oversight and support during tryouts
- Collaborate with Vice Presidents to align development plans with league structures
- Deliver regular reports to the Board on coach and player development metrics
- Communicate new development initiatives and opportunities to teams

Committee Involvement:

- Chair, Hockey Development Committee
- Finance Committee (Mandatory Member)
- Registration Committee (Mandatory Member)
- Ice Scheduling Committee (Mandatory Member)

Preferred Skills & Qualifications:

- Strong coaching and mentorship background
- Experience planning and delivering development programming
- Familiarity with Hockey Canada's LTPD model
- Clear communication style and ability to support volunteer coaches
- Experience leading coach or player evaluation processes

Position Title: Treasurer

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: Demonstrated competency in accounting and financial management required

Position Summary:

The Treasurer is BMHA's chief financial officer, responsible for the stewardship, reporting, and compliance of all financial activities. This role manages the budget, tracks cash flow, and ensures transparency with the Board and membership.

Key Responsibilities:

- Maintain complete and accurate books of account
- Reconcile bank statements and track revenues/expenses
- Provide regular financial updates to the Board
- Support year-end financial statement preparation and AMM reporting
- Chair the Budget Committee and develop the annual operating budget
- Process payments and reimbursements with dual-signature authorization
- Track receivables, payables, and outstanding balances
- Collaborate with Registrar to track registration-related payments
- Coordinate referee and timekeeper payments with Game Operations
- Ensure compliance with CRA and audit/review requirements

Committee Involvement:

- Chair, Financial Committee
- Member, Registration Committee
- Member, Governance and Oversight Committee

Preferred Skills & Qualifications:

- Strong accounting and budgeting experience
- Familiarity with nonprofit financial practices
- Experience using Excel and digital bookkeeping tools (e.g., QuickBooks)
- Attention to detail and ability to explain financials to a volunteer Board

Position Title: Secretary

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Secretary is responsible for ensuring effective recordkeeping and governance documentation for BMHA. This role supports transparency and organizational memory through accurate meeting minutes, file management, and official correspondence.

Key Responsibilities:

- Record and distribute minutes from all Board and Membership meetings
- Issue formal notices for Board meetings and the AMM
- Maintain and archive all BMHA records and governance documents
- Ensure compliance with bylaws for agenda posting and document retention
- Manage Board contact lists and internal documentation
- Support communication of motions, notices, and updates from the Board
- Provide administrative assistance to Board members as needed

Committee Involvement:

- Member, Financial Committee
- Member, Registration Committee
- Chair, Website & Social Media Committee
- Member, Rules & Discipline Committee
- Member, Governance and Oversight Committee

Preferred Skills & Qualifications:

- Strong organizational and written communication skills
- Proficiency in Microsoft 365 (Teams, SharePoint, Outlook, Word)
- Experience with minute-taking and board administration
- Ability to handle confidential and sensitive documents

Position Title: Director, Registrar

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director, Registrar manages the registration of all players, coaches, and team staff in accordance with BMHA and OMHA guidelines. This role ensures eligibility, insurance compliance, and timely data entry into the Hockey Canada Registry (HCR).

Key Responsibilities:

- Open and manage the online registration system each season
- Communicate fees, deadlines, and program details to membership
- Validate player documentation and staff certifications
- Enter and maintain participant data in HCR
- Support roster formation and verify age/division placements
- Submit team rosters and affiliated player lists to OMHA
- Update rosters throughout the season as needed
- Ensure all registered participants are properly insured
- Respond to inquiries about eligibility, transfers, or issues
- Collaborate with Treasurer on tracking fees and balances

Committee Involvement:

- Chair, Registration Committee
- Member, Financial Committee
- Member, Website and Social Media Committee

Preferred Skills & Qualifications:

- Strong data entry and organizational skills
- Proficiency with HCR and Microsoft 365
- Ability to handle confidential information discreetly
- Patience and professionalism under pressure

Position Title: Director, Equipment

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director, Equipment oversees the acquisition, distribution, maintenance, and inventory of all BMHA-owned equipment, jerseys, and safety supplies. They ensure equitable and safe outfitting of teams and manage teamwear programs in coordination with sponsors and vendors.

Key Responsibilities:

- Maintain accurate inventory of all BMHA-owned equipment and jerseys
- Distribute and collect equipment as needed for each season
- Inspect equipment to ensure it is clean, safe, and functional
- Manage jersey repair, replacement, and laundering logistics
- Source and coordinate teamwear and apparel orders
- Ensure branding and logo usage meets BMHA standards
- Communicate with team staff about pick-up and return procedures
- Coordinate with Director, Sponsorship on logo placement and approvals
- Provide support for year-end returns and transitions between seasons

Committee Involvement:

- Chair, Teamwear and Apparel Committee
- Member, Awards / Banquet / Photo Committee
- Member, Hockey Development Committee

Preferred Skills & Qualifications:

- Detail-oriented with strong recordkeeping skills
- Familiarity with hockey equipment standards and sizing
- Ability to coordinate logistics and vendor communications
- Experience managing supplies, apparel, or inventory systems

Position Title: Director, Ice Management

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director, Ice Management is responsible for allocating and managing all ice time granted to BMHA across township arenas. This role balances budgetary constraints, league requirements, and development needs to ensure fair and effective use of available ice.

Key Responsibilities:

- Maintain a master ice schedule for all BMHA teams and events
- Coordinate game, practice, tryout, and special event ice bookings
- Liaise with township staff and arena managers on ice availability
- Balance allocation across divisions, ensuring equity and development access
- Manage cancellations, reassignments, and emergency rebookings
- Communicate schedules and changes with coaches, managers, and league reps
- Collaborate with Treasurer to reconcile ice usage and costs
- Support tournament scheduling in collaboration with Tournament Committee
- Provide timely reports to the Board on ice utilization and gaps

Committee Involvement:

- Chair, Ice Scheduling Committee
- Member, Hockey Development Committee
- Member, Rules and Discipline Committee

Preferred Skills & Qualifications:

- Strong scheduling and time management abilities
- Experience with arena coordination or municipal booking systems
- Clear communicator under time-sensitive conditions
- Attention to detail and budgetary awareness

Position Title: Director, Game Operations

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director, Game Operations ensures BMHA games are supported with trained off-ice officials, operational equipment, and accurate Gamesheet data. They manage timekeeping, iPads, and troubleshoot technical issues during the season.

Key Responsibilities:

- Set up and maintain Gamesheet iPads across all arenas
- Upload and verify game rosters and bench staff information
- Schedule, train, and oversee timekeepers
- Deliver timekeeper training for Gamesheet, scoreboards, and clocks
- Provide onboarding support to coaches and bench staff for in-game logistics
- Ensure electronic gamesheets are submitted on time per OMHA requirements
- Maintain equipment availability and readiness at all facilities
- Resolve iPad, sync, or scoring issues as they arise
- Coordinate timekeeper payments with the Treasurer
- Track attendance and game coverage across teams

Committee Involvement:

- Member, Ice Scheduling Committee
- Member, Awards / Banquet / Photo Committee
- Member, Teamwear and Apparel Committee

Preferred Skills & Qualifications:

- Familiarity with Gamesheet and OMHA systems
- Ability to train and support youth and adult volunteers
- Technical proficiency with iPads and troubleshooting
- Strong coordination and problem-solving skills
- Flexibility to support weekend and evening games

Position Title: Director, Risk & Safety

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: Must hold valid HTCP Level 1 or higher and be rostered on a team or at-large

Position Summary:

The Director, Risk & Safety serves as BMHA's Head Trainer under OMHA guidelines and provides oversight of player safety, injury response, and health protocols. The role also supports team Trainers, maintains certification records, and promotes safety culture.

Key Responsibilities:

- Act as official BMHA Head Trainer
- Hold valid HTCP certification and be rostered on a team or at-large
- Mentor all team Trainers and provide support throughout the season
- Lead pre-season safety meetings for all Trainers
- Ensure Trainers have complete, stocked first aid kits
- Prepare arena-specific emergency plans (AED, contacts)
- Track HTCP certifications and injury reports
- Ensure concussion and return-to-play protocols are followed
- Address complaints related to health, safety, harassment, or bullying
- Provide updates to the Board on emerging safety risks or trends

Committee Involvement:

- Member, Teamwear and Apparel Committee
- Member, Hockey Development Committee
- Member, Rules and Discipline Committee

Preferred Skills & Qualifications:

- HTCP Level 1 or higher
- Experience in emergency response, health & safety, or injury care
- Strong documentation and communication skills
- Calm, professional demeanor in sensitive situations

Position Title: Director, Sponsorship

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Even-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director of Sponsorship secures and manages sponsor relationships for BMHA. This role supports team sponsorships, coordinates sponsor fulfillment, and promotes community partnership to enhance player experiences and offset operational costs.

Key Responsibilities:

- Solicit and secure team, event, and program sponsors
- Act as liaison for sponsor inquiries and concerns
- Maintain sponsor records, payment history, and contact lists
- Deliver sponsor recognition materials (e.g., certificates, photos)
- Coordinate with Apparel and Fundraising Directors on branding
- Ensure sponsor visibility via jerseys, website, and social media
- Update and distribute BMHA sponsorship packages annually
- Invite sponsors to the AMM and Annual Banquet
- Support tournaments and events with sponsor outreach

Committee Involvement:

- Chair, Awards / Banquet / Photo Committee
- Member, Financial Committee
- Member, Teamwear and Apparel Committee
- Member, Communications Website and Social Media

Preferred Skills & Qualifications:

- Experience in sales, fundraising, or public relations
- Strong communication and follow-through skills
- Ability to network and build positive community partnerships
- Organized and capable of managing multiple sponsor relationships

Position Title: Director, Fundraising

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director of Fundraising leads all association-level fundraising efforts, including seasonal draws, lotteries, and event-based campaigns. This role is essential in supporting BMHA's accessibility and financial sustainability goals while engaging the community.

Key Responsibilities:

- Plan and execute fundraising programs such as raffles, draws, and community events
- Administer the Cash Calendar Lottery and Rafflebox 50/50 platform
- Track and report fundraising performance to the Board and Treasurer
- Collaborate with the Sponsorship Director to avoid overlapping outreach
- Promote fundraising through social media, newsletters, and BMHA events
- Guide teams on permitted fundraising activities and reporting standards
- Ensure compliance with legal fundraising requirements (AGCO, CRA)
- Support fundraising visibility at banquets and community functions

Committee Involvement:

- Member, Awards / Banquet / Photo Committee
- Member, Financial Committee
- Member, Teamwear and Apparel Committee
- Member, Communications Website and Social Media

Preferred Skills & Qualifications:

- Strong organizational and project coordination skills
- Experience with community events, fundraising, or public outreach
- Comfort handling cash and online financial transactions
- Positive, outgoing attitude with a community-oriented mindset

Position Title: Director of Officiating

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Odd-numbered years at the AMM

Term Length: Two (2) years

Term Limits: No specified limit

Eligibility: Must hold OMHA referee certification and be active within the current or past season

Position Summary:

The Director of Officiating leads and supports BMHA's officiating program. This includes managing the local referee roster, providing mentorship, assigning officials to games, and liaising with the OMHA Referee Branch and league officials.

Key Responsibilities:

- Recruit, mentor, and support new and returning referees
- Assign referees for BMHA-sanctioned home games
- Ensure referee qualifications and certifications are up to date
- Coordinate with OMHA Referee Branch on policy updates and clinics
- Mediate concerns or complaints related to officiating
- Work with Game Operations and Ice Management to confirm scheduling
- Assist in evaluating referee performance and recommending future development
- Attend OMHA referee meetings as required and relay updates to the Board
- Promote respect in sport values between referees, coaches, and families

Committee Involvement:

- Member, Rules and Discipline Committee
- Member, Ice Scheduling Committee
- Member, Hockey Development Committee

Preferred Skills & Qualifications:

- OMHA certified referee (active or recently active)
- Knowledge of officiating rules and best practices
- Fair, respectful conflict resolution abilities
- Experience mentoring youth or junior officials

Position Title: Director at Large

Position Type: Volunteer

Voting Status: Voting Member

Elected/Appointed: Elected by membership

Election Cycle: Every year at the AMM

Term Length: One (1) year

Term Limits: No specified limit

Eligibility: No prior service requirement specified

Position Summary:

The Director at Large is a flexible, support-based role on the Board, designed to increase leadership capacity by assisting with governance, special projects, and committee assignments. It offers a gateway for new Board members to engage in the organization without assuming a fixed portfolio.

Key Responsibilities:

- Participate actively in all Board meetings and discussions
- Vote on motions and represent the interests of BMHA membership
- Maintain confidentiality and uphold BMHA's Code of Conduct
- Serve on committees or working groups as assigned
- Assist with event planning and special initiatives
- Support high-volume seasonal projects (e.g., evaluations, tournaments)
- Fill temporary gaps in Board functions as needed
- Bring forward member concerns or feedback for discussion

Committee Involvement:

- Member, Awards/Banquet and Photos Committee
- Member, Governance and Oversight Committee (mandatory)
- Member, Communications, Website and Social Media

Preferred Skills & Qualifications:

- General knowledge of BMHA and minor hockey
- Strong communication and interpersonal skills
- Willingness to support varied Board tasks
- Reliability and discretion
- Comfort using digital tools like Microsoft 365
- Willingness to Fill a Vacant Opening on the Executive board after the 1 year term

Position Title: Past President

Position Type: Advisory (Non-Voting)

Voting Status: Non-Voting

Elected/Appointed: Automatically assumed by the outgoing President

Election Cycle: Not applicable

Term Length: Discretionary; typically one to two years

Term Limits: No specified limit

Eligibility: Must be the immediate outgoing President of the BMHA

Position Summary:

The Past President serves as a non-voting, advisory resource to the Board, offering continuity, mentorship, and historical context during leadership transitions. This role helps preserve institutional memory and provides guidance on governance, strategic planning, and precedent-based decision-making.

Key Responsibilities:

- Act as a neutral advisor to the President and Board on governance or strategic issues
- Provide historical insight and policy interpretation based on previous Board practices
- Support the onboarding of the incoming President and new Directors
- Offer consultation during high-stakes or precedent-sensitive decisions
- Attend Board meetings and participate in discussions upon invitation from the President
- Remain available to support the President in a mentorship capacity
- Serve as a neutral voice during conflict resolution or transition-related discussions

Committee Involvement:

- Non-voting advisory member of all Board Committees,

Preferred Attributes:

- Deep understanding of BMHA's governance model, values, and operations
- Willingness to mentor and support new leadership
- Neutral, constructive, and discreet approach to sensitive matters
- Ability to maintain confidentiality and institutional integrity



BMHA COMMITTEE MANDATES

2025

Abstract

General Outline of the Current Standing Committees , and Role Assignments to each Committee for each Member Elected to the Board of Directors. To be used as a Guide to ensure Efficient Governance of the Board.

Brock Minor Hockey – Governance and Oversight Committee
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Listing of Standing Committees and Members

Director / Officer Roles	Finance Committee	Registration Committee	Ice Scheduling Committee	Awards / Banquet / Photo Committee	Teamwear and Apparel Committee	Communications, Website and Social Media Committee	Hockey Development Committee	Rules and Discipline Committee	Governance and Oversight Committee	TOTAL COMMITTEES PER ROLE	TOTAL CHAIRED PER ROLE
President	DF	DF	DF	DF	DF	DF	DF	DF	DF	9	0
VP OMHA, U11 and Above		MM	MM				MM	C	MM	5	1
VP Three County, U9 and Below		MM	MM				MM	MM	C	5	1
Programming & Hockey Development	MM	MM	MM				C			4	1
Treasurer	C	MM							M	3	1
Secretary	MM	MM				C		MM	MM	5	1
Registrar	MM	C				MM				3	1
Equipment			M	M	C		MM			4	1
Ice Manager			C				MM	M		3	1
Game Operations			MM	M	M					3	0
Risk and Safety					M		MM	MM		3	0
Sponsorship	MM			C	MM	MM				4	1
Fundraising	MM			M	MM	MM				4	0
Referee in Chief			MM				MM	MM		3	0
Director at Large				M		M			MM	3	0
Past President										0	0
TOTAL MEMBERS PER COMMITTEE	6	6	7	5	5	5	7	6	5		

CHAIR	C
MANDATORY MEMBER	MM
MEMBER	M
MINIMUM COMMITTEE MEMBERS	5
MAXIMUM COMMITTEE MEMBERS	7

Finance Committee Mandate

Purpose

To provide fiscal oversight, strategic financial planning, and responsible stewardship of BMHA's financial resources. The Finance Committee supports budgeting, planning, policy development, and financial oversight across the organization, ensuring transparency and alignment with BMHA's mission and compliance obligations.

Chair

- Treasurer

Committee Members

- Programming & Hockey Development
- Fundraising Manager
- Sponsorship Manager
- Secretary
- Registrar

Responsibilities

1. Budgeting and Planning

- Lead the development and approval of BMHA's annual operating budget by May 1 (start of fiscal year).
- Develop and communicate a schedule for budget requests from all Directors and Committees, to be submitted by April 15.
- Align budget allocations with strategic goals such as development programming, equipment planning, and tournament hosting.
- Forecast registration revenue, sponsorship income, and operating costs in collaboration with the Registrar and Fundraising Manager.

2. Financial Oversight

- Monitor spending and revenue monthly and report variances to the Board for corrective action where needed.
- Track reserve fund levels and advise on maintaining adequate cash flow (targeting 3–6 months of operating expenses).
- Support the Treasurer in managing banking relationships, vendor payments, and disbursement approvals.
- Ensure timely and accurate bookkeeping supported by documentation for all income and expenses.

3. Governance, Compliance & Transparency

- Facilitate independent financial reviews or audits annually or as required by ONCA or the membership.
- Ensure financial records, including disbursement records, are retained in accordance with BMHA's document retention policy and compliance standards.

- Assist in preparing financial reports for the Board, Annual General Meeting (AGM), and government filings.

4. Policy and Process Development

- Propose and maintain BMHA's financial policies, including:
 - Spending approval thresholds and dual-signature rules
 - Payment tracking and reimbursement processes
 - Capital purchases and equipment lifecycle planning
 - Registration fee structures and refund policies
- Recommend controls for large-scale purchases, discretionary spending, and tournament-related expenses.

5. Support for Other Functions

- Collaborate with the Ice Manager and Equipment Manager to assess cost-efficiency of ice usage and inventory rotation.
- Work with the Registrar to monitor payment compliance and approve or flag late or partial payments.
- Provide input on event budgets and ensure they align with financial policy and fundraising goals.

Legacy Notes

This committee replaces the former Budget Committee and incorporates expanded responsibilities for year-round oversight, audit readiness, and strategic financial planning. The committee must support the Treasurer in meeting deadlines for reporting to the membership at the AGM and ensuring the annual financial statements are approved within six months of the fiscal year-end. Committee members must maintain confidentiality and act in accordance with BMHA's Conflict of Interest policy.

Registration Committee Mandate

Purpose

The Registration Committee exists to support the planning, execution, and continuous improvement of player, coach, and bench staff registration across all BMHA programs. The committee ensures that registration is timely, accessible, clearly communicated, and compliant with OMHA, OHF, and Hockey Canada regulations. It also helps guide policies around fees, refunds, and modern challenges such as open borders and declining participation.

Chair

- Registrar

Committee Members

- Secretary
- Treasurer
- VP OMHA U11 and Above
- VP Three County U9 and Below
- Director of Programming & Hockey Development

Responsibilities

1. Planning & System Setup

- Support the Registrar in opening and maintaining BMHA's registration system (via HCR or equivalent platform).
- Help define and approve the following elements prior to launch:
 - Registration categories (U7–U18, House League, Rep, MD, Special Divisions)
 - Early bird fees, deadlines, and late fee structures
 - Refund policies (pre- and post-season start)
 - Payment plans or financial support options in collaboration with the Treasurer
- Develop a communications timeline and content for launching registration to members.

2. Promotion & Member Engagement

- Assist with the communication of key registration information across channels:
 - Website updates and banners
 - Social media campaigns
 - Arena flyers and posters
 - Team manager and coach newsletters
- Canvas returning players and families who have not yet registered by key milestones to support early numbers.

3. Compliance & Eligibility

- Help monitor eligibility, documentation, and division placement issues under OMHA/HC rules, including:
 - Birth certificate and Respect in Sport requirements

- Transfers, NRPs, imports/exports, and waivers
- Dual-registration or affiliate player approvals
- Support the enforcement of roster deadlines and benchmarks for bench staff certification and compliance.

4. Policy and Systems Development

- Recommend updates to the registration process to streamline experience for members and team staff.
- Provide input on payment processing, refund requests, and policy language to ensure transparency and fairness.
- Ensure BMHA is evolving with Hockey Canada's open borders model and regional demographic changes by:
 - Reviewing how neighboring center draw zones affect registration
 - Tracking registration numbers by location or division
 - Recommending strategies to retain and attract players across all levels

5. Data & Reporting

- Review and interpret registration data trends throughout the registration window:
 - Weekly or milestone-based registration snapshots
 - Year-over-year comparisons
 - Team forecast projections for Ice and Development Committees
- Assist the Registrar in preparing final registration summaries for the Board, AMM, and any reporting bodies.

Legacy Notes

This mandate builds on the foundation of the former Registration Committee, expanding its scope to meet the operational demands of modern minor hockey. BMHA must remain agile and forward-thinking in its registration planning and fee structures to address the realities of competitive open borders and shifting family expectations. The committee is jointly accountable with the Registrar for ensuring BMHA hits key registration timelines, supports compliance, and remains accessible and welcoming to all eligible players.

Ice Scheduling Committee Mandate

Purpose

To manage all aspects of BMHA's ice time usage, ensuring compliance with municipal policy and alignment with development, game, and budget needs. The committee ensures equitable and strategic allocation of ice to support all BMHA programming, including Rep, MD, Local League, skills development, and special events.

Chair

- Ice Manager

Committee Members

- VP OMHA U11 and Above
- VP Three County U9 and Below
- Director of Programming & Hockey Development
- Game Operations
- Referee in Chief

Responsibilities

1. Season Planning

- Submit a preliminary Ice Use Proposal to the Township of Brock by the deadline set forth in the Township Ice Allocation Policy, including:
 - Estimated team counts and divisions
 - Skills and development ice
 - Tryouts and preseason camps
 - Tournament blocks
- Adjust the proposal to a Final Firm Schedule based on confirmed registration numbers and deadlines set by the Township.

2. Allocation & Equity

- Distribute ice time equitably across age groups, skill levels, and program types (Rep, MD, LL), while:
 - Prioritizing development and younger age groups
 - Ensuring fairness in weekday/weekend balance and prime/non-prime slots
- Reserve and coordinate ice blocks for:
 - Development programming
 - Goalie and team skills
 - Tryouts/sort skates
 - League requirements and blackouts

3. Compliance & Accountability

- Ensure all scheduling complies with the Township of Brock Ice Use and Allocation Policy.
- Monitor and report on usage, cancellations, and missed or underutilized ice.
- Submit a season-end report to the Board summarizing:

- Usage breakdown
- Unused/cancelled hours
- Recommendations for future scheduling improvements

4. Collaboration

- Collaborate with:
 - Hockey Development Committee to understand program and evaluation needs, including tryouts and LL sort skates
 - 1st & 2nd VPs to accommodate league schedules
 - Referee in Chief for official availability and tournament planning
 - Finance Committee to track and optimize ice-related expenditures
- Provide support to tournament planning through early reservation and prioritization of key dates.

5. Policy and Systems Improvement

- Review BMHA's internal Ice Allocation Guidelines annually.
- Recommend improvements to internal scheduling practices and tools (e.g., spreadsheet templates, online systems).
- Collaborate with the Registrar to help predict team totals based on early registration snapshots.

Legacy Notes

This committee builds on the historical Ice Scheduling Committee but includes enhanced collaboration across programming, financial, and operations areas. The Ice Manager may be required to attend township allocation meetings and provide justification for BMHA's request volumes.

Awards / Banquet / Photo Committee Mandate

Purpose

To celebrate and recognize the achievements, growth, and commitment of BMHA players, coaches, and volunteers through coordinated events, awards, and official team photography. This committee ensures the delivery of a professional, timely, and well-organized banquet experience, aligned with BMHA's values and fiscal responsibility.

Chair

- Sponsorship Manager

Committee Members

- Fundraising Manager
- Equipment Manager
- Game Operations
- Risk and Safety

Responsibilities

1. Team Photography

- Coordinate and schedule team photo sessions early enough in the season to guarantee delivery of photos in time for the annual awards banquet.
- Work with the Communications Committee to promote and distribute finalized team photos.

2. Awards Stewardship

- Maintain and annually update a list of all BMHA awards, including:
 - Award names and purposes
 - Eligibility criteria
 - Voting or selection process
 - Historical list of recipients
- Ensure voting or selection is conducted fairly, confidentially, and in time for ordering and engraving.

3. Participation Awards

- Procure consistent year-end participation gifts for each player, ensuring fairness across age groups and programs.
- Track and forecast quantities based on registration numbers provided by the Registrar.

4. Year-End Banquet Planning

- Plan and execute the year-end banquet within the budget approved by the Finance Committee, including:
 - Venue booking
 - Coordination with the photo provider
 - Catering, décor, and guest experience
 - Presentation of awards and participation items

5. Collaboration & Communication

- Work closely with coaches and team managers to gather relevant nominations and details.
- Coordinate with the Communications Committee for post-banquet announcements and promotion of award recipients.

Legacy Notes

This committee builds on the former Awards, Banquet and Team Photo Committee. Award history and criteria should be documented and passed along each year to maintain consistency. Sponsorship Manager was made Chair intentionally to reflect that their role is front-loaded in the season, while awards and banquets are end-loaded.

Teamwear and Apparel Committee Mandate

Purpose

The Teamwear and Apparel Committee is responsible for selecting, approving, and maintaining the official apparel offerings of the BMHA. The committee ensures that all teamwear supports BMHA's brand identity, aligns with quality and cost expectations, and is delivered consistently and reliably across all divisions. It oversees relationships with suppliers and provides guidance on what is offered in the official online store and to team staff.

Chair

- Equipment Manager

Committee Members

- Game Operations
- Risk and Safety
- Sponsorship Manager
- Fundraising Manager

Responsibilities

1. Vendor Selection and Management

- Review and approve, on an annual basis, the official teamwear and apparel distributor(s) for BMHA, including:
 - Jersey and sock supplier
 - Practice wear supplier (if different)
 - Apparel and accessories provider (e.g., online store operator)
- Ensure that multiple vendors are only used when necessary and justified by program or logistical needs.
- Monitor supplier performance and product delivery to ensure accuracy, timeliness, and quality.

2. Product Offerings and Standards

- Approve all offered items annually for the official BMHA apparel catalog and/or online store, including:
 - Jerseys and socks
 - Practice jerseys
 - Hoodies, T-shirts, and jackets
 - Tracksuits and warm-up gear
 - Equipment bags, skate guards, hats, etc.
- Ensure product consistency in color, design, logo placement, and quality across all divisions and age groups.
- Approve style changes or additions for the upcoming season and ensure legacy items are appropriately phased out.

3. Brand Identity and Compliance

- Ensure all apparel and teamwear items use only approved BMHA logos and branding elements, in alignment with the association's Bylaws and Manual of Operations (MOO).

- Review any custom items or unofficial apparel submitted by teams for logo approval or permission to produce.
- Maintain and distribute an official BMHA Brand Guide (if available) to vendors and team staff.

4. Pricing and Accessibility

- Approve pricing on all standard apparel and ensure it is published in the online store and/or ordering forms.
- Ensure pricing remains fair and accessible while supporting association goals and quality expectations.
- Recommend cost-control strategies for essential apparel items (e.g., socks, practice jerseys) to minimize barriers to participation.

5. Team & Association Ordering Process

- Ensure there is a consistent ordering window and process for teamwear each season, communicated to coaches and managers.
- Support distribution logistics for pre-season jersey handout, in-season orders, and playoff requirements.
- Coordinate with the Registrar and Ice Scheduler for timelines that align with tryouts and early-season ice needs.

Legacy Notes

This committee builds upon the structure of the former Teamwear and Apparel Committee, modernized to reflect current purchasing practices and supplier engagement models. The Equipment Manager is the primary liaison between the association and suppliers and oversees the product lifecycle and ordering process. This committee may also consult with the Sponsorship Committee when apparel items contain sponsored logos or co-branding.

Communications, Website & Social Media Committee Mandate

Purpose

The Communications, Website & Social Media Committee is responsible for managing and maintaining the BMHA's communications strategy and digital platforms. This includes internal communication to members, external community outreach, crisis response, social media management, and ensuring consistent and timely updates across all official BMHA channels. The committee plays a vital role in member engagement, brand representation, and ensuring transparency and accessibility of information.

Chair

- Secretary

Committee Members

- Registrar
- Sponsorship
- Fundraising
- Director at Large

Responsibilities

1. Digital Platforms and Website Management

- Oversee content, design, and structure of the BMHA website, ensuring it is:
 - Easy to navigate and mobile-friendly
 - Regularly updated with news, schedules, policy changes, forms, and resources
 - Aligned with BMHA's brand, values, and MOO governance requirements
- Maintain a web content calendar and ensure timely publishing of announcements, registration information, team updates, and AGM/Board content.

2. Social Media Management

- Maintain active and responsible presence on official BMHA social media platforms (e.g., Facebook, Instagram, X/Twitter).
- Develop a seasonal social media strategy that includes:
 - Promotion of registration, events, and important deadlines
 - Highlights of player/team achievements, tournament results, and community stories
 - Educational content around respect in sport, safety, and parent conduct
- Ensure content is consistent with BMHA's mission, and monitor platforms for appropriate member engagement.
- Create and manage content approval workflows when multiple contributors are involved.

3. Internal Communication and Member Engagement

- Ensure all major association updates, decisions, and policies are communicated in a clear and timely manner to all affected members.
- Collaborate with the Registrar and relevant Directors to promote:
 - Registration details and reminders

- Volunteer opportunities
- Coaching applications
- Event participation and ticket sales
- Establish best practices for communicating game cancellations, safety alerts, or time-sensitive information (e.g., via email, text alert systems, or web banners).
- Maintain and update BMHA's email communication templates and internal announcements.

4. Brand, Language, and Representation

- Uphold and promote BMHA's voice, tone, and messaging across all communications.
- Ensure all written material, both digital and print, maintains a professional tone and reflects BMHA's values.
- Oversee consistency in logo usage and visual branding across all platforms, in collaboration with the Teamwear and Apparel Committee.

5. Crisis and Issue Communication

- In collaboration with the President and Executive, support the development of official messaging in response to:
 - Incidents involving discipline, risk, or public concern
 - Cancellations, suspensions, or arena closures
 - Community response following major incidents (e.g., injuries, emergencies, external controversies)
- Act as the coordination point for unified internal and external messaging during sensitive situations.

6. Governance and Policy Alignment

- Ensure that all communication practices comply with:
 - The BMHA Bylaws and Manual of Operations
 - The Privacy Policy and digital use standards
 - OMHA and Hockey Canada guidelines on communication, media usage, and Safe Sport
- Lead the drafting and maintenance of a formal BMHA Communications Policy outlining standards for tone, branding, platform use, and internal communication expectations.

7. Member Feedback and Engagement Insight

- Plan, distribute, and analyze structured member feedback surveys at key times, including:
 - Post-tryout feedback
 - End-of-season coach feedback
 - Additional feedback opportunities throughout the season as appropriate (e.g., event reviews, programming input)
- Summarize findings and report actionable insights to the Executive and relevant committees.

Legacy Notes

This committee formalizes and modernizes the digital and communication responsibilities that were previously unstructured. It is a vital support structure for all committees and board members by promoting transparency and maintaining strong community engagement. The committee will work closely with the Governance

Committee to ensure policies, board notices, and procedural changes are clearly communicated to the membership.

Hockey Development Committee Mandate

Purpose

The Hockey Development Committee exists to define and elevate the on-ice experience for all players and coaches in BMHA. It oversees the recruitment and selection of qualified coaches, maintains development standards and programming across age groups, and ensures BMHA provides a balanced, competitive, and progressive hockey experience from initiation through to U18.

Chair

Director of Programming & Hockey Development

Committee Members

- VP OMHA U11 and Above
- VP Three County U9 and Below
- Referee in Chief
- Equipment Manager
- Ice Management
- Risk and Safety

Responsibilities

1. Coach Selection

- Manage the annual head coach application and interview process for all BMHA teams:
 - Post applications by February 15; deadline March 1
 - Conduct interviews by March 31
 - Present recommendations at the April Executive Meeting
- Use a consistent committee composition for all interviews to ensure fairness.
- Any committee member applying to coach must be replaced and approved by the Executive.
- Confirm all recommended coaches meet OMHA/HC certification and PSVC requirements.

2. Player & Coach Development Planning

- Define the seasonal development strategy, including age-specific goals and delivery models.
- Maintain and annually update the BMHA Coaches Manual, including:
 - Core drills
 - Practice plans
 - Bench and player behavior expectations
 - Season planning templates
- Plan and oversee:
 - In-season skills sessions
 - Development camps and external coaching, player development clinics (ie. Hitting clinics, coaching clinics, etc.)
 - Onboarding tools for new and returning coaches

3. Alignment and Oversight

- Collaborate with the Equipment and Ice Scheduling Committees for resource alignment.
- Monitor and support coaching culture across all teams.
- Offer mentorship or intervention where gaps in conduct or coaching quality arise.
- Support competitive structure planning and tiering decisions.
- Track ongoing coach performance and development using in-season observations, parent/player feedback, and post-season reflection.

4. External Resources

- Evaluate and recommend third-party skill providers or clinics.
- Ensure any contracted support aligns with BMHA's development vision.
- Work with Finance Committee to ensure external programs are budgeted and sustainable.

5. Tryouts and Evaluations (Rep and Local League)

- Plan, coordinate, and execute:
 - Rep B Spring Tryouts, including evaluators, communication, and team assignment
 - LL Fall Evaluations/Sort Skates, with fair and transparent team formation
- Collaborate with Ice Scheduler to secure dates, and Communications Committee for promotion.
- Provide clear guidance to families about format, expectations, and outcomes.
- Ensure alignment with coach selection and registration timelines.

Legacy Notes

This committee combines the responsibilities of the former Coach Selection Committee and Player/Coaching Development Committee. It holds end-to-end responsibility for all programming and player placement from tryouts to team assignments, development, and feedback.

Rules and Discipline Committee Mandate

Purpose

The Rules and Discipline Committee is responsible for overseeing the conduct, complaint, and discipline process within the BMHA. It ensures issues are handled promptly, fairly, and in alignment with the BMHA Manual of Operations, including the Progressive Discipline Policy. The committee also aligns its internal discipline processes with Hockey Canada's Safe Sport framework, including referrals to the Independent Third Party (ITP) where required.

Chair

- VP OMHA U11 and Above

Committee Members

- VP Three County U9 and Below
- Secretary
 - Officiating
 - Ice Manager
 - Risk and Safety Director

Responsibilities

1. Oversight of Conduct and Complaints

- Manage all internal disciplinary matters, including:
 - Player, coach, parent, and volunteer conduct
 - Violations of BMHA's Code of Conduct or arena rules
 - Repeated or serious conduct issues deemed detrimental to the association
- Maintain a centralized and confidential complaint intake and tracking system.

2. Complaint Intake and Review

- Acknowledge all formal complaints and assign investigations as needed.
- Request statements or evidence from all parties.
- Determine if a hearing is necessary and ensure that all individuals involved have an opportunity to be heard.
- Maintain and update a standardized Complaint Submission Form or digital intake process to ensure clarity and consistency.

3. Hearings and Decision-Making

- Conduct fair and impartial hearings, applying procedural fairness.
- Include input from the Risk and Safety Director on any matters impacting safety or potential liability.
- Deliver written outcome decisions with recommendations for follow-up.

4. Sanctions and Enforcement

- Apply disciplinary outcomes in accordance with the BMHA Progressive Discipline Policy, as outlined in the Manual of Operations.

- Sanctions may include warnings, suspensions, or permanent removal from BMHA activities.
- Ensure decisions are documented and reported to the Executive as appropriate.
- Direct appeals or further action to OMHA or Hockey Canada where applicable.

5. Safe Sport and External Referrals

- Refer any incidents of alleged maltreatment, harassment, or abuse to Hockey Canada's Independent Third Party (ITP) for Safe Sport-related investigations.
- Cooperate with external investigators where required and refrain from duplicating processes under third-party review.

6. Policy Oversight and Recommendations

- Review the Discipline and Conduct section of the MOO annually and recommend updates to the Executive.
- Provide education to coaches, parents, and board members on the complaint process and expected conduct standards.
- Prepare and submit an anonymized annual report to the Executive summarizing the volume, types, and trends of complaints handled and identifying systemic issues.

Legacy Notes

This committee modernizes the role of the former Rules and Discipline Committee, giving it formal ownership of the intake, investigation, and enforcement process. The Risk and Safety Director is a required member due to their role in assessing safety and reputational risk. The committee's authority is internal only; appeals follow OMHA/HC procedures when necessary.

Governance and Oversight Committee Mandate

Purpose:

The Governance and Oversight Committee is responsible for maintaining the structural integrity, legal compliance, and board continuity of the BMHA. It supports the Board by ensuring the bylaws and operations manual reflect current best practices and that all board positions are filled through a fair, transparent, and well-administered nomination and election process.

Chair:

- VP Three County, U9 and Below

Committee Members:

- VP OMHA U11 and Above
- Secretary
- Treasurer
- Director at Large

Responsibilities:

1. Board Nominations & Elections

- Coordinate the annual call for nominations at least 30 days prior to the Annual Membership Meeting (AMM).
- Ensure nomination forms are accessible and submitted with valid endorsements and consent to stand.
- Vet all nominees for eligibility, including membership status and alignment with role qualifications.
- Prepare and publish a list of approved candidates no later than 7 days before the AMM.
- Administer the election of Directors at the AMM in accordance with BMHA Bylaws, including floor nominations and proxy voting.
- Ensure continuity of Board function by promoting a diverse and qualified slate of candidates each year.

2. Bylaw and Operations Manual Review

- Review the BMHA Bylaws at least once every two years to ensure compliance with the Ontario Not-for-Profit Corporations Act (ONCA).
- Conduct an annual review of the Manual of Operations to reflect current procedures, programming, and policy decisions.
- Review Requests from Standing Committees or Executive members for Changes to the Manual of Operations, and provide recommendations to the board.
- Present proposed bylaw amendments to the Executive with sufficient notice to be prepared for AMM voting.
- Identify and address inconsistencies or omissions between governance documents and actual practice.

3. Compliance & Board Effectiveness

- Maintain a current understanding of ONCA and advise the Board on governance obligations and risks.

- Monitor Board attendance, vacancies, and quorum levels, recommending action if governance health is at risk.
- Collaborate with the Secretary to ensure timely onboarding and orientation for new Directors.
- Support the development and maintenance of governance policies, including those on term limits, conflict of interest, confidentiality, and Director accountability.

4. Annual General Meeting (AMM) Support

- Ensure all legal and procedural requirements for the AMM are met:
 - Notice of Meeting
 - Publication of financials, agenda, and nomination list
 - Proxy voting collection and verification
- Assist the Secretary in preparing the AMM agenda, scripts, and vote tracking templates.

Legacy Notes:

This committee modernizes and merges the duties of the former *Constitution Review Committee* and *Nominating Committee*.