

Butte Amateur Hockey Association

POLICIES & PROCEDURES MANUAL



Approved by the BAHA Board of Directors on:

11/20/2024

The Butte Amateur Hockey Association (BAHA) is a non-profit volunteer organization incorporated in the State of Montana. BAHA operates in accordance with By-laws that were adopted by the Board of Directors in March 1994. BAHA is affiliated with the Montana Amateur Hockey Association, Inc. (MAHA), which is in turn an affiliate of USA HOCKEY, INC. (USAH). BAHA follows the rules, regulations, and guidelines of USAH. BAHA has attained tax-exempt status under the codes of the Internal Revenue Service. BAHA is also the owner and manager of the Butte Community Ice Center (BCIC), located at 1700 Wall St., Butte, Montana.

Purpose:

The purpose of BAHA is to establish, maintain, promote, and encourage an amateur youth hockey program in Butte and the surrounding areas. BAHA organizes a youth hockey program for kids ages 4-19 in six different age divisions. BAHA is also responsible for managing the BCIC, as the primary venue for practice and home games for the youth hockey program.

Mission Statement:

The mission of BAHA is:

To provide a fair opportunity for all to participate and learn the basic skills of hockey.

To provide qualified adult leadership and guarantee the right of all to be treated with dignity.

To foster a spirit of good sportsmanship and a sense of teamwork and respect for others.

To provide a safe environment.

To provide for those who wish to advance in a more competitive environment to do so through the formation of higher-level competitive teams.

DUTIES AND RESPONSIBILITIES:

At a minimum, all teams will consist of a Head Coach and an Age Group Representative, with other leadership positions, such as assistant coaches, Team Managers or parents, optional and at the discretion of the Head Coach and Age Group Representative.

Players:

Hockey is a team sport. It is important that all skaters attend practices and arrive on time. Players who do not regularly attend practice may not be afforded as much game time as players who make the effort to be at every practice. All players must be registered with both USAH and BAHA prior to their first practice. In board-approved cases, visiting skaters may practice with age-appropriate team, as long as proof USAH registration is provided. All players must sign and adhere to the Participant Code of Conduct (Section III. A. and Appendix 1), which is subject to revision.

Parents:

It is the parents' responsibility to:

- Attend a Zero Tolerance meeting annually. Players may be kept from attending practices/games until one parent/guardian has attended this meeting.
- Make sure players get to practices and games on time and fully dressed.
- Make sure their son/daughter behaves properly.
- Register player(s) with USAH online, complete and submit all BAHA registration forms, and all required fees, prior to participation in either practice or games.
- Acquire the appropriate equipment and maintain the equipment in good condition
- Support the coach and Age Rep and assist where possible.
- Encourage and promote good sportsmanship.
- Complete volunteer efforts, fund raising and other activities required to maintain the BCIC and BAHA or pay the associated volunteer fee.
- Consult the appropriate Age Group Rep if a problem arises. To file a grievance, follow the procedures outlined in Section 3 of the Policy and Procedures Manual.
- Adhere to Parent's Code of Conduct (Section 111.B.)
- Parents are strongly encouraged to become Safe Sport Certified to assist with on ice and locker room activities.

Coaches:

It is the coaches' responsibility to do the following:

- Coaches are required to register with USAH and BAHA. All required forms will be submitted to the BAHA Coach's Director through registration prior to the BAHA coaches meeting. Coaches shall also pass a background check and be Safe Sport Certified.
- All coaches must review and follow the rules of USAH, including completing appropriate coaching clinic(s) and modules certified through USAH.

- All coaches for each team may be reimbursed registration fees for coaching clinics they attend and pass.
- Coaches with no children in the program may be reimbursed for travel expenses. Receipts must be turned in within 30 days.
- Encouraging participation of every player in practices.
- Emphasize good sportsmanship both on and off the ice.
- Stress the importance of "teamwork" and provide equal opportunity for all players at practice and games. At High School U10 and above, play time will be based on practice attendance, skill level and the game situation.

Help players:

- Develop hockey skills and learn to compete.
- Physically, by learning skills, improving conditioning, developing good health habits, and avoiding injuries.
- Psychologically, by learning to control emotions and developing feelings of self-worth.
- Socially, by learning sportsmanship.
- Actively encourage and engage players and parents to support the home ice facility.
- Conduct organizational meetings as needed for parents and players and communicate team-specific policies and expectations (e.g., practice attendance, minimum GPA, discipline actions for specific offences, etc.).
- Coordinate with the Age Group Representative to ensure team rosters are submitted to the BAHA Registrar two weeks prior to start of games and submit any roster additions or deletions one week prior to game, to ensure player(s) is processed at both the BAHA and MAHA levels.
- Adhere to principals and guidelines of USAH.

Age Group Representative:

It is the Age Group Representative's (Rep) responsibility to:

- Communicate and coordinate between parents, players, and coaches.
- Assist the head coach with game scheduling and setting up out of town games.
- Arrange travel schedules and team accommodations when traveling.
- Discuss and present a tentative game and tournament schedule and budget to parents of the team for commitment prior to the beginning of the season.
- Prepare, maintain, and have in possession at all games a team binder containing copies of team roster (stamped by State Registrar) and any additions/deletions, USAH Consent to Treat/Medical History form for all players, and the USAH Rules.
- Attend regular meetings with Age Group Director
- Coordinate efforts with the Tournament Director, Team Managers, Referee-in-Chief, and parents to support tournament activities.
- Recruit volunteers to perform tasks around the facility, and monitor family volunteer hours and communicate with Vol Pro Administrator concerning hours.

- Assist with any other off-ice duties of the team.

In some cases (e.g., multiple teams at an age group), the Age Group Representative may designate a Team Manager(s). The Age Group Representative will inform the BAHA Age Group Director if a separate Team Manager(s) is designated.

Team Manager:

A team manager may be designated by the Age Rep as described above. The Team Manager will report to the Age Group Rep and Assist the Rep in carrying out their duties. If there are multiple teams per age for example, there may be a Team Manager assigned to each team. Team manager will support the Age Rep with tasked duties and responsibilities.

Duties the Team Manager may be assigned or fill in for Age Rep are:

- Communicate and coordinate between parents, players, and coaches
- Become Safe Sport Certified to assist with duties such as locker room monitoring.
- Arrange travel schedules and team accommodations when traveling.
- Discuss and present tentative game and tournament schedule and budget to parents.
- Research and schedule additional tournaments, scrimmages and practices.
- Prepare, maintain, and have in possession at all games a team packet containing copies of team roster (signed by State Registrar) and any additions/deletions, USAH Consent to Treat/Medical History form for all players, and the USAH Rules.
- Recruit volunteers to perform tasks for games, tournaments, or facility items.
- Other Team Roles
- Other parents or adults may be assigned duties and responsibilities, at the discretion of the Head Coach, Age Group Representative, and Team Manager. Other positions to consider in the team's organization are: Assistant Coaches; Team Treasurer; and Team Coordinator.

Board of Directors

The responsibility of the BAHA Board of Directors is to manage the business and affairs of BAHA, including the management of the youth hockey program and the BCIC. The duties and responsibilities of individual Board members are described in the following sections.

President

The President shall be the principal executive of BAHA and subject to the Board, shall in general supervise and control all business and affairs of BAHA. As such, she/he shall:

Set the agenda and preside at all meetings of BAHA, the Board of Directors, and the Executive Committee;

Appoint the Appointed Directors of the Board as defined in the Section VI;

Appoint committee heads as soon as possible immediately after elections and make interim appointments as needed with the approval of the Executive Board; and

In general, perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

The President will appoint and oversee the following positions in the organization:

Grant Committee Representative

Gun/Meat Raffle Ticket Coordinator

Rental Gear Coordinator

The Rental Gear Coordinator shall be responsible for tracking and distributing all BAHA youth hockey gear. He/she will inspect all rental gear and ensure only quality gear is distributed.

The Rental Gear Coordinator will provide Age Group Representatives with a list of players who have rented BAHA gear and the rental status (i.e., rental fees have or have not been paid). Updates to the rental gear status should be provided to the Age Group Representatives on a monthly basis if necessary.

Otherwise, the Rental Gear Coordinator will provide the Age Group Representatives with a "final" status update no later than 2 weeks before the age groups last game of the season.

The President assumes his/her role after serving as President-Elect.

President-Elect

In the absence or upon the disability of the President, the President-Elect shall perform the duties and exercise the powers of the President. When so acting, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall also:

Perform such other duties as may be prescribed by the President or the Board of directors from time to time;

Serve as chairman of the Nominating Committee as defined under Elections;

Serve as parliamentarian for the Board, particularly during meetings to keep them focused and time-efficient; and Accept all requests for consideration of amendments to these policies and procedures, and coordinate their review and approval by the Board.

The President-Elect will assume the duties of President after he/she fulfills the President-Elect position.

The President-Elect shall appoint and oversee the following roles in the organization -

Advertising Coordinator

The Advertising Coordinator shall be responsible for soliciting advertising for the Ice Center, including dasher boards, wall boards, team sponsors, ice advertisers, "Zam" advertisers, concessions ads, tournament ads, etc. The Advertising Coordinator shall ensure the printing and posting of signs etc. for advertisers is completed in a timely manner.

Volunteer Program Administrator

The Volunteer Program Administrator is responsible for tracking all volunteer hours for BAHA. In addition, the Volunteer Program Administrator will be responsible for submitting monthly updates to Age Group Representatives showing player family volunteer hour status.

Secretary

The Secretary shall:

Record the minutes of all proceedings of the Board and general meetings and keep minutes in a book to provide a permanent record;

Keep an updated record of all resolutions and amendments to the BAHA's Articles of Incorporation and By-laws;

Keep a current copy of Policy and Procedures manual and bring this to each meeting.

Keep the website updated monthly with current copies of items in 1-3.

Send acknowledgements for recognition of special services or donations to the Association;

Notify Board members of all meetings of Board;

In general, perform all duties incidental to the office of Secretary and such other duties assigned to him/her by the President of BAHA;

The Secretary shall appoint and oversee the following positions within the organization:

SafeSport Coordinator

The SafeSport Coordinator will serve as liaison to the MAHA and USA Hockey SafeSport Coordinators. The BAHA SafeSport Coordinator will be responsible for monitoring the training of BAHA coaches, Age Group Representatives, and all others interacting with players on behalf of BAHA. He/she serves as the initial contact for persons reporting suspected abuse, misconduct, or

other violations, compiling information on disciplinary issues within BAHA and, when appropriate, reporting such information to MAHA and USA Hockey.

Treasurer

The Treasurer shall:

Have and keep or cause to be kept full and accurate accounts of receipts and disbursements of all monies received and paid on behalf of BAHA;

Exhibit such books of account and records to any members of the Board upon request and shall provide a detailed statement to the Board at each meeting;

Invoice any ice or facility users, or youth hockey members for unpaid balances.

Be charged with the duty to disburse monies and pay all BAHA obligations only upon expressed approval and direction of the Board;

Exhibit to the Board, before the annual meeting, a full account of the receipts and disbursements during the last fiscal year in which the items shall be given in detail. The board shall examine said report and if found correct, shall present it to BAHA at its annual meeting in connection with their report;

Deposit or cause to be deposited all monies of BAHA in the name of the Butte Amateur Hockey Association with some bank in the city of Butte, Montana, within four working days of receipt;

Identify 3 board members to be placed on the BAHA bank account, after board approval, for the purpose of signing checks;

Perform all duties which are incidental to the office of the Treasurer; and

Provide monthly updates and financial statements to the Board during the course of the year.

The Treasurer shall appoint and oversee the following positions within the organization :

Concessions Coordinator

The Concessions Coordinator shall be responsible for purchasing and pricing product for re- sale, giving concession deposits to the Treasurer, establishing work time schedules for volunteer workers, coordinating with age group reps and the volunteer coordinator, skate rentals and public skating, establishing hours in conjunction with the Ice Coordinator and BAHA board, and establishing accounting procedures with facility management team.

Ice Scheduler

The Ice Scheduler schedules ice time at the BCIC with the respective Age Group Representatives, and other ice users. The Ice Scheduler will solicit organizations to rent ice and/or building space at

the BCIC and act as a liaison between renters and BCIC Board. In addition, he/she will promote off-hour usage of facility through programs utilizing the ice and non-ice time in the off-season. The Ice Scheduler will be the initial contact for resolving issues with ice/facility users and will advise the Board of Directors as to any issues.

Appointed Directors

Appointed directors are on the Board to fulfill a specific set of responsibilities. Some of the more common Appointed Directors and their responsibilities are described below.

Rink Manager

The Rink Manager is responsible for carrying out or overseeing the day-to-day operations of the rink and facility. He/she has the discretion, with board approval, to assign individuals he/she to assist with his/her duties. The Rink Manager shall perform, at a minimum, the duties listed below, by either completing the work directly or assigning to qualified personnel. The Rink Manager will ensure all facility uses are in compliance with the Butte-Silver Bow lease agreement. The Rink Manager's immediate supervisor will be the BAHA President. The Rink Manager shall appoint and oversee the following positions in the organization:

Ice Maintenance Coordinator

The Rink Manager shall be responsible for training and scheduling of drivers for the Zamboni, maintaining the Zamboni and associated equipment, and performing routine ice maintenance (e.g., edging, flooding, etc.).

Building Maintenance Coordinator

The Building Maintenance Coordinator coordinates facility and building system operations, maintenance of the BCIC, and capital improvement projects.

The Rink Manager must get prior approval from the Board for all expenditures above

\$1000. For all expenditures above \$1000, a specific budget (or budget range) must be approved by the Board, and the budget must be adhered to.

Community at Large Representative

The Community at Large Representative should be someone from the community with previous ties to hockey, who is responsible for providing unbiased input to BAHA.

Registrar

The Registrar is responsible for registration and timely completion and submission of all player registrations, team rosters, along with any additions/deletions to the rosters. The Registrar will be the

primary contact between BAHA and the State Registrar. In addition, the Registrar will be responsible for submitting monthly updates to Age Group Representatives showing player and coach status (e.g., outstanding fees, incomplete paperwork, etc.).

Coach's Director/ ADM Coordinator

The Coach's Director is the liaison between the coaches and the Board and will be responsible for communicating ice schedules, coaching clinic information, and coordinating and selecting coaches. He/she shall be the head of the Disciplinary Board, as provided in the Disciplinary Charter. The Coach's Director ensures BAHA is following ADM guidelines. He/she acts as a resource for coaches and provides feedback regarding on-ice and off-ice instruction.

Referee-in-Chief

The Referee-in-Chief is responsible for referee recruiting, providing clinic dates, and scheduling qualified referees for games and tournaments. The Referee in Chief will advise the Board and referees regarding issues relating to USAH Official Playing Rules.

Referees

Referees must be registered with USAH and certified by attending appropriate referee's clinic and passing the required tests. All league and tournament games must be officiated by an appropriate level licensed and certified Referee. Prior to the opening of the BAHA season, the Board will set pay scales for referees.

BAHA will pay according to the BAHA fee schedule for league games. Individual teams will pay the referees for all other exhibition and tournament games.

The tournament referee schedule must be approved by the head referee before final assignment of referees for tournament games.

Coaches will not have a preference of referees for their games.

MAHA Representative

The MAHA Representative is the liaison between the Montana Amateur Hockey Association and the Butte Amateur Hockey Association. Responsible for communicating information to/from BAHA and MAHA, providing required forms, and current MAHA rules to the Board.

Age Group Representatives Director

The age group Representative Director is responsible for coordinating with each elected Age Group Representative (Rep). He/She shall serve as a voting member of the board.

It is the Age Group Directors responsibility to:

Attend Board meetings and communicate at Board meetings as to the progress and needs of the teams.

Hold Regular meetings with individual Age Reps to:

Train and guide Age Reps on their roles.

Ensure each Age Rep submitted team rosters.

Make sure Age Reps are tracking family volunteer hours and communicating with Volunteer Coordinator concerning hours.

Coordinate efforts with the Tournament Director, Team Managers, Referee-in-Chief, and parents to support tournament activities.

Attend annual MAHA meeting for scheduling season games.

Research and schedule additional tournaments, scrimmages, and practices.

Keep a documented record of all complaints.

The Age Group Rep Director shall appoint and oversee the following positions within the organization:

Tournament Director

The Tournament Director is responsible for bidding for State tournaments, completing applications for all tournaments, Scheduling, and marketing home tournaments.

CODE OF CONDUCT

Coaches, referees, parents, and spectators are expected to set a good example of conduct for the players. As such, all coaches, referees, parents, spectators, and players are subject to the Zero Tolerance Policy (or other relevant code of conduct guidelines set by USAH) and BAHA's Code of Conduct as provided in this section and the Disciplinary Charter (Appendix 2). For example, fighting, profane or abusive language, spitting, unauthorized possession of another's belongings, unsportsmanlike conduct, or intentional attempts to injure another person by players, coaches, referees, parents, or spectators will not be tolerated. Detailed Codes of Conduct are provided below. Anyone who disregards these rules will be subject to disciplinary action as provided in the Disciplinary Charter of these procedures. Players are required to sign the USAH Participant Code of Conduct form in Appendix 1 (form subject revision by USAH annually) and submit it annually at registration.

Players Code of Conduct

Players representing BAHA during any BAHA activity or team travel may be subject to discipline for the following misconduct:

The theft, misuse, destruction of, or damage to, the property of BAHA, other players, or any other person.

The use of any obscene or abusive language.

Failure to obey any curfew set by coaches and/or Age Group Representative during team travel.

The failure to promptly pay or make and keep arrangements for the payment of fees, dues, and charges for membership, ice time, or travel costs.

The failure to promptly pay or make and keep arrangements for the payment of restitution assessed by the Discipline Committee for the theft, misuse, destruction, or loss of or damage to any property.

The use or possession of any alcoholic beverage, illegal drug, or tobacco product.

Use of chewing tobacco during participation in any scheduled event at or in the ice arena will not be tolerated. There will be no littering of any rink or locker room. No spitting or other despicable or obnoxious action will be tolerated.

Fighting or intentionally causing or attempting to cause physical injury to any person off or on the ice.

Other misconduct, as deemed to be inappropriate by the Disciplinary Committee.

Parent's Code of Conduct

Parents are representatives of the BAHA organization. Parents are expected to comply with the following recommendations from USAH. Any parent that does not comply with these recommendations shall be brought in front of the disciplinary board for review and possible suspension.

Do not force children to participate in sports, but support their desires to play their chosen sport.

Encourage child to play by the rules. Remember, children learn best by example.

Applaud the good plays of both teams.

Do not embarrass children by yelling at players, coaches, or officials.

Emphasize skill development and practices and how they benefit young athletes.

Know and study the rules of the game and support the game.

Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse a child after a game or practice - it is destructive. Work toward removing physical and verbal abuse in youth sports.

Recognize the importance of volunteer coaches. They are important to the development of a child and the sport. Communicate with them and support them.

If you enjoy the game, learn all you can about the game and volunteer.

Treat the rink and facility with respect. Report any damage, whether you caused it or not to rink personnel immediately.

Coach's Code of Conduct

Coaches are representatives of the BAHA organization. Coaches are expected to comply with the following recommendations from USAH.

Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players.

Be generous with your praise when it is deserved, be consistent and honest, be fair and just, and do not criticize players publicly. Learn to be a more effective communicator and coach. Don't yell at players.

Adjust to personal needs and problems of players. Be a good listener. Never verbally or physically abuse a player or official. Give all players the opportunity to improve their skills, gain confidence, and develop self-esteem.

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques, and strategies of hockey.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.

Be concerned with the overall development of your players. Stress good health habits and clean living.

Maintain a professional appearance at games (e.g., home, away, etc.) and other team functions when interacting with the public.

Treat the rink and facility with respect. Report any damage, whether you caused it or not to rink personnel immediately.

Spectators Code of Conduct

Spectators representing BAHA are expected to comply with the following recommendations from USAH.

Display good sportsmanship. Always respect players, coaches, and officials.

Act appropriately! Do not taunt or disturb other fans; enjoy the game together.

Cheer good plays of all participants; avoid booing opponents.

Cheer in a positive manner and encourage fair play; profanity and objectionable cheers to gestures are offensive.

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.

Be supportive after the game... win or lose... recognize good effort, teamwork, and sportsmanship.

Respect the rink and facility. Place trash in appropriate containers and report any damage to rink personnel. Treat the facility like you want others to treat your facility.

Referees Code of Conduct

Referees are representatives of BAHA and USAH. As such, referees of BAHA games are expected to comply with the following, consistent with USAH rules and guidelines.

Know and follow all USAH rules of the game.

Communicate concerns and calls clearly to each team's players and coaches.

Be respectful of all players and coaches.

COMPLAINTS, GRIEVANCES, AND DISCIPLINARY ACTIONS

The following sections outline BAHA's policies regarding complaints, grievances, and disciplinary actions. Player, parents, coaches, and team representatives should be aware of these policies and rely on them to handle issues that may arise.

Complaints and Grievances

Complaints - Any parent, coach, and member of BAHA can file a complaint with their Age Group Representative of BAHA. It is required that the Age Group Representative keep a documented record of the complaint. A complaint is informal and recommends no specific course of action. Complaints will be kept confidential. The Age Group Representative will attempt to resolve the issue. It is recommended that the individual filing the complaint refrain from discussing the complaint with anyone, including players, coaches, referees, and parents, not involved in the complaint until the matter is resolved.

Grievances - A grievance is a formal written complaint which is filed with the Board, for which the Board must recommend a specific course of action. Grievances may be filed against parents, coaches, spectators, referees, players or Board members. Grievances may be brought by any parent, coach, referee or player against anyone in BAHA for failure to comply with the rules and regulations as defined in the Policy and Procedures Manual.

Grievances shall be initiated by filing a written complaint to the President, who will request action of it by the Grievance Committee of BAHA. The individual making the complaint has until 1 month after the end of the season (banquet) to file a grievance. The President shall convene the Grievance Committee, which has 21 days from when they receive the grievance with which to meet and respond to the individual making the grievance. All grievances are confidential. A copy of the grievance, in writing, must be given to the President and the individual who is affected by the complaint. The Grievance Committee will consist of the President, President-Elect, Secretary, Treasurer, Coach's Director, and Referee-in-Chief. If the grievance pertains to a member of the committee they shall abstain from the meeting. The Grievance Committee will first attempt to remediate the dispute between the affected parties. If remediation will not resolve the disagreement, the Grievance Committee can deny the grievance or recommend a specific course of action consistent with USAH guidelines. A grieving party may request, in writing, a review by the Montana Amateur Hockey Association. It is recommended that the individual filing the grievance refrain from discussing the grievance with anyone, including players, coaches, referees, and parents, not involved in the incident until the matter is resolved.

Appeal Process - Any person who has been suspended shall have the right to appeal the suspension, or the terms thereof, to the governing USAH Affiliate Association within thirty (30) days following the date on which notice of suspension was received. Otherwise, the decision of BAHA shall be final.

A confidential file containing all complaints or grievances and the documentation of recommendations by the Grievance Committee or Disciplinary Board shall be maintained.

Retribution against the grieving party will not be tolerated.

Players

Disciplinary actions may be brought against players in accordance with BAHA Disciplinary Charter, (Appendix 2). All players are to be familiar with USAH rules and are to observe them at all times. The proper authority, as referred to in the USAH rule book, may be considered the Disciplinary Board of the BAHA Board of Directors.

The following guidelines are recommended for dealing with discipline problems:

A coach will explain how he plans on dealing with discipline problems at the beginning of the season so both players and parents know beforehand.

If a disagreement or issue arises, a player should be given a warning before action is taken. Disciplinary action, whether it be pushups, sitting in the penalty box. etc., should be left up to the coach. If the problem persists, the player will be asked to leave the practice. If a problem still persists, the coach should ask the Age Group Representative to become involved to help resolve the situation.

During a game, the coach has the right to bench a player for any amount of time during that game, depending on the severity of the problem.

Foul language will not be tolerated before, during, or after practices or games.

Players who miss practice (unexcused) do not have the right to play in the next game, as decided by the coach.

The coach should be responsible for leaving the locker room clean after practices and games. Cooperation by all players is mandatory.

Parents

Parents will not question the coach's decisions during or after practices or games. The same applies for questioning the referees during or after games. Parents belong in the stands, not behind the bench. If a parent has a problem or question, they are encouraged to discuss the situation with the Age Group Representative in a tactful manner first. The Age Representative will discuss the problems with the head coach of the team. If the situation cannot be resolved, the parent should refer to the Complaints and Grievances section above (Section IV. A.).

If these guidelines are not followed and a problem or altercation occurs involving a parent, the Board may take the one of the following actions:

The first incident will result in a warning in writing to the parent from the Executive Board.

Disciplinary actions may be brought against parents in accordance with BAHA Disciplinary Charter, (Appendix 2).

Coaches

Disciplinary problems involving coaches should be brought to the attention of the Coach's Director, if efforts to address the problem directly with the team's head coach and/or Age Group Representative are not successful. If problems still are not resolved, they should be resolved by following the above Complaints and Grievances section above (Section IV. A.).

BAHA RULES AND REGULATIONS

Games

Games will be played according to USAH Playing Rules.

Registration

Players must register according to USAH current rules, regulations, and current age classifications. Anyone on the ice/bench for practices or games must be registered appropriately.

Skaters are typically not allowed to participate in hockey functions in an age division below their "hockey age" as determined by USAH playing rules. In some instances (e.g., new skaters), a skater may skate in an age division below their "hockey age." In such cases, the skater and BAHA will need to obtain approval from the Montana Amateur Hockey Association (MAHA).

Procedures

The registration procedure will involve the following:

The Board will establish the registration date.

All players must:

Register online with USAH and submit Registration Confirmation.

Complete, sign and submit USAH Participant Code of Conduct (Appendix 1) and USAH Consent to Treat Medical History Form.

Upload a copy of their birth certificate to the online registration.

Pay all fees at registration (includes registration fee, volunteer fee, and fundraising fee).

Players may move up according to the Player Movement Policy (Appendix 3).

A skater's USA Hockey registration number and birth certificate must be provided to the Registrar prior to the skater being allowed to participate in any on-ice team functions (e.g., practices, games, etc.).

Fees

Registration, volunteer, and fundraising fees will be determined annually by the BAHA Board of Directors.

No refunds of registration fees will be given if a player has skated at their first five (5) practices.

Ice Time

BAHA is committed to providing a fair and equitable opportunity for all skaters, with consideration of more ice time for progressively older age-groups, consistent with USAH ADM guidelines.

Divisions/Teams

The following table shows the youth ice hockey player/team classifications used by BAHA.

Table 1. BAHA Youth Hockey Age Classifications

Division/Team	Age
High School	15 to 18
18U	18 or Under 18
16U	16 or Under 16
14U (Bantam)	13 to 14
12U (Pee Wee)	11 to 12
10U (Squirt)	9 to 10
8U (Mite)	7 to 8
8U (Termite)	4 to 6

In determining the appropriate division/team for a skater, BAHA considers what the skater's age will be on December 31st when he/she registers.

USAH recommends that adult volunteers place a primary emphasis on the formal education of players and a de-emphasis on excessive competition. BAHA is designed to provide equal opportunities to play for enjoyment, fitness, and fellowship whether on a house team or travel team. Skill development and team concepts are stressed along with winning.

Objectives

The following sections describe what BAHA feels the basic objectives should be for each age group. BAHA supports USAH's American Development Model (ADM), a player- development program based on age-appropriate, age-specific competition and training for boys and girls.

Additional and/or alternative objectives, added by the team coach and/or Age Group Representative, should be clearly defined and approved by the Coach's Director and ADM Coordinator and approved by the board.

First-Year Skaters

To Ensure the safety and development of all players, All First-Year 10U and above skaters will be automatically placed in our Rec Program. He/she may request to "try-out" for their age-appropriate group. Request must be made in writing and sent to the President of BAHA.

First-year skaters in the 10U division and above may not be allowed to skate in games until the respective coach, based on the skater ability, determines they have reached the skill level necessary

to compete safely. This rule is to ensure the safety of the skater as well as those around him/her. A coach's decision concerning the skill of a player is final in all matters.

First-year Mite and above skaters will be rostered on their respective age group teams. First year skaters wanting to roster on a team below their respective age group, i.e., ‘skate down’; must obtain permission from the BAHA Board of Directors. A letter requesting permission to roster on a team below the respective age group must be submitted by the skater’s parent(s) to the Board of Directors. In addition, the head coaches from the skater’s respective age group and the age group below will have an opportunity to provide comment. Finally, all MAHA requirements for rostering on a team below the respective age group will be met before the skater participates in any MAHA games.

After the first 4 weeks of the regular season, if there are any players wishing to join any of our programs, they must complete a learn to skate program prior to registering.

6U- Termite Age Division

Based on the judgment of the Termite head coach, 4 year old players may be allowed on a case by case basis. Parents wishing to register a skater that is under 3 years old can begin bringing their child to public open skate, or learn to skate programs when available.

The primary objective at Termites is to learn-to-skate. At this age children are developing fundamental movement skills (e.g., running, jumping, gliding, kicking, catching, striking, etc.). Learning-to-skate at Termites primarily focuses on agility, balance, and coordination, with less emphasis on speed. Once basic skating techniques have been taught, coaches will encourage players to increase speed and transition to learn-to-play hockey. At this point basic hockey skills are introduced. Termites will not have fulltime goalies.

Termites are required to register but not expected to travel. Attending practices are at the discretion of the parents and will not affect ice time at games. Equal ice time will be given to all players on MAHA and house Termite teams.

8U - Mite Age Division

The objective in Mites is to continue working on fundamental movement skills and begin to acquire basic sports skills. At this stage, players will learn physical literacy; the interrelationship between movement skills and sport skills. Skill development in Mites will be well structured, positive, and done in a fun and social environment.

BAHA's focus at Mites includes:

Help ensure participants gain physical literacy; Develop a passion for hockey in all children (keep kids & families in the game) and create an environment where participants want to play hockey; Encourage participation in a variety of complimentary sports; Further develop on-ice balance, coordination, agility and speed; Introduce basic hockey skills while providing more puck touches

through fun, competitive, and varied lessons/games; and Mites should be divided into at least three groups of equal abilities (i.e., top 3rd, middle 3rd, and beginner/less skilled 3rd) for half-ice practices. All home games/competitions will be played on half-ice with the focus on skill development. BAHA recommends teams of 9 to 13 players, if possible. The goaltender position will be rotated among players. Players shall be grouped into teams with the overall focus on evenly distributing the player ability pool across all teams.

BAHA will not divide Mite teams into "A" and "B" Mite teams.

BAHA Mite coaches are expected to:

Be clear and precise in communication and use terminology appropriate for the age;

Limit the amount of technical/tactical information;

Provide physical demonstration of basic sports skills for the proper imagery for players;

Have a well structured plan for each ice session;

Encourage competitiveness

Limit downtime during practices by keeping all players continuously active and engaged.

At Mites, practices are not mandatory and attendance will not affect a player's opportunity to participate in games. Equal ice time will be given to all players on MAHA and house teams. In no case shall the desire to win on the part of coaches or players overshadow or change the equal opportunity for all players, regardless of ability.

10U - Squirt Age Division

The objective in Squirts is to refine fundamental overall sport skills and develop hockey specific skills. This stage is a period of accelerated learning of coordination and fine motor control and is a critical stage for the acquisition of hockey skills.

BAHA's focus at Squirts includes:

Continue to develop physical literacy;

Train to compete. Learn solid basic skills in skating and puck control while providing more puck touches through fun, competitive, and varied lessons/games;

Teach the fundamentals of positioning plays and rules

Learn body contact and angling concepts

Squirts should be grouped into teams of like abilities, with the overall focus on evenly distributing the player ability pool across teams (i.e., two equal "B" teams instead of one "A" team and one "B"

team). Formal competition will be introduced in this stage. Games will be played on Half-Ice. BAHA recommends teams of 10 to 12 skaters and one goaltender. Players should not specialize at a specific skater position. However, goalies may begin to focus on their position.

Early specialization can be detrimental to later stages of skill development and refinement of fundamental skills. Squirt coaches will create a positive, fun, and safe environment and encourage active participation by all players. BAHA Squirt coaches are expected to:

Expose players to quality skill demonstrations;

Help players understand the game by teaching them plays, positioning, and rules.

Promote a high volume of skills training at a reduced intensity to achieve successful repetitions;

Begin instructing players on how skills and tactics are applied to competitive situations but encourage unstructured play with emphasis on competing for the puck, winning one-on-one battles, and loose puck races;

Provide opportunities for repeated decision making in practice and aid in the development of solutions to common competitive situations; and

Provide concise, specific feedback by telling players what to do and not what not to do.

At Squirts, practices are not mandatory. However, the concept of attending practices in order to develop the necessary skills to safely participate in games may be introduced. A player's opportunity to participate in games may only be limited if there is a concern for the safety of the player or those around him/her. The head coach and/or Age Group Representative must bring any such concern to the attention of the parent before the player attends the game. Equal ice time will be given to all players on "B" and house teams. "A" team player ice time may be at the discretion of the coach. In no case shall the desire to win on the part of coaches or players overshadow or change the equal opportunity of play for all players deemed able to play.

Parents should understand MAHA requirements for game participation and be upfront and honest with the coaches and the Age Group Representative regarding their son's/daughter's availability to participate in home and away MAHA games.

12U Pee Wee Age Division

The objective in Pee Wees is to further refine the overall sport skills and hockey specific skills that were introduced at the Squirt level. At this stage players continue a period of accelerated learning of coordination and fine motor control.

At Pee Wees, players will begin to be challenged more physically (e.g., intensity of drills, speed of drills, etc.) and mentally (e.g., basic hockey decision making situations, basic team systems, etc.).

Body contact and angling concepts will be refined and body checking skills (i.e., how to deliver and take a check) will be introduced.

When 20 or more players are registered, BAHA may hold tryouts to group teams of like abilities. (i.e. "A" and "B" teams, or "B" team and house team) Pee Wees may also group players onto teams of like ability, with the overall focus on evenly distributing the player ability pool across teams (i.e., two equal "B" teams instead of one "A" team and one "B" team). This is at the discretion of the Head Coach, Coaching Director, and Age Group Representative who will be representing the parents wishes. Games will be played on full-ice. BAHA recommends teams of up to 15 skaters and two goaltenders. Players should still not specialize at a specific skater position. Goalies should continue to focus on their position. Early specialization can be detrimental to later stages of skill development and refinement of fundamental sports skills.

Pee Wee coaches will create a positive, fun, and safe environment and encourage active participation by all players. BAHA Pee Wee coaches are expected to:

Expose players to quality skill demonstrations;

Promote a high volume of skills training at a reduced intensity to achieve successful repetitions;

Continue instructing players on how skills and tactics are applied to competitive situations and stress more structured play;

Provide opportunities for repeated decision making in practice and aid in the development of solutions to common competitive situations; and

Provide concise, specific feedback by telling players what to do and not what not to do.

The concept of attending practices in order to develop the necessary skills to safely participate in games will be stressed. A player's opportunity to participate in games may be limited due to lack of participation at practice, or if there is a concern for the safety of the player or those around him/her. The head coach and/or Age Group Representative must bring any such concern to the attention of the parent before the player attends the game.

Parents should understand MAHA requirements for game participation and be upfront and honest with the coaches and the Age Group Representative regarding their son's/daughter's availability to participate in home and away MAHA games.

14U - Bantam

The Bantam age division is ages 13 to 14. The objectives at Bantams is that sports specific skills are further developed, competition may become more important, and emphasis of support training to continue development of speed, strength and stamina while maintaining flexibility will begin. At Bantam and 16U, players will experience an opportunity for accelerated improvement in skill

development. In addition, good training and nutrition habits should become the focus with formal competition being secondary. After these age divisions, players may begin to specialize in hockey. However, BAHA recommends participation in at least 1 complimentary sport.

Bantams may group players onto teams of like ability (i.e., have one "A" team and one "B" team) providing a fair and impartial try-out, approved by the BAHA Coaching Director, is held. If BAHA fields more than one team at the same level team, the teams will be balanced with regard to talent level. Games will be played on full-ice. BAHA recommends teams of 15 skaters and 2 Goaltenders. Players should start to specialize at a specific skater position. Goalies should focus on their position.

Coaches will create a positive, fun, and safe environment and encourage active participation by all players. BAHA coaches are expected to:

Still spend significant time refining technical skills, but gradually increase the difficulty and intensity;

Include more skill execution in tactical situations in combination with decision making;

Manage the tactics and strategy information presented appropriately (volume of information presented at this stage will increase);

Plan on- and off-ice training with consideration to rest and recovery;

Provide concise, specific feedback by telling players what to do and not what not to do.

At Bantam , practice attendance policies will be at the discretion of the head coach. All such policies will be approved by the BAHA Coach's Director and communicated to the players/parents at the beginning of the season.

Attending practices in order to develop the necessary skills to safely participate in games will be stressed. A player's opportunity to participate in games may be limited if there is a concern for the safety of the player or those around him/her.

The head coach and/or Age Group Representative must bring any such concern to the attention of the parent before the player attends the game. Equal ice time will be given to all players on "B" and house teams meeting the team policies. "A" team player ice time may be at the discretion of the coach.

Parents should understand MAHA requirements for game participation and be upfront and honest with the coaches and the Age Group Representative regarding their son's/daughter's availability to participate in home and away MAHA games.

High School and 18U Age Divisions

The High School division is typically ages 15 to 18, the player must be enrolled in High School and an Enrollment Verification Letter will be required. The 18U age division requires the players to be 18 years old or younger. BAHA recommends that players on a 18U team be at least 16 years old. The objectives at both High School and 18U are the same. Players should optimize fitness preparation and skills and to begin to specialize in hockey. Training becomes more individualized to meet skill development, mental preparation, fitness, and recovery needs. Competition and performance becomes more important as players learn to handle competitive pressures in any situation. While competition becomes a focus High School and 18U, players are encouraged to self-coach (e.g., have input in setting training goals and priorities) and included in decision-making processes.

After these age divisions, players will continue to specialize in hockey. However, BAHA recommends participation in at least 1 complimentary sport.

High School and 18Us may group players onto teams of like ability (i.e., have one "A" team and one "B" team) providing a fair and impartial try-out, approved by the BAHA Coaching Director, is held. If BAHA fields more than one team at the same level team, the teams will be balanced with regard to talent level.

Practices will primarily be full-ice time, while still utilizing station-based practices small-area games, and cross-ice competition. Games will be played on full-ice. BAHA recommends teams of 18 skaters (12 forwards and 6 defensemen) and 2 goaltenders. Players, including goalies, should specialize at a specific skater position.

High School and 18U coaches will create a positive, fun, and safe environment and encourage active participation by all players. BAHA High School and U18 coaches are expected to:

Plan on- and off-ice training intensity with consideration to rest and recovery;

Prepare detailed on- and off-ice training expectations and communicate those expectations clearly;

Place the team's needs before his/her own;

Encourage team play and always enforce accountability to the team;

Stress the importance of transferring the decisions made in practice to competition.

Provide concise, specific feedback by telling players what to do and not what not to do.

At High School and U18, practice attendance policies will be at the discretion of the head coach. All such policies will be approved by the BAHA Coach's Director and communicated to the players/parents at the beginning of the season.

Attending practices in order to develop the necessary skills to safely participate in games will be stressed. A player's opportunity to participate in games may be limited if there is a concern for the safety of the player or those around him/her.

The head coach and/or Age Group Representative must bring any such concern to the attention of the parent before the player attends the game. Equal ice time will be given to all players on "B" and house teams meeting the team policies. "A" team player ice time may be at the discretion of the coach. In no case shall the desire to win on the part of coaches or players overshadow or change the equal opportunity of play for all players deemed able to play.

Parents should understand MAHA requirements for game participation and be upfront and honest with the coaches and the Age Group Representative regarding their son's/daughter's availability to participate in home and away MAHA games.

Team Structure

A meeting of the Coach, the Age Group Representative, and the parents of the division affected shall be held within one (1) week after registration to determine how the team(s) shall be rostered. Such decisions will be presented to the Board for approval.

The formation of "A", "B", and REC teams in all age divisions is dependent upon the number of skaters. Two (2) or more teams of equal strength will be made using a selected pool draft. Competitive teams will be picked by a committee which will consist of the Age Group Representative, the Coach's Director, another representative from outside the age group, and the head coaches for the predetermined divisions. Coaching assignments will be approved by the Coach's Director. All player evaluation tests will be conducted by the committee. The testing will be objective and quantifiable.

Qualifications for an "A" team, should the teams be divided according to skating ability, will be determined by tryouts and the player evaluation test results. A committee, consisting of the Age Group Representative, the Coach's Director, another representative from outside the age group, and the head coaches for the predetermined divisions will oversee the tryouts. Coaching assignments will be approved by the Coach's Director. All player evaluation tests will be conducted by the committee. The testing will be objective and quantifiable.

If there is a team or division that must "borrow" players on a regular basis in order to have enough players to compete, skaters in the adjacent category will be offered an opportunity to participate on the team, on a rotating basis if necessary. BAHA will represent only teams consisting of registered BAHA members, unless the BAHA Board grants approval.

Team Schedule and Budget

All Age Group Representatives should present a tentative schedule (number of games) and budget to parents of the team for commitment prior to the beginning of the season. If a parent agrees to the

schedule and budget, they are obligated to pay the appropriate fees for the season and to make sure their player attends the tournament(s).

Practice Times

Each team shall have equitable opportunity, with consideration of more ice time for progressively older age-groups, consistent with USAH guidelines. Practice time may involve shared ice. Every effort will be made to provide practice time consistent with ADM guidelines.

In general, practice ice time for age groups will be broken down accordingly:

Termites/Mites - 2-hours/week

Squirts - 3hours/week

Pee Wees - 3hours/week

Bantams - 4-hours/week

High School - 4-hours/week

Girls 14U/19U – 2-Hours/week

Additional practice time, above what is listed above, may be requested when ice is available. Due to the limited availability of ice time, practice times may vary or may not be the most convenient for each individual family's personal schedule. Age groups may be required to share ice time to make the schedule work for all when it is ok. For example, Termites and Mites may practice at the same time with each group taking half of the ice.

If a player wishes to participate in additional practices, he/she may request to practice with the age group above their respected age group. Player must get written approval from the Head Coach of the team they wish to practice with. There will be an additional fee of \$150 if approved to practice up. If at any time said player is causing a disruption or if the coach has concerns for their safety, player may be asked to not return to additional practices.

Tournaments

All tournaments, including round robins, will be sanctioned with USAH. Tournament fees for visiting teams for all tournaments will cover ice time, sanctioning fees, referee fee's, and appropriate overhead and rink costs. The tournament director is responsible for making sure that all teams submit and skate their official USAH roster. Any teams that do not submit their USAH roster or bring a registered rostered team will not be allowed to participate in the tournament(s).

Each age division will have a tournament provided that a suitable ice time can be scheduled, and suitable teams can be attracted. The Ice Scheduler will approve ice schedules and the BAHA

Tournament Director will work with each Age Group Representative on budgets and other issues prior to the scheduling of tournaments.

Rink Operations

The following rules will be adhered to at the Butte Community Ice Center:

At scheduled practices, no player is allowed on the ice unless he/she is registered with BAHA and USAH, in full equipment and the coach is present.

Coaches are required to wear helmets and must also be registered with BAHA and USAH.

All individuals on the ice during practice (e.g., assistant coaches, guest coaches, student coaches, etc.) are required to wear helmets and have completed the necessary training/registration (e.g., USAH registration, Safe Sport Training, background check, etc.).

No alcoholic beverages are allowed at the rink during youth-oriented activities.

No use of any tobacco product is allowed on the premises.

Street shoes are NOT ALLOWED on the ice, except for off-ice officials crossing the ice or certain special occasions such as post-game awards presentations.

At least one locker room attendant, who has successfully completed Safe Sport training, will supervise the locker room when players are present. In addition, the locker room attendant(s) are responsible for assuring that locker rooms are clean after practices or games.

The coach, team manager, or Age Group Representative should report and/or document (e.g., photograph) any damage to the locker room and/or facility immediately upon discovery. Unless otherwise determined, any damage found will be attributed to the team(s) or group(s) who used the facility immediately prior to the discovery. As such, that team(s) or group(s) may be invoiced for the cost to repair those damages.

For the safety of all persons at the rink, the following rules must be followed:

No running.

No throwing of objects.

Hockey sticks are to be placed outside of the locker rooms. No sticks in the locker rooms, except for assigned locker rooms at the coach's request.

No floor hockey is to be played within the building.

All players or participants under 18 years of age will not be permitted on the player's bench during games or scrimmages, unless they are wearing protective equipment as required by USAH for the age group for which they participate.

Spectators are to stay behind protective glass and sit only in designated areas.

Children not on the ice should be supervised by a parent or guardian at all times. Children should not be allowed to wander inside or outside the building during games or practices and are not allowed in locker rooms without a parent.

Locker Rooms

No cell phones or other devices with recording capabilities may be used in the locker rooms.

All teams are responsible for the cleaning of trash and debris from each Locker Room after each practice or game.

No player is allowed in the locker room with a SafeSport approved locker room monitor.

Players shall be responsible for any damage to the Locker Room Facilities. Any player who damages any facility shall be responsible for the cost of replacement or repair of the facility and may be subject to disciplinary actions including suspension or expulsion from participation the BAHA sponsored activities.

Players shall dress for practices promptly and exit locker rooms without delay prior to practices. After practice or games, unless coaches are meeting with the players, or for another team related matter, players shall promptly undress and exit the Locker Rooms.

Inappropriate conduct or behavior in the Locker Room shall not be tolerated. Such conduct may subject any player, coach, or parent to disciplinary action by the BAHA board including suspension or expulsion from participation in BAHA sponsored activities.

Playing with sticks or horseplay in the locker room is not permitted.

For 10U and above, no family or parents will be allowed to gather in the hallways outside the locker rooms before or after games or practices. This is a time for team bonding and team meetings and should be respected as such. Only the designated SafeSport approved locker monitors and coaches are allowed. Families should wait for their players in the rink or the lobby.

Any violation of the above rules will result in appropriate disciplinary action.

Locker Rooms will be swept, mopped, and garbage's emptied weekly. If locker rooms are not up to our satisfaction, locker room privileges will be taken away.

If there are any disciplinary issues in the locker room, locker room privileges will be taken away.

Disciplinary action regarding locker rooms is as follows:

1st strike – team will need to take gear home nightly

2nd strike – team will lose locker room privileges for 1 week.

3rd strike – team will lose locker room privileges for the season.

Uniforms

The Board of Directors, in order to standardize a uniform for the club, maximize the usefulness of the jerseys purchased, to keep costs reasonable for players, and allow personalization of jerseys in the upper age divisions, adopted a Uniform Policy.

BAHA will comply with the Uniform Policy adopted by the Board of Directors.

There will be assessed a rental gear fee to all skaters who wish to rent BAHA equipment and a deposit to be refunded when the equipment is returned at the end of the season. The rental fee will be kept in a separate fund to be used for purchasing rental gear as needed.

The rental fee and deposit required will be determined annually by the BAHA Board of Directors.

Equipment above Squirt Age level may not be rented due to safety and liability issues.

All BAHA owned equipment, including jerseys and goalie gear, must be returned at the end of the season. Team Parents, Age Group Representatives, and/or coaches will work together and be responsible for handing out league gear and collection of the same gear.

Per USA Hockey, mouth guards are required for anyone on a 12U or older and recommended for all lower age groups. Clear mouth guards cannot be used.

Per USA hockey, Neck guards are required for all age groups.

Scholarship for Graduating Seniors

Any player who played on the high school team and is graduating from high school is eligible to apply for a \$500 scholarship. A letter request must be submitted to the Board at least two weeks prior to the Annual Meeting and banquet. The Board will select the scholarship recipient(s) and announce at the Annual Meeting and banquet. The number of scholarships given will depend on the funding available. There is no guarantee that a scholarship(s) will be awarded.

BOARD OF DIRECTORS

The business and affairs of the BAHA shall be managed by its Board of Directors (herein-after referred to as the "Board"). Other BAHA members or interested parties are welcome and encouraged to attend Board meetings.

Board Positions and Elections

The Board will consist of elected and appointed Directors. The expected positions, voting privileges, and terms are summarized in the table below.

Table 2. Summary of BAHA Board of Directors

Position	Elected/Appointed	Voting Privilege	Term
President	Elected 1	No2	2 Years
President-Elect	Elected	Yes	2 Years
Age Group Representative Director	Appointed	Yes	1 Year
Secretary	Elected	Yes	2 Years
Treasurer	Board Appointed	Yes	2 Years
Coaching/ ADM Director	Appointed	Yes	1 Year
Community at Large Representative	Appointed	Yes	1 Year
MAHA Representative	Appointed	Yes	1 Year
Referee-In-Chief	Appointed	Yes	1 Year
Rink Manager	Appointed	Yes	1 Year
Registrar	Appointed	Yes	1 Year
Serves after serving as President-Elect			
Except in the case of a tie vote, or executive board votes			

The number of positions may be increased or decreased at any time, as the Directors of the BAHA shall provide by resolution adopted at either a regular or special meeting.

Terms of office for the President, President-Elect, Secretary, and Treasurer will be two (2) years. The terms begin with the first meeting after the Annual Meeting. The Age Group Representatives and Appointed Directors will serve one-year terms. The President-Elect will automatically succeed to the office of President.

Ballots for the "elected" positions will be provided electronically prior to the end of the year banquet. Individuals interested in one of the elected positions should contact the out-going President at least 2- weeks prior to the end of the year banquet.

The President will select the Appointed Directors within 30 days of his/her assuming the board position. The Board of Directors must approve their appointment. In the event the President-elect must assume the duties of president the appointed board members will remain in place. New appointed board members may be chosen by the president within the 30 days of the original time frame the president-elect was to assume the president position.

Individuals interested in filling one of the appointed positions will notify the President of their intent, prior to the end of the year banquet. The first meeting following the end of the year banquet will be designated as the first official board meeting of the newly elected board.

Meetings

The Board of Directors shall meet at least one time(s) during each calendar month and more frequently, if possible, during months of ice activity. The President will establish meeting dates, times, and locations. The Board of Directors shall also hold regular monthly meetings during the off season.

As the BCIC requires participation to maintain efficient operations, a goal of **75% attendance** to meetings shall be maintained by the Board of Directors. As key issues are addressed by voting of the board, members may be deemed as participating in meetings by teleconference, email or text messaging. Board members not attaining the goal of 75% of attendance of meetings may be asked to step aside. Board position vacancies shall be filled as quickly as possible. Every effort shall be made to fill the position by individuals not previously holding a board position or by a relative of an existing board member. In the event an elected board position cannot be filled by a normal BAHA election process, nominations to board positions shall be made by the current President. The Board of Directors shall vote to confirm all nominated board members.

Voting

Rules/policies regarding voting and voting privileges include:

Decisions voted on by the board require a minimum of 6 voting board members, of which 2 must be from the Executive Committee. Decisions will be made according to the majority vote with the President voting only in cases of a tie.

Voting may be conducted electronically (e.g., email, text, etc.) if a vote is required prior to the next scheduled board meeting. In such cases, the motion should be sent to the Secretary, who will distribute it to all board members. Board members will have at least 72-hours to respond. The Secretary will record results of electronic voting and provide them to the President for inclusion in the agenda for the next scheduled board meeting.

A Board member may hold more than one voting position but will only be entitled to one vote.

Any Board member whose position becomes a paid position will lose the right to vote.

Any Board member serving in a paid position for an organization that buys/rents/leases BCIC/BAHA assets (e.g., ice, building space, equipment, etc.) or sells goods/services to BCIC/BAHA will lose the right to vote on all matters relating to that organization. In addition, the board member may not participate in any board meetings regarding negotiations between the organization and BCIC/BAHA.

Paid Positions

The Board may establish paid positions. A detailed description of the duties of the paid position will be established. The position will be compensated on an hourly or salary basis for the work performed. The Board will determine the rate. If paid hourly, a timesheet will be filled out to document hours worked, with time documented to the half-hour each day.

COMMITTEES

Specific affairs of BAHA may be managed by committees established/approved by the Board, including but limited to the Executive Committee and Grievance Committee.

Executive Committee

The Executive Committee will be comprised of the President, the President-Elect, the Secretary and the Treasurer of BAHA.

Except as otherwise provided by the BAHA By-Laws or by such resolution or resolutions of the Board, the Executive Committee shall have the limited authority to act as a body to carry out the day to day affairs of BAHA and to act in emergency situations which preclude the convening of the full Board of Directors.

This committee must act by majority approval and only act within the scope of the By-Laws, Articles of Incorporation and in accordance with the duly passed and approved Policies and Procedures of BAHA to ensure the proper and timely operation of BAHA's activities. The committee shall have no contractual and obligatory power on behalf of BAHA, nor shall they have the ability to promulgate

Policies and Procedures. The Executive Committee shall have the power to authorize expenditure up to a maximum of \$1000.00, if necessary.

The Executive Committee has the power to preside over issues not addressed elsewhere in the By-Laws, especially with regard to issues of a sensitive or personal nature.

Grievance Committee

The Grievance Committee for the purpose of grievances will consist of the President, President-Elect, Secretary, Treasurer, Coach's Director, and Referee-in-Chief.

Special Committees

The Board of Directors shall determine at its first regular meeting which standing or special committees it wishes to be formed. The President, with the approval of the Board, shall appoint a Chairperson for each of the Standing or Special committees of BAHA.

EXCEPTION TO POLICIES

If there is a situation where it is deemed by the board to be in the best interests of BAHA to make an exception to these policies and procedures, the board will consider each situation on a case-by-case basis for that particular season only.

VOLUNTEER AND FUNDRAISER POLICIES

The BCIC and BAHA rely primarily on volunteers and fundraisers. To ensure the quality and integrity of these programs the following policies were established.

General Volunteer Policies

In general, the following policies regarding volunteer work will be adhered to:

NO ONE under the age of 14 years will be allowed to work in the concessions area. If the child needs to be with their parent during concessions they are NOT allowed to handle food, drink, or money. ALL volunteers MUST wear gloves while working in the concessions.

Children will be allowed to help with cleaning duties to receive volunteer hours.

Age group representatives will be held responsible for locker rooms, restrooms, benches, hallways, and lobbies on a "weekly" basis throughout the hockey season. Locker rooms are to be cleaned weekly (vacuuming, benches, and garbage). Restrooms need to be cleaned and stocked weekly (mopped, wiped down, and stocked with toiletries). The benches located in the ice rink should be cleaned, and trash should be picked up. Garbage's will need to be emptied and changed. Front lobby is to be vacuumed and cleaned, as well as the concession lobby (tables, chairs, and floors).

Each age group representative will be allowed to discuss volunteer responsibilities with their individual families at the beginning of the hockey season, and follow through how they see fit.

Volunteer Fee/Requirements Reduction - If circumstances arise that an individual/family leaves the hockey program (e.g., moves away, player injury, etc.), a reduction, with Board approval, to the volunteer fee and/or requirements may be given. This reduction will be based upon the following criteria:

A maximum of 50% of the fee/requirements will be made up to December 31. After December 31 no refunds will be allowed.

The amounts may change due to fee/requirement changes or case-by-case scenarios will be done to evaluate the number of events worked.

BAHA Volunteer Program

Volunteer policies are addressed in the BAHA Volunteer Program. Each family is responsible following the policies outlined in that program. A copy of the BAHA Volunteer

Program will be provided to parents at the time of registration or may be requested through the Age Group Representative.

Raffle Ticket Fundraiser

Each family is responsible for selling a minimum of \$250 in gun or meat raffle tickets in any combination. Tickets and money will be turned in by a date specified by the Raffle Ticket Coordinator and given to families when they pick up tickets. Any family choosing not to sell or selling less than the minimum will be invoiced up to \$250.00. Invoiced must be paid within 15 days for skater to remain on ice.

Other Fundraiser Activities

Families are encouraged to plan and perform other fundraising activities (e.g., bake sales, car shows, fun runs, etc.). Fundraising ideas/plans should be brought to the Board prior to beginning activities to ensure that potential issues are addressed.

Advertisements

All members of BAHA may be offered a 10% Commission split on sales of new ads. It is the obligation of said members to communicate with the Advertising Coordinator as to the advertisers they are currently soliciting so as to avoid duplication of contacts. The Rink Manager & Advertising Coordinator will be responsible for the implementation of the ad upon receipt of a signed contract.

Disciplinary Charter

The purpose of the Butte Amateur Hockey Association (BAHA) Disciplinary Charter is to establish the rules/procedures by which each participant or group in BAHA will be held to when it has been determined that his/her behavior was inappropriate. In addition, this charter establishes the governing body, which will sit in judgment of those who have been accused of inappropriate behavior.

RULES OF PLAYER MISCONDUCT

Player misconduct is a player's action which results in the following:

Game Misconduct penalty;

Match penalty;

Other referee call during a game in which the player was ejected from the game; or

Actions by the player, during or not during a game, which violates the USAH Participant Code of Conduct , including but not limited to fighting, intent to injure another player, and damaging property.

Player Misconduct from Game Misconduct Penalty

For Player Misconduct due to a Game Misconduct penalty called and recorded by a referee during a game, the coach and/or team representative must report the incident to the BAHA President and Coach's Director within 72-hours of the incident. If they fail to report it within the required time, reports will still be processed when received.

Within 1-week of the incident, Coach's Director will have the player, accompanied by a parent(s) and coach, appear before the Disciplinary Board. In addressing the incident, the Disciplinary Board will consider the following in determining appropriate disciplinary actions:

First time or repeated offense;

Severity of the offense;

Player's intent; and

Player's skill level (e.g., when addressing ability of player to avoid checking from behind).

The player may attend team practices while awaiting his/her appearance before the Disciplinary Board. However, the coach and player are responsible for ensuring the player appropriately serves any game suspensions resulting from the Game Misconduct penalty.

Player Misconduct from Match Penalty

Anyone receiving a Match Penalty will have to appear before the Disciplinary Board accompanied by his/her head coach and parents. The coach and/or team representative must report the incident to the BAHA President and Coach's Director within 72-hours of the incident. If they fail to report it within the required time, reports will still be processed when received.

In addressing the incident, the Disciplinary Board will consider the following in determining appropriate disciplinary actions:

First time or repeated offense;

Severity of the offense;

Player's intent; and

Player's skill level (e.g., when addressing ability of player to avoid checking from behind).

Player Misconduct Involving Mood Altering Substance

With the best interests of its youth players in mind, BAHA prohibits youth players from using any mood-altering substances during active participation in its programs. Mood altering substances shall include the following:

Intoxicating beverages, including, but not limited to, alcohol;

Non-prescription or prescribed controlled substances; and

Prescription or prescribed controlled substances when used to an excess in violation of doctors orders, or to produce the state of intoxication in the participant.

Any player violating the mood-altering substance policy is expected to self-report to his/her head coach within 24 hours. The coach and/or team representative must report the incident to the BAHA President and Coach's Director within 72-hours of being notified. If they fail to report it within the required time, reports will still be processed when received. The player will appear before the Disciplinary Board accompanied by his/her head coach and parents. In addressing the incident, the Disciplinary Board will consider the severity of the offence and whether it is a first time or repeated offense.

Any player violating the mood altering substance policy who does not self-report to his/her head coach within 24-hours will be:

1st Offence - Suspended from the next 2 currently scheduled games;

2nd Offence - Suspended from the next 4 currently scheduled games;

3rd Offense - Suspended for the remainder of the season from all practices, games and BAHA functions.

No refunds of registration fees will be given if a player is suspended for violation of the mood altering substance policy.

Player Misconduct From All Other Actions

For all other incidents of Player Misconduct, the coach and/or team representative must report all incidents to the BAHA President and Coach's Director within 72-hours of the incident. If they fail to report it within the required time, reports will still be processed when received. A disciplinary Board meeting will be called to address the incident.

In addressing the incident, the Coach's Director and/or Disciplinary Board will consider the following in determining appropriate disciplinary actions:

First time or repeated offense;

Severity of the offense; and

Player's intent.

Appropriate Disciplinary Action

For first-time offenses, appropriate disciplinary action could range from no additional action (beyond what USAH requires) to one or multiple game suspensions. For repeated or more serious offenses, one or multiple game suspensions (beyond what USAH requires) may be appropriate. In addition, it is encouraged that appropriate and relevant off-ice or practice disciplinary actions be considered in addition to game suspensions (e.g., fixing/paying for property damage, cleaning duties around rink, etc.). Finally, in considering repeat offenses by the same player, an increasing amount of discipline should be considered for each subsequent offense. For example, a player may be suspended from participating in all

practices and games for the remainder of a season and forfeit any BAHA fees (e.g., registration, volunteer, fundraising, etc.).

Rules of Parent Misconduct

Parents who do not follow the Parents' Code of Conduct may be brought in front of the disciplinary board and may receive appropriate disciplinary action.

Any parent who is ejected from a game will be brought in front of the disciplinary board and may receive appropriate disciplinary action.

RULES OF COACHES MISCONDUCT

Coaches who do not enforce these rules will be suspended from coaching until a meeting can be held with a special committee consisting of each Age Group representative on the Board, President, and Coach's Director. The special committee will meet and decide what action should be taken with the coach, using the rules under the Meeting section of this Disciplinary Charter. The Coach's Director does not vote on decisions made by the special committee, except in the case of a tie.

OTHERS REQUESTING DISCIPLINARY MEETING

Coaches, referees, parents or BAHA board members may also request a Disciplinary Board meeting for Player Misconduct (including violations described in the rules above or of the USAH Participant Code of Conduct, Appendix 1), after they have allowed the head coach and age group representative an opportunity to resolve any misconduct problems.

THREE STRIKE RULE

All players, coaches, and parents will be subject to the "three-strike rule" that will carry over from year to year. Players, coaches and parents, at the discretion of the Disciplinary Board, may receive a "strike" for any offense he/she has been brought before the Disciplinary Board for. The Disciplinary Board will determine and record strikes. Upon giving a person his/her second strike, the Disciplinary Board will notify the BAHA Board of Directors of the name of the person. Any person receiving a third strike will be indefinitely suspended from participating in any BAHA practices and games. Any person receiving a strike may appeal such suspensions through the BAHA Board of Directors following the Grievance Procedures.

DISCIPLINARY BOARD

At a minimum, the voting membership of the BAHA Disciplinary Board shall consist of:

One High School/High School Division coach;

One (14U) Bantam Division coach;

One (12U) Pee Wee Division coach;

One (10U) Squirt Division coach;

One (8U) Mite Division coach;

One (6U) Termite Division coach;

BAHA Coach's Director (voting privileges only if there is a tie); and

BAHA Secretary (take minutes, but will not have voting privileges)

A quorum of the Disciplinary Board shall consist of at least four coaches from the six coaching Divisions. No more than two coaches from each Division may participate on the Disciplinary Board.

The Chairman of the Disciplinary Board shall be the Coach's Director. If in the absence of the Coach's Director, a coach is selected as the Chairman, a coach of the team the participant against whom disciplinary action is being considered cannot be selected as chairman and will not have voting privileges.

The meeting will be recorded in writing and the record then kept in the Secretary's files until that participant is no longer involved in BAHA and/or has graduated. Details of the meeting will remain confidential, except to those participating in it.

A copy of the minutes will be provided to the President of BAHA and the chairman of the Disciplinary Board. The participant's parents or guardians will be provided a copy of the minutes upon request.

Player Movement Policy

The Player Movement Policy applies to all teams. In the event that a skater desires to compete on an older team ("skate up") or on a team below his/her respective age group ("skate down"), approval must be obtained from the BAHA Board.

GENERAL PROCEDURE

Parents of a player wanting to roster with a team above or below his/her respective age group should inform the respective Age Group Representatives at the time the skater is registered. A letter stating the request must be submitted to one of the Age Group Representatives.

Age Group Representatives will inform the head coaches of the affected teams. The head coach of the team the skater wants to skate on and the head coach of the team the skater should skate with must evaluate the skater's hockey skills compared to the existing team. The coaches will then provide an evaluation to the Age Group Representatives. The coaches should address whether the skater's skill and maturity level would mesh with the existing team.

Once the coaches have completed their evaluation, the move request and coach's evaluation will be brought before the Board at the next scheduled meeting. The skater's parents and the coaches have the right to address the Board at that meeting. The Board will approve or disapprove the request based on what is best for the BAHA organization as a whole. Parents have the right to file a grievance, per procedures in Section IV of the BAHA Policies and Procedures if they feel the decision to move was not properly made.

GENERAL PROVISIONS

The following are general provisions BAHA has for skaters wishing to roster on and skate with a team above or below his/her respective age group.

Skating Up

Requests for "Skating up" must be turned in no later than August 15th. Final decisions will not be made until after September 15th. This will allow the board to make the best decision based on the factors listed below.

For requests to "skate up", the Board will take into account the skater's skill, skater's level of maturity, and team numbers. Parents of players "skating up" are advised that there are safety risks inherent in competing against bigger, older, more developed players. A skater whose move up request is not approved may return to his/her original team.

For the safety and development of the individual skater, a player must rank among the top 25% of the highest-ranking team of players of the next age division, the board may still approve the request to skate up if team numbers benefit from it.

A request to "skate up" will not be granted if moving the skater up adversely affects the team the skater wishes to skate on or should be skating with.

A player wanting to "skate up" will not be allowed to roster if it means he/she will take away a roster spot from a skater that is skating in his/her respective age group. Likewise, a skater moving up may not "hold" a roster spot on the team he/she is leaving if that spot is needed by another player skating solely in that age group.

Once a player decides to "skate up" and Board permission is received, he/she will not be allowed to switch back to his/her original team for any games or tournaments during this sea son unless the decision is deemed by the Board to be in the best interest of BAHA and the proper roster adjustments are made.

Skating Down

In most circumstances, a player will remain within his or her USA Hockey specified age division. BAHA recognizes, however, that in rare circumstances involving a player's medical condition, it may be appropriate to allow a player to play down. Typically, only players with a severe medical condition will be allowed to play down. See MAHA/USA Hockey policies for further information.

Cross-Rostering

In some instances, skaters may be rostered on his/her respective age group team and a team above or below, i.e., cross-rostered. In cases where the Board asks parents to cross-roster their child (e.g.,

"skating up" to ensure enough skaters for a team), no additional registration fees will be required. In cases where parents request to cross-roster their child (e.g., have additional ice time), the Board may require additional registration fees and/or volunteer requirements.

If a player is eligible for two age groups (e.g., Bantam & HS), cross-rostering will only be considered if team numbers allow. If team sizes are not balanced, players will be assigned to the team with lower skater numbers.

No skater may be rostered on two teams in the same MAHA age division except in the case of Highschool where MAHA allows 5 players to cross roster between MTHS and BSHS divisions.

In addition to the above, all the parameters listed in the BAHA Policies and Procedures Manual will remain in effect. Performance may be determined through a tryout with the team to which the request is being made.

The Age Group Representative will communicate this formal policy and practice times to affected individual.

