



RULES, DUTIES & REGULATIONS

**BLACKBURN MINOR
HOCKEY ASSOCIATION
(BMHA)**

2008

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THESE RULES, DUTIES AND REGULATIONS ARE ESTABLISHED UNDER THE AUTHORITY OF ARTICLE 15 OF THE BMHA CONSTITUTION.

BMHA Rules, Duties & Regulations

RD&R NO. 1 – AMENDMENTS

1. Rules, Duties and Regulations may be established or amended at an Annual, General or a Board of Directors' Meeting, by a majority vote when a quorum is present.

RD&R NO. 2 – HEAD CONVENOR REP B

The Head Convenor Rep B, as a member of the Board of Directors, is responsible for reporting on Rep B to the BMHA Board of Directors; is responsible to oversee that the BMHA Board of directors, players, and team officials are adhering to the current Gloucester Blackhawks Rep B Agreement; the Constitution, By-Laws, and Rules, Duties & Regulations of the BMHA and the GHA; as well as:

1. At the direction of the President, and with all the rights and powers associated, the Rep B Convenor may:
 - A) Represent the BMHA at Gloucester Blackhawks Rep B Committee meetings;
 - B) Represent the BMHA through the Head Coach Selection Process.
2. For each of the Rep B teams that the BMHA are administratively responsible for, the Rep B Convenor shall:
 - A) Prior to the start of evaluations, organize an orientation meeting for coaches, parents and players. Topics to include introduction of coaches; details about the evaluation process; coaches expectation in terms of ice time, tournaments and team fees; distribution of the final evaluation schedule; and a question and answer period;
 - B) Ensure that there is an evaluator representing the BMHA who is present for, at least, the first two evaluations;
 - C) Collect the Evaluation Forms from the BMHA evaluator without coach evaluators input;
 - D) Represent the BMHA throughout all of the tryout sessions. Where there are more than one series of tryouts happening at the same time, this may require help from the President or other members of the BMHA Board of Directors;
 - E) Represent the BMHA for all player releases. Where there are more than one series of tryouts happening at the same time, this may require help from the President or other members of the BMHA Board of Directors;
 - F) After evaluations have been completed, collect the player evaluation forms;
 - G) After teams have been selected, review the list of team officials and review/monitor team budgets;
 - H) Attend the first team/parent meeting of the season.
3. Throughout the hockey season the Rep B Convenor shall:
 - A) At the December BMHA Board of Directors meeting each year, recommend to the Board whether or not to continue with the Blackhawk program for the following year. If further discussion or investigation is requested by the board, this will leave time prior to the January 15th requirement to inform other associations of the possible intention to withdraw from the agreement for the following season;
 - B) At the February BMHA Board of Directors meeting each year, the Rep B Convenor shall have reviewed the current Rep B Agreement and shall present any proposed change(s) to the President and, once agreed, on to the BMHA Board of Directors;
 - C) Prior to April 1st each year, via the Director Public Relations, advertise on the BMHA website for coaching applications at all levels for the following season;
 - D) Prior to April 15th each year, in joint effort with other Blackhawks Convenors, inform the VP Hockey Operations as to requirements for ice during the upcoming period of September 1st to 30th for clinics and/or evaluations;
 - E) Prior to June 1st each year, with the aid of the Director Public Relations and in joint effort with the other Blackhawks Convenors, develop a flyer which will include registration information, evaluation and/or clinic fees and the orientation meeting date, time and location;

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- F) Prior to August 15th each year, and in joint effort with the other Blackhawks Convenors, develop a schedule for evaluation sessions and have the schedules posted to the BMHA website.

4. The Rep B Convenor should also fulfil all duties, as listed below, associated with other Convenors other than those that would be in conflict with specific notes above.

RD&R NO. 3 – GHA CONVENOR

1. Shall liaise with the BMHA Executive and Board of Directors concerning GHA matters. The duties and responsibilities of the GHA Convenors with respect to the GHA shall be as listed in the GHA Constitution, its Bylaws and Rules & Regulations.

RD&R NO. 4 – DIVISION CONVENOR

- (1) There shall be one Division Convenor responsible for administering house league hockey operations within each of the following Divisions - Initiation Program, Novice, Atom, Peewee, Bantam, Midget and Juvenile. Division Convenors are members of the BMHA Board of Directors and report to the Vice-President Hockey Operations.
- (2) Prior to the start of each season, Division Convenors will review the player evaluation guidelines and processes with the Vice-President Hockey Operations.
- (3) Prior to evaluations Convenors are to:
- (A) Using all resources available, including guidance from the BMHA Coach Mentor or VP Hockey Operations, and/or information available from BMHA Hockey Development Programs or the Hockey Canada Website, determine evaluation drills appropriate for their Division, as well as the number of on-ice instructors and off-ice evaluators that will be required, based on the number of players registered;
 - (B) Obtain sufficient pucks, pinneys and/or jerseys from the BMHA Equipment Director;
 - (C) Solicit volunteers for on-ice instructors, off-ice evaluators, and helpers to welcome players and parents as they arrive for evaluations;

*Note: **On-ice instructors** may be drawn from either a list of past coaches or a higher level group of players who can manage drills, as determined by Division Convenors and the VP Hockey Operations, and who have the technical ability to successfully complete all the demonstrated skill requirements. **Off-ice evaluators** may be drawn from an experienced and/or knowledgeable group of parents, coaches and community members with previous on-ice or evaluation experience and who have no family member involved in the evaluations at that level.*

- (D) Prepare an evaluation schedule, detailing times and places for each evaluation grouping in their division, and to notify players, instructors and evaluators of the schedule.
- (4) At each evaluation session, Convenors are to:
- (A) Review drills with the on-ice instructors and the off-ice evaluators, prior to the evaluation;
 - (B) Provide sufficient pucks, pinneys and/or jerseys to the on-ice instructors;
 - (C) Provide sufficient copies of evaluation forms to the off-ice evaluators;
 - (D) Maintain a list of sweater numbers and players names, ensuring that off-ice evaluation forms do not include player names – as they should indicate sweater number only;
 - (E) Talk with parents to solicit volunteers as coaches;
 - (F) Collect all evaluation forms at the end of each session – realizing that these results are to be

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- treated as confidential;
- (G) Tabulate all results and rank the players.
- (5) After the second series of evaluations, Convenors are to decide on re-groupings for third and subsequent evaluations, depending on levels and numbers of players, and to advise players and parents of any changes to the evaluation schedule as it relates to them.
- (6) If, at the completion of evaluation, a parent or player wishes to know their final evaluation rating, the Convenor will verbally provide their rating only (and not those of other players). All evaluation forms will then be turned over to the VP Hockey Operations at the termination of the evaluation session.
- (7) Once evaluations are complete and the statistics have been analysed, the Convenor is to communicate with the Vice-President Hockey Operations, as to recommendations regarding players per team and teams per level in their division, which includes recommendations as to head coach for each team.
- (8) Once the teams are established and the coaches are assigned, as approved by the BMHA Board of Directors, Convenors are to advise the head coach of each team within their division that they have been selected and shall provide to the coach a player list, for their team, with contact information.
- (9) Convenors are to ensure that team meetings are held prior to the start of the regular season, for each team in their Division, answering questions and providing guidance with topics related to Fair Play; team budget; tournaments; the role of the Division Convenor; selection of team officials; BMHA Hockey Development Programs; BMHA Rules, Duties & Responsibilities; BMHA By-Laws; requirements to attain Hockey Canada Certification; and safety issues.
- (10) Prior to the first game of the season, Convenors are to obtain from each team manager a list of all team officials.
- Note: Unless otherwise authorized by the BMHA Executive, the minimum age for a team official for each division shall be sixteen for Initiation, Novice, Atom or Peewee teams and nineteen for Bantam, Midget and/or Juvenile teams.*
- (11) Convenors shall discuss principles and policies with team officials when they feel it necessary and must at all times be accorded this right by team officials.
- (12) Throughout the season, Convenors shall:
- (A) Attend at least 10% of all games and 10% of all practices for each team in their division to monitor equal ice time and players, parents and coaches conduct;
 - (B) Communicate with coaches to update and review team/player development, GHA directives, BMHA directives, discipline cases, tournament information, and team budgets;
 - (C) Provide updates on team progress and development in their division at BMHA Board of Director's Meetings;
 - (D) Provide assistance and guidance, throughout the hockey season - as well as interpretations of the Constitutions, By-Laws and Rules, Duties & Regulations of the BMHA, GHA, ODMHA and Hockey Canada - to Coaches and team officials.
- (13) Before the conclusion of each season, Convenors are to administer Coach Evaluations, which are to be completed by players and parents and are to be submitted in to the Vice President Hockey Operations.

RD&R NO. 5 – EQUIPMENT DIRECTOR

The Director of Equipment is responsible for all BMHA hockey equipment, including purchases, repairs, cleaning and inventory, including but not limited to the following:

1. All equipment issued to an individual player or team official is done with the understanding that; should the equipment be lost, stolen or damaged; the individual is accepting responsibility of the equipment to the BMHA and may be liable for replacement costs;
2. All items of lost, stolen or damaged equipment shall be reported immediately to the Equipment Director;
3. Equipment not in use shall be stored in the Blackburn Arena. Only two keys will be issued to the Equipment Locker, one to the Equipment Director and one to the Arena Manager for use in event of an emergency (i.e. fire or police);
4. Suggest to the BMHA Board of Directors upcoming requirements for equipment;
5. Provide invoices to the VP Finance for equipment purchases in a timely manner;
6. Ensure that Convenors have sufficient pucks, pinneys and/or jerseys for pre-season evaluations, try-outs and/or scrimmages;
7. Attend BMHA Coaches and/or Managers meetings, at the start of each season, to offer instructions regarding sweater care;
8. Notify Coaches of equipment pick-up and return dates for each season;
9. Maintain an inventory of BMHA socks and co-ordinate purchases by teams;
10. Provide a sufficient quantity of BMHA socks to the IP Convenor at the beginning of each season.

RD&R NO. 6 – ICE SCHEDULER

The Director of Ice Scheduling shall act as liaison with the GHA Ice Scheduler to ensure proper amount of ice time are allocated to the BMHA regarding practice ice time, tournaments and special events, including but not limited to the following:

- (A) Recommend to the BMHA Executive the purchase of any ice time made available from other Leagues or Associations (i.e. Rangers) as required to meet targets;
- (B) Distribute the ice time to the coaches or team official, taking into consideration the age group, early morning practice hours and the late evening hours as follows:
 - (i) The Bantam, Midget and Juvenile divisions should not normally be assigned the 7:00 am or 8:00 am weekend start times;

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(ii) Start times, for weeknight practices, shall be allotted as follows:

IP Division	NO Weekday Time Slots
Novice Division	5:00 pm through 6:00 pm Start Times
Atom Division	5:00 pm through 7:00 pm Start Times
Peewee Division	5:00 pm through 8:00 pm Start Times
Bantam Division	6:00 pm through 9:00 pm Start Times
Midget Division	6:00 pm through 10:00 pm Start Times
Juvenile Division	6:00 pm through 11:00 pm Start Times

(C) Provide each team with the appropriate amount of practice time, reasonably balanced through the regular season and playoffs, as per targets that are set by the BMHA Executive.

1. Current Targets for IP, Novice, Atom, and Peewee divisions are 21 hours/season.
2. Current Targets for Bantam divisions are 17 hours/season.
3. Current Targets for Midget divisions are 11 hours/season.
4. Current Targets for Juvenile divisions are 0 hours.
5. These targets are calculated as full ice = 1 hour and ½ ice = ½ hour.

(D) Any additional ice time made available to the BMHA shall be offered to all BMHA teams, on a first-come first-served basis, at the cost charged to the BMHA. All monies are to be forwarded from the team to the BMHA VP Finance in a timely manner.

(E) Approve all invoices, and/or payments for ice time purchased, for payment by the VP Finance.

RD&R NO. 7 – WAYS AND MEANS DIRECTOR

The Ways and Means Director shall be responsible for all aspects regarding fundraising and sponsorships associated with the Association and/or individual BMHA teams, including but not limited to the following:

1. Provide rules for team officials and sponsors, as per directions determined by the BMHA Executive;
2. With the aid of the Public Relations Director, provide each team manager with a Thank You Letter Template, which is to be sent out to each team sponsor on behalf of the BMHA, and arrange for each team sponsor to be included in the listing on the BMHA website;
3. Provide team officials, who may be considering fund raising, all guidelines which have been set by the BMHA Executive;
4. With the aid of the Public Relations Director, provide each sponsor to the Association with a Thank You Letter, which the Ways and Means Director is to send out on behalf of the BMHA, and arrange for each Association sponsor to be displayed prominently on the BMHA website;
5. Administer the purchase, sale and inventory of all promotion related goods of the BMHA (i.e. crests, buttons, hats, etc.);
6. Provide to the VP Finance a complete inventory, with costs attributed, of all promotional goods on hand at the time of the AGM – which are to be included in Financial Statements of the Association;
7. Present suggestions to the BMHA Executive and team officials regarding ways and means of fund raising;

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8. Coordinate all BMHA-wide fund raising activities;
9. Administer the BMHA Canteen operation, acting as contact for the Canteen Coordinator to the BMHA Executive;
10. Deposit all moneys that are received at the canteen into the Association's bank account;
11. Provide to the VP Finance a complete inventory, with costs attributed, of all goods on hand in the canteen at the time of the AGM – which is to be included in Financial Statements of the Association.

RD&R NO. 8 – PUBLIC RELATIONS DIRECTOR

The Public Relations Director shall be responsible for all aspects regarding external publicity of the association, as well as internal communications with members, working in close conjunction with the Vice-President of Administration. Duties including but not limited to the following:

1. Serve as contact for community relations and representation as requested by the Board or members;
2. Receive, review and/or edit news items before they are posted on the BMHA website;
3. Serve as Editor for all forms, documents, and information material that is, or will be, available to members;
4. Set up and maintain information boards, team photo displays and trophy cases at the arena;
5. Prepare or contribute to messages to be shared with members, and communicating directly with members or via coaches;
6. Advertise for new season registrations via web-site, local newsletters, signage, district schools;
7. Communicate AGM details and Board vacancies prior to the AGM, per defined timelines;
8. Manage all aspects of the annual Volunteer Appreciation party/event;
9. Serve as Chairperson for the annual Volunteer of the Year Selection Committee, recruiting two other members of the Board of Directors to review solicited nominations and submit a short list of candidate names to the Board of Directors for a decision by vote.
10. Communicate to membership early in the year, regarding Volunteer and Coach of the Year award nomination process and deadlines.

RD&R NO. 9 – HEAD COACH AND ASSISTANT COACHES

Coaches are Team Officials and are automatically members of the BMHA and therefore subject to the Rules, Duties and Regulations, Constitution and By-Laws of Hockey Canada, ODMHA, GHA and the BMHA, including but not limited to the following:

1. "Team Officials" refers to the Head Coach, Assistant coaches, Trainer and Manager and are each responsible for attending a Speak Out clinic and submitting a police records check form;
2. Head Coaches, as selected by the BMHA Board of Directors, are responsible for obtaining their team officials;
3. Coaches are required to possess the level of certification, as specified in By-law No. 5, not later than December 31 of the current hockey season. BMHA will reimburse team officials for registration fees associated with attending these mandatory clinics, payable upon presentation of the appropriate receipt;
4. Head coaches are responsible to ensure that a qualified trainer is at each "on-ice" session, including the very first practice at the beginning of the season. If the team designated Trainer has not been certified, at the very start of the season, the Head Coach is responsible to ensure that a qualified Trainer is available to fill their spot in the mean time;

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5. Team Officials are responsible to become familiar with all of the various rules, regulations and particularly the playing rules of Hockey Canada, ODMHA, GHA and BMHA;
6. Coaches are responsible and accountable for instructing their team in accordance with the BMHA Hockey Development Program applicable to their level;
7. Coaches are responsible and accountable for applying BMHA By-Law No. 18 with respect to equal ice-time for all of their players;
8. Head Coaches are responsible, prior to the commencement of the league schedule, to hold a meeting with the parents. At this meeting the program for the season shall be outlined and discussed, obtaining agreement by all concerned with regards to team expenses involving tournaments, purchase of additional ice-time, etc. The Division Convenor is to be invited and is required to be in attendance. Specifically, Head Coaches are to ensure that the agenda for this meeting, as a minimum, includes:
9. Introduction of the Division Convenor and description of their role;
 - a. Selection of Assistant Coaches, Trainer and Team Manager – as well as a description of their roles;
 - b. BMHA equal ice-time By-Law No. 18;
 - c. BMHA practice ice purchases and tournament policies;
 - d. Yearly budget, as determined by the parents;
 - e. BMHA Hockey Development Program applicable to the team;
 - f. Team rules, as determined by the parents;
 - g. Special Equipment requirements/purchases;
 - h. Complaint process and the order of communications.
10. Head Coaches are responsible, prior to the commencement of the league schedule, to hold a meeting with the players to outline the results of the parent's meeting as described above;
11. Coaches are responsible to ensure that players are not on the ice until the arena staff has completed any on-ice work, have left the ice and closed their gates. A team official must accompany the team to and from the dressing room and must be present whenever players are in the dressing room;
12. Coaches are responsible to ensure that players are not permitted on the ice without the standard hockey equipment as approved by Hockey Canada and the BMHA;
13. Head Coaches are responsible for collecting from the BMHA Equipment Director, at the beginning of each season, all sweaters, pucks, water bottles, Trainer kits and any other (goalie) equipment. Then, at the conclusion of each season, they are responsible for the return of same;
14. Head Coaches have the authority to hand out suspensions, penalties, etc. not to exceed one game. The player has the right to appeal directly to the BMHA Head of Discipline regarding any discipline received;
15. Players who are unable to control their temper on and off the ice should be given special attention by the Team Officials and, in problem cases, the Head coach is responsible to consult with the BMHA Head of Discipline;
16. Cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe by any Team Official shall be reported immediately to the Head of Discipline;
17. All protests or appeals to GHA or BMHA will be submitted in writing to the BMHA President or Head of Discipline (as suitable to the occasion) within 48 hours after the game or incident. A copy of the protest or complaint must be forwarded to the Division Convenor and Appeal fees, as determined by GHA or BMHA, must accompany the protest or appeal;
18. It must be recognized that Head Coaches may not always be available, and Assistant

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Coaches may be required to act as Head Coach for some games and/or practices. All such occurrences should be reported to the Division Convenor, prior to the occasion and regardless that the Head Coach is still responsible to prepare the game or practice plan for the event(s) that they will be missing;

19. The BMHA Board of Directors and the GHA, as appropriate, must first approve Player movement from one team to another.

RD&R NO. 10 – TRAINER

1. Trainers are Team Officials and are automatically members of the BMHA and therefore subject to the Rules, Duties and Regulations, Constitution and By-Laws of Hockey Canada, ODMHA, GHA and the BMHA, including but not limited to the following:
 1. “Team Officials” refers to the Head Coach, Assistant coaches, Trainer and Manager and are each responsible for attending a Speak Out clinic and submitting a police records check form;
 2. Trainers are required to possess the level of certification, as specified in By-law No. 5, prior to assuming this responsibility (prior to their first occasion of performing this duty) and there must be Trainer supervising at all times that players are on the ice (including the very start of each season). BMHA will reimburse team officials for registration fees associated with attending these mandatory clinics, payable upon presentation of the appropriate receipt;
 3. Team Officials are responsible to become familiar with all of the various rules, regulations and particularly the playing rules of Hockey Canada, ODMHA, GHA and BMHA;
 4. Trainers shall ensure that each player completes the Medical/Liability Release Certificate as provided by the BMHA. This certificate must accompany the Trainer at all team events, games, practices, etc.;
 5. Trainers, in conjunction with other Team Officials, are responsible for the development of an emergency plan, in the event of a serious injury, which would include (i) location of nearest hospital, (ii) copies of medical forms for each player, (iii) emergency phone numbers, and (iv) action plans and responsibility lists;
 6. Trainers are responsible for the direct and immediate care of injured players. When a player is injured to the extent that they require medical treatment, it is the responsibility of the Trainer to obtain treatment without delay. If the injury is obviously severe (i.e. suspected spinal injury), a person designated by the trainer is to immediately call an ambulance. The designated person, as a part of the team’s emergency plan, should know where phones are located and should always have change if required for pay phones or have verified before hand adequate cell phone coverage;
 7. Trainers are responsible for ensuring that the team is in possession of a properly equipped first aid kit and that it is present at all games and practices;
 8. Players who are unable to control their temper on and off the ice should be given special attention by the Team Officials and, in problem cases, the Trainer is responsible to consult with the Head Coach;
 9. Cases of flagrant misconduct, intoxication, drugs (use or sale), public displays of anger, or other actions deemed to be sufficiently severe by any Team Official shall be reported immediately to the Head of Discipline;
 10. Trainers are responsible for examining all the equipment of players to ensure proper fitting and adequate protective quality. Any problems are to be reported to the Head Coach, who shall discuss the matter with the player’s parents.

RD&R NO. 11 – TEAM MANAGER

1. Team Managers are Team Officials and are automatically members of the BMHA and therefore subject to the Rules, Duties and Regulations, Constitution and By-Laws of Hockey Canada, ODMHA, GHA and the BMHA, including but not limited to the following:
 1. “Team Officials” refers to the Head Coach, Assistant coaches, Trainer and Manager and are each responsible for attending a Speak Out clinic and submitting a police records check form;
 2. Managers are responsible to become familiar with all of the various rules and regulations of Hockey Canada, ODMHA, GHA and BMHA;
 3. Managers are responsible to the Head Coach for all responsibilities including, off-ice activities, administration, finances, exhibition games, tournaments, and game sheets;
 4. Managers are expected to become familiar with the roles and duties of the other Team Officials;
 5. Managers are to communicate with, and ensure compliance of, all guidelines pertaining to sponsorships and fundraising activities, with the Director Ways and Means;
 6. Managers shall ensure compliance of all directions offered by the BMHA Equipment Director with regards to managing sweaters through the season. Sweaters are NOT issued to the players. The Team Officials shall be the custodian of the sweaters and shall collect them following the end of each game. Team sweaters are NOT to be worn during a practice;
 7. Managers are responsible to notify parents or guardians or injured players immediately. If the injury is such that there are expenses incurred, the Manager shall provide the parents or guardians with a Claim Form in accordance with the Hockey Canada Insurance Program. The completed claim form, with receipt, should be forwarded to the BMHA President within 30 days of the injury;
 8. Managers should, at the start of the season, provide the Division Convenor with a team list showing name, address, phone number and date of birth of each player as well as names and contact information of Team Officials. Goalies shall be identified;
 9. Managers are responsible, for teams at Peewee level or higher – that have a girl(s) on their team, to present to the parents and players of the team an official policy regarding change rooms and to ensure compliance of this policy throughout the season. This policy is to be forwarded to the Division Convenor by October 15th of the current playing season;
 10. Managers shall obtain a key to the dressing room. Damage to the dressing room shall be reported to the Arena Staff and the Division Convenor;
 11. The Manager of the designated home team shall be responsible for providing the official game sheet, one time keeper and one scorekeeper;
 12. Managers shall be responsible for reporting to the Division Convenor each occurrence of an Assistant Coach acting as Head Coach (because the Head Coach is not available);
 13. Managers are responsible for preparing all game sheets prior to the start of each game; indicating a list of player names and numbers and specifically identifying affiliated players and goalies;
 14. Managers are responsible for obtaining all travel permits, as required, from the BMHA President and GHA District Chair, or as otherwise required by ODMHA.

RD&R NO. 12 – REMOVAL OF TEAM OFFICIALS

1. Any one Team Official, Head Coach, Assistant Coach, Manager or Trainer may be removed as a Team Official by the BMHA Executive should such action be deemed necessary in the best interest of hockey, the players, parents or the BMHA Board of Directors. The actions shall be directed or recommended by the Division Convenor.

RD&R NO. 13 – MINOR OFFICIALS' ROLE, DUTIES OF SCOREKEEPER, TIMEKEEPER

1. Official Scorer

1. Obtain line-up of each team and include name and number of the Captain and Alternative Captains of each team. This information must be supplied by the team officials in charge of the teams and the referees should be given this information prior to the start of each game. The line-up information must be signed by the respective team officials in the proper place on the game sheet;
2. Advise the referees when the same player has received his second major penalty during the same game;
3. At the completion of the game have the official Game Report signed by each referee, sign it himself and give a copy to the coaches without delay;
4. In case of bench clearing, assist referee by noting the numbers of players involved and give to referee only if he requests;
5. Enter on the "Official Game Report" a correct record of the goals scored, by whom, and to whom assists, if any, are to be credited;
6. Record all penalties assessed, stating the names and numbers of penalized players, the duration of each penalty, the infraction and the time penalty was assessed;
7. Check the report for date of game, category, names of teams, etc.
8. Record the numbers of players on the ice when the goalkeeper is assessed a penalty so that the referee can ensure he has a correct player to serve the penalty for the goaltender.
9. Where a public address system is used, the official scorer shall announce or have announced, immediately following the scoring of each goal, the name of the player who scored the goal and the name of each player who received an assist.

2. Timekeeper

1. Keep the penalty bench free of spectators, should there be any trouble the matter should be reported to the referee;
2. Open door when time penalty expires to avoid players returning early;
3. Be able to recognize the hand signals of the referee;
4. Track the time served by each penalized player during the game and upon request inform the penalized player as to the unfinished time of his penalty;

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5. If a player leaves the penalty bench before his time has expired, the penalty timekeeper shall note the time and notify the referee, who will stop play as soon as possible;
6. Where public address systems are used, the penalty timekeeper shall announce or have announced the name of each penalized player, the nature of the offence, the penalty assessed and the time at which the penalty was assessed;
7. Record the time of the start and finish of each game and all actual playing time during the game;
8. If any dispute regarding time, he shall refer the matter to the referee, whose decision is final;
9. Have a sound knowledge of the rules, especially those pertaining to responsibilities of minor officials - CAHA Rule Book;
10. Understand the coincidental major penalty rule;
11. Understand delayed penalty situations and the order in which penalized players return to the ice;
12. Be familiar with the operation of the clock and PA system used in arena;
13. Stop the clock only on referee's whistle and automatically at the end of the period.

RD&R NO. 14 – SPEAK-OUT CLINICS AND POLICE RECORD CHECKS

1. Confirmation of attendance at a sponsored Speak-out Clinic and a recent Volunteer Police Record Check (PRC) are mandatory for all Association volunteers who deal directly with minors throughout the season (e.g. coaches, managers, trainers, convenors), prior to the first game of the new season.
 - a. First year volunteers will be required to complete a BMHA Volunteer Application Form and submit to their Divisional Convenor prior to the first game of the new season, along with a copy of their Speak-Out Clinic attendance card and the original volunteer Police Record check certificate.
 - b. Returning volunteers will be required to submit a new Volunteer Police Record Check certificate at the beginning of every third season that they volunteer.
 - c. The BMHA VP of Administration is expected to receive a final volunteer list and the above corresponding documentation from the Division Convenors, at the beginning of the new season - as well when new volunteers sign up throughout the season.
2. Speak-out Clinic attendance is also mandatory for all BMHA Board Members.
 - a. The BMHA VP of Administration will receive these confirmations directly from Board Members, at the beginning of the new season.

RD&R NO. 15 – TEAM BUDGETS AND FINANCIAL STATEMENTS

1. All teams (House League and Rep B) are required to submit their team budgets to their Division Convenor by November 1. The Division Convenors will forward the budgets to the BMHA Vice-President of Finance.
2. All teams (House League and Rep B) are required to submit their team's final statement to their Division Convenor by April 15 - following the season. The Division Convenors will forward the statements to the BMHA Vice-President of Finance.
3. Rep B Teams are also required to submit 'interim' statements as to team budgets, to the Rep B Head Convenor prior to December 31 of each season. The Rep B Head Convenor will forward these statements on to the BMHA Vice-President Finance.