



Burlington Barracudas Hockey Club Policies

These policies are intended as guidelines to ensure equal and consistent treatment of all players. The policies as outlined below are considered as an addendum to the BGHC constitution.

For the purpose of this document, the top team in each age group regardless of OWSA categorization will be considered the top-level team in each category. Should there be a second and a third level Rep. team in any age division, the same rules apply to the third level team as the second level team.

- 1) Player registration will be considered open until July 1st of each year. Subsequent applicants will be considered based on openings at their respective age groups. Returning players will not be guaranteed a position on a team if their registration is received after July 1st. All players participating in fall tryouts must be registered with the BGHC or have a valid permission to skate form.
- 2) The official season begins and ends May 1st of each year.
- 3) Competitive Team (Rep.) Try-outs:
 - a) All players registered with the BGHC will be eligible for spring Rep. team tryouts. All other players require properly completed "Permission to Skate" forms before going onto the ice.
 - b) The spring tryouts will be organized and administered by BGHC. The Board of Directors will set a flat fee, which all participants will be charged. The fee will be payable to BGHC. Coaches will still be responsible for tracking players to be evaluated and selecting the players to be called back.
 - c) A player who is registered for spring tryouts but is unable to attend tryouts may be released by the coach after the second scheduled tryout session. Depending on the specific circumstances a coach may decide not to release that player until later in tryouts. Coaches cannot be expected to hold up the team selection because a player is unavailable for an extended period of time.) Coaches are encouraged to make their selections quickly (three to four evaluations) so that all teams are confirmed by the end of May.
 - d) The goal is to have the top Rep. team in each division picked by the end of the first week of May.
 - e) Under the OWSA rules, any player that wishes to tryout with another association must have valid a "Permission to Skate" form. BGHC coaches are not permitted to sign these forms. Only the President and Vice-



Burlington Barracudas Hockey Club Policies

president of BGHC may sign a Permission to Skate form and will inform the coach within 48 hours of so doing.

- f) Coaches are strongly advised to utilise an evaluation form that identifies only the player sweater number and colour. Two, non-partisan, off-ice evaluators are recommended. It would be preferable that the evaluators are unfamiliar with the players on ice. It is recommended that coaches contact coaches from other age divisions and work together to evaluate the player's trying-out for each other's teams.

4) Playing "Up" Policy for Representative Teams

Underage players may tryout for only one older age team if they feel they have the skills to make the highest level team; however, coaches and staff of an older age team may not approach a lower age club member and request that they try out for their team. (Players will not be permitted to play/tryout for the second level team of the next older age group.)

The Board of Directors understands that there will be times when it is in the best interest of a player's development that the player play at a older age level; however, the ability to make the higher age team is not the sole reason for allowing a player to play up. The individual must not only possess the skills to make the team, but they must also elevate the competitive stature of the team they are trying out for.

If the higher level coach feels there is an exceptional player who should be playing at the higher age level, she/he must request the Director of Competitive Teams to arrange for an unbiased assessment. The director will appoint a minimum of two independent assessors. The Board of Directors will review the assessor's recommendations.

Until the Board of Directors has given their approval, a coach may not offer an underage player a position on a higher age team.

While a player is trying out for a higher age team, they must also attend tryouts for the highest level in their age group, except when there is a time conflict.

Goalies may be an exception to this policy.

The Board of Directors reserves the right to move players if it is deemed in the best interest of the club and the players.

It will be the responsibility of each coach to make the underage player and/or the parents aware of this policy and to implement it fully.



Burlington Barracudas Hockey Club Policies

5) Team Composition

- a) Rep. team coaches must notify the Board of Directors of their team line-up by the end of the first week of June.
- b) BGHC encourages coaches to use players from a lower category when needed; however, you must obtain permission from the lower category coach before approaching a player. There are also a number of league (not BGHC rules) and OWHA rules that govern the eligibility of players for call-up; coaches are responsible to know these rules.
- c) Only female HTCP registered trainers are acceptable – exceptions need to be approved by the Board of Directors.
- d) For all teams, there will always be a female adult in the dressing room with the players whenever a male is in the room. Female dressing room monitors must be delegated for each game of Midget and below.
- e) Player movement: Coaches may not request the movement of a player after November 30th. The Board of Directors of the BGHC must approve all player movements. If a player is moved to the team below, the coach of the team above must bring up a player from the team below to replace that player. The coach below must accept this.
- f) All coaches must be at least sixteen years of age as well as three years older than the age group they are coaching for Midget and below teams.
- g) Any coach wishing to play using less than the number of players listed below, must have approval from the Board of Directors to do so.

For top-level teams: Minimum – 13 skaters; 1 or 2 goalies

For all other teams: Minimum – 15 skaters; 2 goalies (if available)

Maximum – as defined by the OWHA

6) Coaching Staff

- a) A coach's tenure appointment is for one season, unless re-appointed. A coach's tenure begins when the previous coach completes the previous season, whether the season is completed at a final tournament, league playoffs, provincial play-downs or participation in the Provincial Tournament.
- b) Each team is required to have certified coaches and trainers on the bench and registered with the team. Coaches will be given until December 30th



Burlington Barracudas Hockey Club Policies

- to achieve their certification. The Board of Directors has final approval of all team rosters including assistant coaches and managers.
- c) All on-ice staff must be registered and insured through Hockey Canada.
- 7) Team Finances:
- a) The team Manager will be responsible for team finances and will be appointed by the Head Coach; therefore this person will not be the Head Coach. The Head Coach will not appoint his/her spouse as manager.
 - b) Each team is required to submit an accurate and thorough financial statement to the Board of Directors and players/parents at the conclusion of the season and prior to the annual meeting in May if supplemental fund raising takes place. For Rep. Teams, a proposed budget should be submitted to parents by October 31st.
 - c) Each team should conclude the session with a zero balance.
 - d) The team coaching staff and Manager are responsible for all team debts/charges. No coach will be permitted continued participation in BGHC if any monies are owed.
 - e) No player will be permitted to attend either the spring tryouts or the fall tryouts, or join a team after the tryouts, if monies are still owed from the previous year.
- 8) Parent/Player Representative
- a) Each team must appoint a parent, or in the case of Intermediate and above, a Player Representative. This is a key communication role between the parents/ players and coaches, the team and BGHC. Issues and concerns should flow freely through these volunteers.
 - b) The Parent/Player Rep. will be responsible for distribution of BGHC newsletters, team communications and the coaching survey.
 - c) The Parent/Player Rep. will be the point person on the organisational front for the annual BGHC tournament, which is so critical to BGHC fund raising.
- 9) Fair Play Policy:
- Each coach of a team with shall strive to ensure fair ice time for each player on his/her team during regular season play. Ice time during playoff or tournament play and for all teams with an OWH A rating of 'A' or higher shall be determined by the coach, keeping in mind Article III, Purpose and Aims of the BGHC Constitution.



Burlington Barracudas Hockey Club Policies

- 10) The OWHA requires all coaches on the ice during practices to wear a CSA approved helmet.
- 11) The BGHC requires all staff related to the team to obtain a Police Security Clearance, by October 31st for Rep. team personnel and November 15th for house league team personnel. Security clearances for personnel associated with Rep. teams are to be forwarded to the Director of Competitive Teams and those associated with house league teams are to be forwarded to the Director of House League Teams. BGHC will reimburse these costs with the provision of a proper receipt.
- 12) Transportation to and from the arena is the responsibility of the parents/players (where age appropriate) and not the coaches. Coaches and trainers should ensure that no player under the age of 15 is left at the arena unattended (Bantam and younger). Coaches and trainers are strongly advised to adhere to the Speak-Out "two deep" rule.
- 13) Communication with Players and Parents (For Midget and below)
 - a) A parent/player meeting is required at the beginning of the season to clarify expectations, the Emergency Action Plan (EAP), and other team functions and issues. For Rep teams, tournaments and a budget should be outlined.
 - b) Coaches should communicate formally with the players and parents (for Midget & below) at least three times during the season. This may be done through subsequent parent/player meetings, by means of a newsletter, or by a general email message if everyone has email. How well the team is meeting the coach's expectations and a detailed interim financial statement should be provided.
- 14) Dressing Room Policies:
 - a) No locked doors except when the teams are on the ice, excluding Senior teams.
 - b) No male coaches are permitted in the dressing room without a female adult being present. An adult is considered to be 18 years or older.
 - c) Female dressing room monitors need to be appointed for Bantam and below.
 - d) Coaches should restrict their time in the room to approximately five minutes before and after games.
 - e) Parents of Tyke, Novice and Atom age players should assist their children in getting ready for their games and practices.



Burlington Barracudas Hockey Club Policies

- f) Male parents and siblings of Atom and older players should remain outside the dressing room.
- g) Coaches will not allow players of Peewee and below to leave the dressing room and occupy the bench areas unsupervised during ice resurfacing.
- h) No Midget or below player is allowed on the ice with out being supervised.

15) Dressing Room Policies for Digital Photographic Devices:

- a) No device capable of taking digital pictures or film photographs without the use of a flash shall be used in any dressing room.
- b) Cell phones, personal assistants and palm pilots are to be turned off before entering the dressing room area and stored in a pocket, purse or bag.
- c) Cameras capable of taking digital images must be left with a parent and remain outside the dressing room area.
- d) The restricted area for use of digital cameras and other digital photographic devices includes the dressing room and the area immediately outside the dressing room door.

16) Complaints:

- a) Any objections, complaints, or advice should be communicated to the Board of Directors by means of a signed letter on any matter pertaining to the BGHC.
- b) The Board of Directors shall have the authority to suspend or discipline any coach, manager, player, parent, official or Board of Director member for conduct prejudicial to the aims of the BGHC.
- c) The BGHC supports the "no tolerance" policy adopted by Hockey Canada and the "Zero Tolerance" policy adopted by the City of Burlington.

17) Residency:

- a) A list of non-Burlington residence members who have played for the BGHC prior to the 2001 - 2002 shall be considered "grandfathered". For the purpose of determining residency they will be considered a Burlington resident and will NOT be considered as an import.
- b) Any Player playing for the BGHC that has completed two consecutive seasons will be added to this list.
- c) Any immediate family member of a player on this list will automatically be added to the list.



Burlington Barracudas Hockey Club Policies

- d) Any player who is on this list and is released from BGHC will no longer be granted Grandfather status, and if they reside beyond the city limits of Burlington, will be considered an "import."
- e) The top Midget and Bantam Rep. teams will be permitted to carry up to four of their roster as imported players. An import will be considered a non-resident of the City of Burlington, with the exception of those covered by the grandfather clause. The top Peewee and Atom Rep. teams will be permitted to carry up to two of their roster as imported players.
- f) Second and third level Rep. teams, and Novice Rep. teams will not be permitted to carry import players unless there are exceptional circumstances, which result in the Board of Directors waiving the restriction (e.g. – the only goaltender available is an import).
- g) The Board of Directors must approve any exceptions to this policy. Any coach desiring to have an import outside of this policy must apply to the Board of Directors in writing prior to June 1st.
- h) All top level Intermediate and Senior teams are exempt to this policy.
- i) Imports will be accepted in house league, on a year-by-year basis, starting August 1st each season, provided that there are teams below their maximum number of players (16).