

JUNIOR BISON HOCKEY CLUB



POLICIES & PROCEDURES

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1. Purpose

The purpose of the Junior Bison Hockey Club (JBHC) policy and procedure manual is to provide a source of information that can be used by the club, parents, coaches, managers and players. These policies guide the operations and conduct of the Junior Bison Hockey Club.

2. General Philosophy

The purpose of the Junior Bison Hockey Club is as follows:

- To provide athletes with the opportunity for advanced levels of skill development and competition in the sport of hockey.
- To organize, administer and coordinate appropriate opportunities in the sport of hockey for selected age groups in the community.
- To obtain and manage the necessary finances, personnel and equipment to operate the organizations hockey programs.

3. Mission and Objectives

The mission of JBHC is: To be the instructional and high performance organization of choice for hockey players and coaches who seek and promote personal and team development skills, while raising the level of awareness and competitive play in junior high, high school, club and league environments.

The objectives of JBHC are:

1. Introduce and provide much needed hockey programs for young athletes aged 8-18
2. To create an opportunity for continued participation in hockey and the development of advanced hockey skills and knowledge
3. Produce university and international caliber athletes through the high performance club hockey program.
4. Create and develop relationships with players and parents in the community and expose them to the life of a "Bison Athlete"
5. To develop and mentor female hockey coaches and allow for coaching opportunities at an elite level.

4. Commitment

The focus of JBHC is to build excellence in competitive hockey. JBHC supports and provides an avenue for players to participate in their age group and level of ability. JBHC recognizes that players participate for a variety of reasons. JBHC will attempt to satisfy as wide a range of players as possible in the 10U, 12U and 14U level based on the availability of resources to do so. However, in the 17U division, a higher level of commitment and excellence is expected.

5. Playing Time

JBHC is committed to developing all of its players. Every player shall receive fair playing time. NOTE: FAIR playing time is different than EQUAL playing time. Playing time decisions will be based on the following factors: attendance at practice, attitude, injuries, and team composition and needs. Playing time will be determined at the coach's discretion.

6. Attendance at Practices and Competitions

Attendance at all practices, competitions and other meetings is encouraged, as it is critical to the success of the player's development and the development of the team. JBHC recognizes that players may be involved in a variety of other activities that can affect player attendance. Players shall notify their coach of all conflicts, absences etc. ahead of time so coaches are prepared accordingly for practices and competitions. The higher the level of competition, the higher the expectations with regard to attendance. Attendance at practices will be considered in decisions regarding playing time. The coach will keep an attendance log of all practices and competitions.

JBHC supports involvement in other competitive activity, provided that there is not a significant overlap and conflict with the hockey season. Any scheduling conflicts need to be communicated as soon as possible to all coaches involved. It is expected that JBHC will make every effort to accommodate other activities, particularly during play-offs and final competitions, and JBHC athletes will make every effort to commit to the hockey season. Some degree of conflict is inevitable for multi-sport athletes, who may have to prioritize their sports at higher levels of competition.

7. Uniforms and Apparel

All JBHC Players are required to purchase the club apparel prior to the start of the season. JBHC official colors are brown and gold. Players are asked to wear JBHC apparel at all hockey events. Teams may purchase additional clothing at their own personal expense and with the agreement of all players and parents on the team, however, any additional clothing will be the coach's responsibility to pay for and collect the money from your team members. This clothing must be in the club-sanctioned colors of brown and gold and must be pre-approved by the Junior Bison Coordinator prior to purchase. Any use of the Bison logo or Bison Club Hockey name requires permission from the University as these are trademark brands.

8. Fee Payment

JBHC fees will be broken into 3 areas: Player Fees, Apparel Fees and Travel Fees. Player fees includes: ice and facility rental, coaching services, strength and conditioning, tournament entry and administration costs. This fee will be determined and set prior to the parent meeting in January of each year. This larger fee is payable in one lump sum or can be paid in 3 equal installments (January, February, March). The apparel fee includes: Game Jersey and socks, team jacket, shorts and t-shirt and team bag. The full apparel fee is due at the parent meeting in January. The travel fee includes: player hotel expenses and coaches travel and accommodations expenses. This fee will be due by April 15th of each year as this fee depends on tournaments entered, locations, travel etc.

In order to practice and compete, all players must be in good standing with JBHC by paying their registration fees by the final due date. Registration fees may be refunded for valid medical reasons. Decisions regarding the refund amount will be made on a case-by-case basis, and will include such factors as length of season played and fixed costs already paid out (i.e., Ice rental, admin costs etc.)

9. Supervision

A responsible adult, such as the coach, manager, or a parent, must be present on the ice before players are allowed to practice or compete. It is recommended that coaches have another adult present during all practices and competition.

10. Tournament Entry Fees

JBHC registration fees will cover the cost of entry fees to attend 1-3 tournaments per team depending on age.

11. Out of Town Conduct

When traveling and attending out of town competition, teams must remember that they are representing JBHC and their community, and it is expected that they will conduct themselves both on and off the court in a manner that is consistent with the Parent, Player and Coaches' Code of Conducts.

12. Club Tryouts

JBHC team tryouts take place every year in December. Registration for the try outs is online. All tryouts and evaluations will be made over a minimum of two on-ice try-outs. Following the evaluation process, the team coach will notify the players who were selected for each team via the JBHC website and/or personal email.

13. Coaching Qualifications

JBHC is committed to selecting and hiring coaches and assistant coaches that are trained, qualified and adhere to and believe in the philosophy, mission and objectives of the Club. JBHC expects all coaches in our program to act in a professional, responsible, sportsmanlike manner at all times. You are not only a coach, but a role model for these young athletes and we want to make sure we are always modeling appropriately in all settings.

All coaches and assistant coaches are required to complete the "Respect in Sport" Online Course via Sport MB and are required to submit a Criminal Record Search and Child Abuse Registry Check in accordance with the University of Manitoba Screening Policy requirements. All coaches are required to obtain the required NCCP Certification levels as determined by Hockey MB and Hockey Canada:

DIVISION/CATEGORY	HEAD COACH	ASSISTANT COACH
Female Atom, Peewee, Bantam	Coach	Coach
Female Midget AAA	Dev. 1	Coach

JBHC is committed to building the qualifications and training of all of its coaches and welcomes all requests to attend courses and certifications to further their expertise. JBHC will fund as many of these courses and trainings as the budget allows per year.

14. Parent Liaisons

Each age class team head coach will appoint a parent liaison who is responsible for off-ice activities and to act as a liaison between parents and coaches in the event of questions, issues or conflicts.

15. Parent Communication

The JBHC holds a club wide Parent/Athlete Meeting every January following the tryout process. All players and parents who have committed to JBHC are required to attend this meeting. This meeting is very informative and includes staff and coaching introductions, season outlines, practice schedules, tournament dates, costs for the season and apparel fittings for athletes and coaches.

16. Strength & Conditioning

JBHC strongly believes in training athletes both on and off the court. As part of our club hockey program each player has a small portion of their fee that will go towards Strength and Conditioning staff and facilities. JBHC Strength and Conditioning will differ depending on age group in regards to exercises, duration and frequency of the activities.

All S&C session will be developed and administered by a Certified Strength & Conditioning Professional hired by JBHC.

17. Emergency Procedures

All University of Manitoba Buildings and Facilities are staffed with key staff that play a vital role in emergency procedures. All JBHC Staff and coaches have been informed to follow the lead of trained buildings and facilities staff at all times in the event of an emergency.

All JBHC players are required to fill out the Player Medical Form at the time of registration. It is the head coach's responsibility to make sure these forms are on them at all times (practices, games, tournaments) in case of emergencies or injuries.

18. Team Budgets

All JBHC team budgets include: ice and facility rental fees, coaching service fees, tournament entry fees, administration fees and strength and conditioning fees. Parents, players and coaches must understand that team budgets do NOT include club apparel fees and travel fees (i.e. mileage, gas, hotels, flights, meals, coach's travel expenses). All JBHC team budgets are finalized prior to the parent/athlete club meeting in January of each year.

19. Practice Schedules

All club teams practice 2 times per week for 1-1.5 hours at a time. Detailed team practice and strength & conditioning schedules will be finalized and handed out at the parent meeting in January of each year and will be uploaded to the website by February 1st, of each year. PLEASE NOTE: We do pay an hourly rate for these practice times. If coaches/teams know they are going to be out of town for a tournament or not using ANY of their practice times please be diligent and let the Club Coordinator know ASAP! If coaches/teams cancel 10 days prior to scheduled rental the club gets refunded that rental rate and therefore saves the program, athletes and parents money. If teams are unable to make any of their practice times and another team is willing to switch times, teams are welcome to swap out practice times. Again, just make sure teams are using the time allotted as it is expensive and hard to come by.

PLEASE NOTE: All team practice schedules, tournament schedules and strength and conditioning schedules are posted on the JBHC website.

20. Discipline Issues

Coaches, managers, players and parents are expected to follow the JBHC Code of Conducts as signed prior to each club season. Coaches, managers and players can be suspended from a team for disciplinary reasons. Prior to suspending a player, coach or manager, the situation will be reviewed by the Junior Bison Club Coordinator and recommendations for action will be made. During out of town competition, or when the Club Coordinator is not available, the head coach has the discretion to temporarily suspend a player for a serious violation of the Player Code of Conduct. The coach will complete a player incident report and submit it to the Coordinator immediately upon returning home. The Coordinator will review the incident, in consultation with the coach, to determine any ongoing action. The Coordinator is authorized to review parents' actions regarding abusive or otherwise unacceptable behavior directed towards coaches, officials, JBHC or opposing players, or other spectators. Appropriate action will be taken depending on the severity of the behavior. JBHC reserves the right to deny access of parents to the facility in which competitions and practices occur for inappropriate behavior.

21. Complaint Procedure

Players are encouraged to communicate directly with their coach. Parents are encouraged to help their children to communicate appropriately with their coach. If a parent becomes concerned about controversial issues such as fair playing time, they are strongly encouraged to give themselves the "24 hour rule", and to discuss with the coach privately, after the heat of the moment has subsided. Parents should not direct any complaints to coaches during competition. Parents should show respect by not complaining publicly about the coach, particularly during competition. In the event parents or players have concerns, issues or complaints the JBHC Complaint Process goes as follows:

- 1. Player-----Coach**
- 2. Parent-----Parent Liaison-----Coach**
- 3. Parent-----Junior Bison Coordinator**

JBHC reserves the right to exclude the person from JBHC activities prior to resolution of the complaint if there is a concern for safety or potential liability.

JUNIOR BISON HOCKEY CLUB PLAYER CODE OF CONDUCT



In order to ensure the safety and well-being of the athletes, coaches and parents of the Junior Bison Hockey program and to best represent the program, players and coaching staff, I hereby agree to abide by the following Code of Conduct:

- I will show sportsmanship and respect toward all opponents, teammates, spectators, officials, coaches and parents.
- I will refrain from any physical action that may endanger the safety and well-being of any person I come into contact with while participating in the Junior Bison Hockey programs.
- I will refrain from any verbal action that may diminish the integrity of the program or an individual. I will verbally support all athletes and parents of the Junior Bison Hockey Program, as well as the players and parents from other programs.
- I agree to uphold all laws and regulations as dictated by local, Provincial, and Federal governments (i.e. underage drinking, smoking, assault, shoplifting etc.) while under the supervision of the Junior Bison Hockey program.
- I agree to abide by any nutritional guidelines as established by the Junior Bison coaches for athletes during tournaments.
- I will adhere to any training requirements as established by the coaching staff.
- I agree to respect the property of others (teammates, hotels, arenas etc.) and to pay for any losses and/or damages that I am found responsible for.
- I agree that whenever leaving the arena, facility or hotel while on the road with the Junior Bison Hockey Program I will communicate with my coach(es) so they know where I am and who I am with at all times.
- I agree to abide by curfew rules set for the athletes for any overnight trips. Curfew rules include quiet, non-talking rooms at the appointed time. Parents must also agree not to interrupt the sleep of the athletes by knocking on their doors or calling their rooms after the appointed lights out time unless it is an emergency.
- I understand that on any trip or at any tournament, I am under the direct responsibility and authority of the Junior Bison Club coaching staff and will follow and abide by all reasonable rules and decisions made by these persons.
- I, as a player, agree not to be in the possession of or utilize illegal drugs, tobacco and/or alcohol while under the supervision of the Junior Bison Hockey Program. I also agree not to be found in the presence of such substances being used by other youth or I will be found equally at fault. Supervision includes practice, tournaments and overnight trips.

I understand that violation of this code will result in disciplinary action that may include suspension or removal from the program. There will be no financial reimbursement for any violation of this policy that results in dismissal from the program.

_____ Athlete Name (printed) _____ Date

_____ Athlete Signature

_____ Parent Name (printed) _____ Date

_____ Parent Signature

JUNIOR BISON HOCKEY CLUB PARENT CODE OF CONDUCT



The Junior Bison Club Program requires that the parent or guardian of any player in the Club Hockey program sign the following parent code of conduct. The reason for this code is preserve the integrity of the athlete, the coaches, the opponents, referees and the program.

I therefore agree:

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and policies of the Junior Bison Hockey Club.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or tournament.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the tournament and will take the time if needed, to speak with the coach at an agreed upon time and place.

-I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all tournaments and practices.

-I will refrain from coaching my child or other players during games and practices unless I am the official coach.

I understand that hockey is a team sport and that the position my child plays is up to the coach's discretion for the betterment of the team.

I understand that playing time will be afforded to all players, but not necessarily in equal proportions. Playing time is the sole decision of the coach and may be influenced by attendance, tardiness, discipline, and ultimately by ability under or in pressure situations. These decisions may only be discussed with the athlete herself.

If I feel that my child's safety is in question, I will contact the program coordinator with my concerns.

I also agree that if I fail to abide by the above Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by the official, coach, tournament director or Junior Bison Coordinator
- Parental tournament suspension for one or more tournaments
- Suspension of my child from the team, season or program with no refund.

_____ Parent Name (printed) _____ Date

_____ Parent Signature

JUNIOR BISON HOCKEY CLUB COACH CODE OF CONDUCT



The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. You must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. As coaches you must also recognize that you are conduits through which the values and goals of our organization are channeled.

The following Code of Conduct has been developed to aid coaches in achieving a level of behavior which will allow you to assist your athletes in becoming well-rounded, self-confident and productive human beings.

AS COACHES YOU HAVE A RESPONSIBILITY TO:

- Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favourable image of the sport and of coaching.
 - Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
 - Abstain from the use of alcohol or tobacco products while in the presence of athletes and discourage use by your athletes also.
 - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties.
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- Treat opponents and officials with respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport at all times.
- Communicate and co-operate with athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.

AS COACHES YOU MUST:

- Ensure the safety of the athletes you work with.
- At no time become intimately and/ or sexually involved with your athletes. This includes requests for sexual favours or threat of punishment for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide athletes with alcohol.

DEFINITION OF HARASSMENT

Harassment takes many forms but can generally be defined as behavior including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats
- sexually oriented comments
- racial or ethnic slurs unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- displaying of sexually explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism
- physical assault

I agree to act in a professional, responsible, sportsmanlike manner at all times as outlined in the above Code of Conduct. I understand that if I violate any of the above guidelines I may be suspended or removed from the program without payment.

_____ Coach Name (printed) _____ Date

_____ Coach Signature