

**BELLE RIVER DISTRICT MINOR HOCKEY ASSOCIATION
TRAVEL OPERATING PROCEDURES**

BELLE RIVER DISTRICT MINOR HOCKEY ASSOCIATION (hereinafter referred to as the BRDMHA)

1. COACHES AND MANAGERS SELECTION PROCESS

1. Individuals interested in coaching a Travel Team must submit an application to the BRDMHA Travel Team Committee, a sub-group of the Board of Directors and if possible outside people with hockey knowledge. The selection of travel coaches for all divisions will be as follows:

- a) The Travel Team Committee shall consist of a minimum 4 people including the Travel Director and 2 alternates, all of whom are approved by the Board. The committee members and/or alternates shall be considered free from bias or from having any conflict of interest toward the represented division;
- b) The committee shall review all applications and develop a short list of potential coaches for each team by declining unacceptable candidates. The Secretary shall review the coaching files for current applicants and present significant correspondence as each applicant is discussed;
- c) The Travel Director shall collect, record, and review all Coaches Evaluation Forms. If necessary, past coaches who are re-applying may discuss evaluations and/or comments received during the selection of travel coaches' during interviews. Comments or evaluations shall not disclose parents' or players' names;
- d) The Travel Team Committee will finalize a recommendation of a coach for each division to be sent to the Board through the Travel Director.
- e) Final selection of a coach will be made by the Board of Directors at a BRDMHA meeting in which coach's selection has been placed on the agenda. Individual directors on the Board will abstain from voting for a coach if they are deemed to have a conflict of interest. If necessary, a vote by secret ballot may be used. In the event of a tie the Travel Director will place the deciding vote. Notification will be given to all coaching candidates of the Board of Directors decision.
- f) All coaching applicants must possess or be registered with the Director of Coaching Development for required OMHA certification prior to tryouts;
- g) Coaches will choose their own assistants, managers and trainers with the approval of the Board. Conflict of interest rules apply.

2. REGISTRATION OF TEAMS AND PLAYERS

1. a) That the BRDMHA establish a system of Travel teams known as Minor and Major effective in the 1991-92 season, and that the Executive set rules regarding movement of players amongst all Travel teams and House League;
 - b) All travel teams must carry a minimum of 17 players and a maximum to OMHA guidelines;
 - c) All Midget Major and Midget AE teams shall carry 17 skaters and 2 goalies. The Midget Minor team will have the option to have 15-17 skaters and 2 goalies; (October 2007)
 - d) Any player trying out for a Travel team within the BRDMHA must first try out for the AA team. If released from the AA team, only then may that player attend to try out for the AE team. If the player is not released by the AA coaching staff and wishes to not play for the AA team, and the player wishes to participate within the BRDMHA system, the only alternative is for the player to participate in the House League/Interlock category of the Association. Notice of Appeals to this ruling will be accepted in writing with supporting documentation and must be submitted to the Travel Director within 24 hours of the first AE scheduled try out. The Board's decision is final; (February 2008)
 - e) Any player requesting an NRP to their closest A center must first be released from the AA team. No exceptions. All current OMHA regulations regarding NRP passports will apply.
 - f) The Travel Director must contact the House League Director to notify him of any players not participating in Travel tryouts.
 - g) In the event an AE team does not have enough players for the tryout process, the Association has the right to not carry a team in this division. Alternatively, the Travel Director may upon his/her discretion open up tryouts for any players who didn't tryout previously tryout for the AA tryouts. This will be communicated shortly after the first team tryout and posted on the Association website.
2. Any player not participating in the AA or AE prior to the final tryout will be deemed ineligible for travel hockey that year. If the player wishes, he/she may appeal this ruling with supporting documentation to the Travel Director at which time a request can be made by the Travel Director to review the circumstances surrounding the said player. The appeal will be heard by the review committee which will consist of the President, Travel Director, House League Director and the Director of Player Development. The committee's decision is final. (May 2009)
3. Any player of Travel team caliber moving into the area between November 1st and January 10th may, at the discretion of the Board of Directors be permitted to tryout as a Travel team player,

and if accepted, will not replace an existing Travel team player, but will become an additional member of such team.

4. In the event that a Travel team is unable to send a player to House League due to injury or illness, the player moved from House League must play in both divisions with priority going to House League in the event of conflicting game times
5.
 - a) In order for a player to play Junior Hockey under a minor hockey card, he/she must be registered with the BRDMHA. Payment is not required in order to receive Permission to Skate however, if a player has not paid, a late fee will apply for late registration. If a player has paid, a refund will be given should he/she be successful in making the full-time roster;
 - b) Any player on a Minor Hockey card that is dropped or quits the Junior Program is eligible to play Minor Hockey if full season's registration fee is paid, regardless of the amount of time remaining in the season;
 - c) Any player on a Junior card, if he/she is cut at any time and wishes to join BRDMHA, shall be pro-rated from time of cut.
6. The BRDMHA Board of Directors will schedule Travel tryouts at the conclusion of the season in the best interested of the Association and in co-ordination with our shared AAA, A Centre's. Parents must attend the first tryout with the player in order to understand the tryout rules. All players must be registered and deemed 'paid' BRDMHA in order participate in the tryouts.
7. Tryout Fees will be posted prior to the start of tryouts. These fees will be decided by the BRDMHA finance committee and approved by the board of directors yearly in consideration of covering the costs of Ice rentals, referees, timekeepers.
8. The Travel ice fees will be set by the BRDMHA finance committee and approved by the board of directors prior to the start of tryouts.
9. If you require a permission to skate for AAA or Junior tryouts, please follow the steps below. a)

AAA

Goto www.brdmha.com go to registration tab in the top menu. Register your player for a permission to skate form. (no payment necessary)

b) **Junior B or C**

Follow above process but also add name of team or teams you will trying out for.

3. FINANCIAL OBLIGATION

1. Each team must have a manager. The duties of the team manager include the collection, disbursement, and handling of all team funds.

NO COACH, OR SPOUSE OF A COACH, IS TO UNDERTAKE THIS DUTY.

2. All players selected for a travel program have few option as to how to pay their Travel Ice Fees.
 - a) Submit one cheque for the Travel Ice fees written to their team account for the season prior to July 1st. postdated for July 15th.
 - b) Submit two cheques for Travel Ice fees written to their team account for the season prior to July 1st. Postdated for July 15th and September 15th.
 - c) You can also make Cash Payments at the TD Bank in Belle River. However, these funds MUST be deposited into YOUR team account not the BRDMHA - General Registration Account.

Information to provide the teller.

Team Account Name:

Team Account Number: If known Player

Name:

Reason for Deposit: Travel Ice Fees

Without this Information the Teller will not deposit your funds.

- d) Players who have not submitted travel Ice fees will not be eligible to practice or play in any league games until they have submitted their cheque(s) to the team manager. The team manager must submit one team travel ice fee cheque on behalf of their team to the Association treasurer.
 - e) Jersey retainer cheques are to be directed to the association's Equipment Manager and will be either returned to the team manager or destroyed. A jersey retainer cheque will only cashed if Jerseys are not returned in acceptable condition. If a Jersey is damaged, it is recommended that you advise your team manager who can speak the associations Equipment Manager for recommendations for the repair.
3. It is required that each team open a separate bank account to conduct the affairs of the team. The account will provide a good record of transactions and dates, etc. Personal accounts are never to be used. This account must require two signatures for any cheque or withdrawals from the account. The two individuals must not be related but each must be directly involved with the team. (June 2009)
 4. Each team is to open their account at the TD Bank in Belle River. Each account is to be set up so that it can be accessed via the internet, and the BRDMHA Treasurer is to be given access to the account. The Travel Director and the Treasurer have the authority to audit any team account. (June

2009)

5. A financial statement must be provided to the BRDMHA Treasurer, team management, and the parents monthly throughout the season. The financial statement must be prepared with the BRDMHA standard financial statement form which is provided in our online library. (June 2009)
6. Teams requiring cash advances are to contact the BRDMHA Treasurer directly and follow the directions and requirements given by the Treasurer. (June 2009)
7. All travel team fundraisers must be approved by the Director of the Parent's Club at least 30 days prior to the event. All lotteries, games of chance, 50/50 draws will require a license from the Town of Lakeshore which is governed by the Alcohol, Lottery gaming commission (ALGC). These all need to be applied for and obtained by the Director of Parent's Club. (June 2009)

4. RULES OF PLAY

1. Travel Team players shall be given equal ice-time at the coach's direction.
2. a) Travel Team coaches are required to submit an AP (affiliated player) roster for approval prior to December 10th of each year;
 - b) The AP player list should be used to replace an injury, illness, game related/Board suspension, or planned absence and should not be used to displace an existing player for any reason during the season, play downs, playoffs, and finals. A player's normal activities cannot be shortened and/or replaced due to an AP player;
 - c) Should a coach deem it necessary to use an AP player, then the Director of Travel and the Director of House League as well as the concerned coaches and player's parent/guardian, need all agree.
 - d) All AP players who are registered and rostered in our House League programming are required to sign an offer of affiliation and pay the additional \$50 for ice fees
3. There shall be no inter-squad game played without the knowledge of the Travel Director.

5. UNIFORMS

1. The BRDMHA Travel Teams will be known as the “Belle River Junior Canadiens” at the start of the 2010/2011 season.
2. The Belle River Junior Canadiens logo has been developed and is owned by the Belle River District Minor Hockey Association. Any unauthorized use of this logo without the expressed written consent of the Belle River District Minor Hockey Association is strictly prohibited.
3. The Belle River Source for Sports will be recognized as the sole supplier of equipment and merchandise which bears the Belle River Junior Canadiens logo during the 2016/2017 season.
4. The BRDMHA Travel Team players will be required to wear predominantly blue pants and blue helmets and matching BRDMHA Team socks. Players who come to a team from out-of-district shall comply with this mandatory policy within three (3) months of joining a Travel Team. Players who do not comply with this policy will NOT be allowed to participate in any game until properly attired. Goalie helmets are excluded from this policy.
5. BRDMHA will supply both Home and Away jerseys for the season. Team jerseys are to be cleaned and maintained by each player throughout the season.
6. A Jersey Retainer Fee in the amount of \$200.00 post-dated May 1st will be collected by each team manager every year and given to the Equipment Director. Upon return of the jerseys at the end of the season, these retainer cheques will be returned to the team manager and either destroyed or returned to each player.
7. All supplied water bottles, pucks, and trainer’s kits must be returned to the Director of Equipment and a financial report submitted to the Treasurer prior to issuing the team’s yearend cheque.
8. In the effort to keep all BRDMHA team outerwear consistent, any apparel intended for wear by any Travel or House League Team (including staff) must first receive approval from the Board.

6. GENERAL

1. Sub-committees may be organized in Travel with the concept that the implementation be determined by the Director of Travel. (March 2007)
2. Any future Director of Travel/OMHA representative must come from the existing Board of Directors. (March 2007)

3. Carded officials who are non-parents are entitled to reimbursements of expenses incurred when attending tournaments and Playdown games outside of Bluewater League.
 - a) The Board will cover 1 hotel room for every 2 non-parental up to a maximum of 2 rooms. If additional rooms are needed the expense will be the responsibility of the team (or coach). If two or more non-parental coaches are attending a tournament it is recommended that they stay in the same room. If not then only 50% of the hotel accommodation will be covered.
 - b) Mileage is NOT covered - gas and toll reimbursements are covered for ONE vehicle per team. If additional vehicles attend then the expense will have to be addressed at the team level.
 - c) Meals are reimbursed up to a maximum of \$45.00/day - Alcohol however is NOT reimbursed under any circumstances.
 - d) All expenses must be approved by the Team Manager prior to submission to BRDMHA and handed in prior to April 15th
 - e) Detailed receipts, which include dates and times must be provided. Without them expenses may not be reimbursed. Credit card receipts submitted without the actual bill receipt will not be accepted.
 - f) USA expenses will be reimbursed in Canadian dollars using the exchange rate of the day of the event.
 - g) Any reimbursement request that is not covered by the Board will be returned to the Team Manager and will become the responsibility of the team to address

7. EXCEPTIONAL PLAYER MOVEMENT POLICY

Players must be at least 12 years of age by December 31st in order to participate in the Exceptional Player process.

BRDMHA will continue to promote and encourage hockey excellence while maintaining a high degree of player development. To accomplish this, BRDMHA will allow players of exceptional ability from a lower age division to try out and play for teams in the next higher age division providing that all of the following criteria have been met:

The Exceptional Player Movement Policy is annexed hereto as Schedule "A" and Schedule "B".
(April 2007)

As at May 2020

(These Travel Operating Procedures are subject to change without prior notice.)

BELLE RIVER DISTRICT MINOR HOCKEY ASSOCIATION
EXCEPTIONAL PLAYER MOVEMENT POLICY

EXCEPTIONAL PLAYER MOVEMENT POLICY Schedule

“A”

Players must be at least 12 years of age by December 31st in order to participate in the Exceptional Player process.

The Belle River District Minor Hockey Association (BRDMHA) will continue to promote and encourage hockey excellence while maintaining a high degree of player development. To accomplish this, BRDMHA will allow players of exceptional ability from a lower age division to try out and play for teams in the next higher age division providing that all of the following criteria have been met.

The request for the player to participate in the Exceptional Player process must be made in writing by the Head Coach of the next highest age division. The request and a \$100.00 fee must be submitted to the BRDMHA's Director of Travel two weeks (14 days) prior to the beginning of Travel tryouts. The Head Coach of the team inviting and the Director of Travel will complete the Exceptional Player Agreement.

During the tryout, the player must continue to attend tryouts in progress for his/her regular age division as well as the high age division team. To be allowed to play in a higher division, the player must be considered following the evaluation as one of the following on the team he is trying out for:

- a) One of the top 3 forwards;
- b) One of the top two defence men;
- c) The number one goalie.

This rating will be determined by a five-member Evaluation Committee consisting of the Head Coach of the team the player would be advancing to, the current Director of Player Development, one BRDMHA Board member with knowledge of hockey, and two other evaluators with knowledge of hockey and who are approved by the BRDMHA Board of Directors.

The evaluation will consist of a minimum of 2 practices and 2 games. Should holding games not be possible due to early tryouts, a 3rd and 4th practice may be substituted.

This evaluation must be completed in accordance with the Exceptional Player Agreement and coordinated by the Director of Travel from the BRDMHA. Upon completion, the Director of Travel will schedule a meeting between the player, parents, Director of Player Development, and the Head Coach for both teams involved to discuss results of the evaluation.

Any player who has already participated in this process will be permitted to submit a \$100.00 retainer to be refunded should the player make the team. If the player is not successful, the Board shall retain the \$100.00 to cover expenses incurred during the process.

BELLE RIVER DISTRICT MINOR HOCKEY ASSOCIATION
EXCEPTIONAL PLAYER AGREEMENT

TRAVEL PROGRAM

EXCEPTIONAL PLAYER AGREEMENT

Schedule "B"

(MUST BE COMPLETED 2 WEEKS (14 DAYS) PRIOR TO THE START OF TRAVEL TRYOUTS)

I, _____ wish to make an application for
(Name of Head Coach for receiving team)

_____ to participate in the Exceptional Player process as
(Name of Player)

established by the Belle River District Minor Hockey Association (BRDMHA).

_____ will be trying out as:
(Name of Player)

Defence Goalie Forward

(Circle one choice)

Tryout dates, times, and locations will be as follows:

Date	Time	Location	Practice or Game

Committee Members: These members must be present for all of the tryout sessions, and any changes to the composition of the committee must be agreed upon by all parties involved.

Print Name	Signature	Affiliated Organization

Alternates:

Print Name	Signature	Affiliated Organization

We, the undersigned, have read the agreement and the Belle River District Minor Hockey Association Policy dealing with Movement of an Exceptional Player and agree to all terms and conditions therein.

(Name of Player)

(Name of Parent/Guardian)

(Director of Travel, BRDMHA)

(Head Coach of Receiving Team)

(Head Coach of Age Appropriate Team)

Failure to meet any of the conditions of this Agreement or the Policy dealing with the movement of an Exceptional Player will result in the discontinuation of the process and a meeting will be held within 24 hours with all invested parties to determine the next steps. The final decision on the continuation of the process will be the responsibility of the Director of Travel for the BRDMHA. Any Appeal of this decision must be submitted in writing to the President of the BRDMHA and be presented to the Board of Directors within 48 hours of submission.

NOTE: Any attempt to undermine this process by any member of the Board, selection committee, parents or coaching staffs will result in the immediate suspension of the Exceptional Player evaluation. A meeting of the Board as a whole and the concerned parties will be held within 48 hours to decide on the next steps.