



TEAM GUIDELINES

Rev. August 2016

BURLINGTON CITY REP HOCKEY CLUB



MISSION STATEMENT

Commitment to Excellence

The Burlington City Rep Hockey Club advocates and Facilitates philosophies which affect the success and edification of our athletes as whole persons. This development includes eliciting values of character, education, integrity, leadership, teamwork, quality of life and altruism. We have set ourselves the task of helping to mold our athletes, through the great Canadian passion of hockey, into responsible future leaders and caring citizens, whose paths will also be defined by a *quest for excellence* in all they do.

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Code of Conduct

All Players participating in the hockey programs of the Burlington City Rep Hockey Club (BCRHC) enjoy the following rights and are entitled to the protection of these rights.

- **SPORTSMANSHIP:** You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.
- **RESPECT:** You have the right to the respect of your coaches, coaching staff, your teammates, the coaches, coaching staff and players of the opposing team, the referees and spectators and each of them has the right to expect the same of you.
- **PARTICIPATION:** You have the right to participate fully in the activities of your team, but not necessarily equally.
- **SKILL DEVELOPMENT:** You have the right to learn about your sport and develop your skills to the maximum of your potential.
- **FREEDOM FROM ABUSE:** You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.
- **FREE SPEECH:** You have the right to speak freely without fear of recrimination.
- **FAIR TREATMENT:** You have the right to be treated fairly and with impartiality.
- **FUN:** You have the right to have fun.

BCRHC upholds a zero tolerance policy for drugs and alcohol for any Association events or activities regardless of location for its members and any individuals attending or participating.

BCRHC accepts responsibility for the behaviour of its members and will take the necessary disciplinary actions against any individual (Parents/Guardians, players, coaches, coaching staff and spectators) who fail to comply with the codes, this may result in disciplinary measures, including suspension and/or expulsion.

Players Code of Conduct

1. I am responsible for my conduct at all times, I will always be a positive representative of the BCRHC and the City of Burlington.
2. I will always play by the rules of hockey, and in the spirit of the game.
3. I will, regardless of the outcome of the game, congratulate my team- mates, coach, coaching staff as well as the players and coaching staff of the opposing team in a genuine and positive manner.
4. I will respect the referee's decision, I will let the coach or team captain address the referees and then shall do so only in a civil tone and manner.
5. I will control my temper, behavior and language - fighting or "mouthing-off" can spoil the activity of everyone.
6. I will work at achieving my personal best and to not get discouraged if it's not the best.
7. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason.

8. I will respect the rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behaviour by others.
9. I will do my best to be a team player.
10. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are as important.
11. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Parent/Guardian/Spectator Code of Conduct

1. I will remember that my child and all players participate for their fun and enjoyment, not mine.
2. I will promote the emotional and physical well-being of my child and all players ahead of any personal desire to win.
3. I will teach my child and encourage all players that doing one's best is as important as winning so that my child and all players will never feel defeated by the outcome of the game.
4. I will remember that children learn by example. I will applaud good plays and performances by all players involved in the game.
5. I will not speak negatively about players, coaches and coaching staff, referees, other parents/guardians or spectators.
6. I will respect the referee's decisions and I will encourage all players to do the same.
7. I will remember that the locker room is where the team prepares for a game and not a place for me to hang out or give instruction.
8. As a Parent/Guardian, I will practice and encourage open communication with the coaches and coaching staff. I will bring concerns forward and adhere that a 24-hour cool down period be required to address an issue or contentious point. I will respect the coach's decisions and not interfere with or undermine the coaches or coaching staff.
9. As a Parent/Guardian, I should inform the coach of any ailment that may affect the safety of my child or the safety of others and I will not permit my child to compete without complete and safe equipment.
10. As a Parent/Guardian, I will make every reasonable effort to have my child attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if my child is unable to attend for any reason.

Coaches and Coaching Staff Code of Conduct

1. I will lead by example and I will work to create a desire for our players to do their best while playing the greatest game on earth – Hockey.
2. I will remember that players need a coach they can respect. I will be generous with praise and set a good example at all times through my actions and words.
3. I will teach my players to play fairly and to respect rules, officials, team-mates, opponents, parents/guardians and spectators.
4. I will ensure my players get fair instruction, support and playing time.
5. I will not ridicule or yell at my players for making mistakes or for performing poorly.

6. I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves.
7. I will obtain proper training and will continue to upgrade my coaching skills.
8. I will be reasonable when scheduling extra practices and team events, remembering that players have other interests and obligations.
9. I will co-operate with on and off ice officials for the benefit of the game and players.
10. There is a need for regular, open communication with parents/guardians, coaching staff, players and Association officials. As a coach I will be approachable at any time regarding anything to do with players or the team 24 hours after a game.
11. I will be responsible for all activities associated with my team.

Association (BCRHC) Code of Conduct

1. We will make sure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
2. We will make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaching and volunteers wherever BCRHC activities take place.
3. We will make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.
4. We will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
5. We will make sure that appropriate and thorough screening of all those who provide service on behalf of BCRHC, both before, but especially after they are involved, seeking to have coaches, coaching staff, officials and other volunteers who are capable of promoting fair play as well as the development of good technical skills.
6. We will distribute, publicize, promote, implement and enforce the Codes of Conduct.

BCRHC Harassment and Abuse Policies

BCRHC strictly adheres to the Bullying Harassment and Abuse Policies outlined by Hockey Canada:

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Speak-Out.aspx>

BCRHC's goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse. BCRHC's first priority is to protect its players and at the same time, Coaches, Parents, and Officials can also be the targets of harassment and abuse.

BCRHC believes that you should have the ability to discuss any concerns that might be classified as harassment or abuse. BCRHC also believes that false allegations can be devastating to a person's career and personal life.

If you believe there is a need to discuss any incident that, in your opinion, is an issue of harassment or abuse please contact one of the many BCRHC Officials available to hear and act on your concern. These BCRHC Officials are your Executive Team and/or your Convenor. Any incidents of harassment and/or abuse will be handled directly by representatives of the BCRHC.

Beginning of Season

The team manager is the central figure in creating the flow of communication within the team, the organization (BCRHC), referees, other teams, officials, etc. This does not mean that the manager has to do all of the work alone: he or she will ensure that everything gets done by delegating certain tasks.

The team manager position ensures that the operational aspects of the team are completed which enables the coach to focus on player development, both on and off the ice.

This manual will provide information and instruction on the key topics within this position specific to teams within the Burlington City Rep Hockey Club.

Within this manual, the Burlington City Rep Hockey Club will be referred to as the BCRHC and the Ontario Minor Hockey Association will be referred to as the OMHA.

Once the team has been selected and players have been signed, the Manager/Coach should arrange a parent meeting (some coaches will want the players to attend). It is important that there be communication between members of the team. At the initial meeting it is a good idea to take minutes and later distribute to parents. Following are items that should be discussed:

- Introductions of team staff and all others present should take place.
- Team rules/League rules/Code of Conduct.
- Tournaments.
- Coaching philosophy.
- Player/Parent contact list.
- Arena maps (arenamaps.com).
- Delegation tasks to parents: i.e. stats, parties, hotel bookings, restaurant bookings, etc.
- Socials.
- Conflict resolution.

It is a good idea to have as much parent participation as possible.

Communication is Key!!

Team Budgets

Each team is provided with the following:

A Head Coach discretionary budget of \$750.00. Draws on this budget must be submitted on an Expense Sheet with receipts attached. Unless otherwise indicated, cheques against the team budget will be made payable to the Team Manager.

- Non-parent Head Coaches are allotted a **\$2,250.00** travel and hotel allowance, paid in two installments (September and January).
- Non-parent Team Officials are allotted a \$500.00 travel and hotel allowance. Draws on these allocations must be submitted on an Expense Sheet with receipts attached.

A tournament budget of **\$1,300.00** per tournament for three tournaments (two for Tykes). The Golden Horseshoe AAA Tournament is considered as one of the three tournaments for those teams participating.

Team budgets are administered by Carole Leacock. Team budget status reports are sent to the Manager monthly.

Team Rosters

All players and parents sign a commitment letter when they are selected to a Rep team at tryouts. All players must be registered with the BCRHC prior to any team rosters being approved. Rosters are done electronically from our office through the OMHA. Managers will receive a copy of the approved roster once all staff members/players have been approved. As of 2014, the OMHA has mandated that at least one parent of every player registered in the OMHA must complete the one-time Respect in Sport Parent program. Players who do not have a parent RIS certification on their profile will not be approved to any OMHA roster.

Managers must carry team approved rosters to all games. (Regular season, tournaments, playoffs/play downs).

Team Official Certification

There can be up to 5 people on your roster bench staff, however, OMHA mandates that each team must have a Coach and Trainer. After the coach and trainer positions are filled, additional team officials may be designated up to a maximum of five (5). If a team wishes to add additional personnel, they will be designated as either assistant coach or assistant trainer or Manager. The team may only add one Manager to their roster. All staff must have valid police clearances, Speak Out/Respect in Sport (RIS) Activity Leader (which is different from the 'Parent' Respect in Sport) and current coaching/trainer certification.

Managers will be kept up to date on what their Team Officials require by way of the 'Team Officials Spreadsheet' that Shannon Boyd will administer.

If anything is missing or not up-to-date then a roster for your team will NOT be made available and your team will be unable to play in any games until this is rectified. Therefore, it is a good idea for the manager to ensure that all personnel have the proper certification in order to allow sufficient time to process the roster with the OMHA. In addition, ****Police Clearances**** are mandatory for all team bench staff. Originals can be brought to Shannon Boyd at the office where a copy will be taken, or alternatively a scanned copy that shows the entire document can be emailed to Shannon at sboyd818@gmail.com. All team officials police clearances must be on file prior to your team stepping onto the ice. Police clearances are good for three years and each year the submission of a Criminal Offence Declaration will keep them valid. Due to the confidential nature of police clearances please have your team officials' deal directly with Shannon on this matter.

All on-ice volunteers need to have a police check. Managers will be given an insurance form that must be completed for their on-ice volunteers.

Club Covered Costs

- Reimbursement for Rostered Team Officials for certification clinics that they attended. Receipts are required. (This expense does not come out of the team discretionary budget. The Club covers this cost.)
- Reimbursement for Police Clearances for Rostered Team Officials. (This expense does not come out of the team discretionary budget. The Club covers this cost.)

AP Rosters

Teams may AP up to nineteen players from the team below or division below, i.e. Bantam AAA may AP from Bantam AA and Minor Bantam AAA. No player may be carded as an AP to more than one team. Coaches need to communicate with each other which players they will be listing as AP's as a player may only be used as an AP to ONE team. Managers will then receive an approved copy of roster including their AP's, and this roster will replace the initial roster. This new roster should be photocopied and brought to all games, tournaments, etc.

No affiliated player's name can be added to a teams' roster after January 6th.

It is recommended to use as many different AP's throughout the season as possible, as this is a learning opportunity for all players involved. Coaches must communicate with each other when a player is needed for game/practices. *****A coach may not contact the parent/player directly.*****

Coaches are expected to cooperate and support the affiliation program. Every month a list of all AP's that have been utilized by your team must be completed and submitted to your Convenor. Forms can be found on the website.

*****DO NOT FORGET*****

- Enter the Affiliated Player's name on game sheet as you would with any other player and clearly indicate AP in the margin next to the player's name.
- Ensure you have a copy of the team roster with all AP's properly listed.

Hockey Canada approved an amendment to Affiliation Regulation E.35 a). which will impact the use of AP's starting in the 2014-2015 season. Below is how the regulation now reads:

E.35 a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b). This regulation will be applied to any player registered on a team or affiliated to a team eligible for Branch (OHF), Regional or National Championships.

These players may affiliate to a maximum of ten (10) games before becoming ineligible to affiliate. If a player plays an 11th game as an affiliate while his registered team is still in regular season or playoffs he is considered an ineligible player with his affiliate team and the sanctions, within OMHA Regulation 8.1i), for playing an ineligible player will apply.

A Goalie who is called up as an AP but does not participate in the game will not count as one of the 10 allowable AP appearances.

Medical Information

All players are required to fill out a medical information form which will be kept in the strictest confidentiality within the coaching staff and, most importantly, the team Trainer. This form is found on the BCRHC web-site under 'Forms'. Each team must have a form for each player at all practices and games in case of a medical emergency.

Team Contact Lists

It is very important for the manager to have a complete list of players, parents, home addresses, emails, and phone numbers, in case of an emergency or game/practice cancellations/changes. It may help to provide this complete list to all parents in order to assist with travel accommodations of players for games/practices.

Team officials are provided with personal information related to players and their families (i.e. email address, telephone #'s etc.). Under OMHA Privacy Rules this information is to be used for team-related communication only. The information may not be disseminated in any way without the permission of the parent or guardian in writing.

Team Binder

A team binder should be kept with the following information:

- Medical History (some trainers will insist on keeping the forms themselves- they must be brought to every game and practice the team attends).
- Team Roster
- Schedules
- Team Rules/Code of Conduct
- Team info/phone numbers, etc.
- The manager's binder should be available at all times. The medical information will be required by the attending Physician should the player require medical attention at a hospital.

Practice and Game Schedules

Any changes to your schedule will come through your Ice Scheduler and/or the BCRHC website. Games will not be rescheduled due to team functions (exhibition games, birthday parties). You should inform parents that games may be scheduled during March Break, Super Bowl Sunday, Family Day. Scheduled BCRHC ice must always be utilized and never left vacant. Purchasing extra ice without permission/consent from the Burlington City Rep Hockey Club is strictly prohibited.

Exhibition Games

Home Ice

If exhibition game is on your home ice, the Manager must arrange for referees by e-mailing Cindy Inglehart, the Referee Assignor, at bcroassigner@hotmail.com. Please make referee requests to Cindy, at minimum, 3 days (72 hours) prior to your game. Requests as soon as possible is greatly appreciated. Timekeepers are not provided for exhibition games. Parents or other volunteers, as arranged by the team, must act as timekeepers.

Away Ice

If exhibition game is on away ice, you must have an approved City Rep Travel Permit. In addition to the BCRHC Travel Permit, OMHA Travel permits are also required for Exhibition games.

Accidents / Insurance Reports

In the event of a player being injured while participating in a game or team event, an injury report (found on BCRHC web-site, under Forms) must be filled out by the trainer and returned to the BCRHC office to the attention of Melissa Darling who will then forward a copy to our Head Trainer and the OMHA. A copy will be kept on file at the OMHA should a hockey injury claim be made.

The hockey injury forms are to be completed by trainer and parent if claim is being submitted. These forms are available at the BCRHC office. Any player requiring medical attention due to injury will need to produce a doctor's note to the trainer, to return to play.

Teams who are traveling out of province should be purchasing additional coverage, such as Blue Cross, as Hockey Canada insurance program reimburses in Canadian dollars. It should also be noted that expenses incurred while traveling out of province or out of country must be first claimed through OHIP. The claims should be sent to Blue Cross or to claimant's health care provider and then to Hockey Canada. Always submit original receipts.

Game Sheets

Teams will be given game sheets and these may be picked up by the manager/delegate from the hockey office during regular business hours from your team slot. Contact the hockey office if you need extra game sheets for exhibition games.

Game sheets (green copy) are to be submitted to the hockey office within 48 hours of game. If you are unsure of a penalty code, please contact Shannon Boyd or your BCRHC Division Convenor for verification. Make sure that game sheets are completed with the assigned game number, division, location, length of game, and team names.

If your trainer is not available for your game, you must ask the opposing team's trainer to cover both teams. When a trainer is doing so, their name must appear on their side of the game sheet only and a note stating the trainer will cover both teams must be noted on the back of the game sheet. You may also contact the club's Head Trainer to request a trainer from our At-Large Roster. If using an At-Large trainer, his/her name and signature must appear on your side of the game sheet.

Suspended players/bench staff must also be indicated on game sheet in the listed suspension box, i.e. #18 Billy Smith games 1 of 3, 2 of 3, and then 3 of 3, served in consecutive games. This is important as player and coach could be suspended for an extra game(s), if information is not recorded correctly. Any player whose name appears on the game sheet is considered as having taken part in the game with the exception of an AP goalie who does not participate in the game. If a player is away or ill, he should not be listed on the game sheet.

****If using labels, make sure player has been crossed off on all the copies of the game sheet. ****

Also, if you are using labels, they are not to cover up the suspension section of the game sheet. It is important, after a game, to check that the information on the game sheet has been properly recorded.

If one of the team's bench staff will be away for a game (due to suspensions, illnesses, etc.) there are people on At-Large rosters that can assist any team within the organization.

PLEASE NOTE: Only rostered bench staff and/or At-Large bench staff are allowed to sign the game sheet. Each team official must sign the game sheet in their allocated spot. Also, all bench staff coaching on the bench must be rostered to your team or be on an approved At-Large roster.

Travel Permits

Any team wishing to enter a tournament or wanting to play an exhibition game **MUST** have a valid travel permit. These permits must accompany the team to tournaments or exhibition games and be available for verification of coverage. Any tournament outside of the OMHA (GTHL, Alliance, NOHA, ODHA, USA) must have an approved OMHA travel permit. It is recommended that you apply for all permits as soon as possible, as it takes a few days for processing and approval from the OMHA.

For teams travelling to the United States, it is a good idea to purchase additional insurance and to ensure that all documentation is in order and in your possession.

Burlington City Rep Travel permits are required for any and all scheduled team special events on or off the ice.

Team Special Events may include but are not limited to:

- Attending special events
- Team dry land training
- Any team gathering (pizza parties, bbq's, recreational and sports activities, etc.)

Travel permits may be downloaded from the BCRHC website under FORMS. Travel permits may be emailed to Melissa at reph@bellnet.ca or dropped off at office for approval and must be submitted 72 hours prior to the scheduled activity or event.

Travel permits cannot be issued until the team has an approved OMHA roster.

Tournaments

Novice to Midget teams are subsidized (\$1,250.00 per tournament) by the Club for three tournaments. The Golden Horseshoe AAA tournament is considered one of those tournaments. Tyke teams are subsidized (\$1,250.00 per tournament) by the Club for two tournaments. The Golden Horseshoe AAA tournament is considered as one of those tournaments.

Teams may enter into an additional tournament provided there is consent from all the parents in writing indicating their agreement because this will involve a financial commitment on their part. Consent form is available for download on the website (www.burlingtoneagles.com), and must be submitted to Carole Leacock. Any cost over the team budgeted allowance for tournaments must be reimbursed to the Club by October 15th. A summary of the team budget will be forwarded to managers monthly by Carole Leacock.

The documentation required in a Tournament package that must be submitted to the office for processing is as follows:

- A Burlington City Rep Travel Permit Application form. Once this form is submitted, Melissa will apply to the OMHA for a travel permit.
- Whatever tournament application paperwork is required by the tournament.

In order to generate a cheque for the tournament, you must submit a Tournament Cheque Requisition form. This is found on the Burlington Eagles website under the Online Forms tab. There is a SUBMIT button at the bottom of the page which will send the form directly to Carole Leacock. This form is not included in the package that is submitted to the office. Once the submit button at the bottom of the page has been clicked there is no further action on your part.

A cheque is cut and mailed to the tournament along with copies of the Travel Permits and the tournament application paperwork that was provided. A complete set of the tournament documents is filed in the Team Folders at the office.

Dressing Rooms / Arenas

Team officials and players are responsible for the condition of their dressing rooms. Tape, paper or garbage should be placed in waste containers. Dressing rooms (home and away rinks) are to be left clean and orderly. Dressing rooms should be locked while team is on the ice (practice or game).

No player is allowed to step onto the ice until the Zamboni is completely off the ice and the Zamboni door is closed. Safety precautions must be taken during games and practices by checking that all doors have been securely closed.

No player shall be allowed on the ice without a team official present. Dressing rooms must be supervised at all times with at least two Team Officials present. Under no circumstances should there be only one adult in room with player(s). All female players (M Peewee and up) will be assigned a separate dressing room.

Team managers are advised to carry their own lock for dressing rooms as some arenas may not be properly equipped.

Referees and Timekeepers

Referees and timekeepers are automatically assigned to league games. Managers should check about 20 minutes prior to game that the officials have arrived. If Refs have not arrived, a call needs to be placed to Cindy Inglehart (Referee Assigner) 905-466-3641 or Rich McCullough (Referee in Chief) 905-520-0205. If there is no timekeeper a call needs to be placed to Marilyn Baird (Head Timekeeper) 905-319-1123.

Conflict Resolution

If a player/parent requires a meeting to discuss a problem, the following steps should be taken. Coaches/parents/players are advised to adhere to the 24-hour rule. Meeting should be arranged by the Parent Rep of the team as a first step. If resolution cannot be agreed to, then the parties involved should make contact with the City Rep Convenor of their division. If after all of these options have been completed and the problem has still not been resolved, then the City Rep Executive will be advised to handle the matter.

Team Guidelines

The following are topics to consider when establishing team rules/conduct.

- Conduct at practices, games, events and team functions
- Dressing room conduct
- Team attitude
- Respect
- Harassment
- Commitment
- Drugs/alcohol
- Fairness in implementing rules
- Resolving of Disputes

Coaches Meeting

Throughout the year meetings will be held for coaches and their staff. It will be expected that coaches and/or staff attend and take back to their teams any updated league information. Minutes from these meetings are emailed out to all coaches and managers a couple of days after these meetings are held.

Picture Day

As in the past, pictures will be scheduled during the month of November. More details will follow.

Parent Surveys

Surveys will be done in December. All parents will be asked to complete a survey as they are utilized for the following year's coaching selections.

Media Notices / Website Updates

Burlington Post

Kevin Nagel
Sports Editor
Burlington Post
Metroland West Media Group
Fax # 905-632-6604
Telephone # 905-632-4444 Ext 253
Email KNagel@burlingtonpost.com

Please ensure that you spell the players' names correctly and that you identify your team as:

“BURLINGTON – SPONSOR’S NAME – DIVISION – LEVEL – EAGLES”

For example:

- Burlington QB Sports Eatery Atom AA Eagles

Always put a contact name and phone number or e-mail address on your release.

Burlington Eagles Website

To post on City Rep website please use the online forms that are found under the 'Submit to Website' tab on the home page of the Eagles website <http://burlingtoneagles.com/>

At the completion of each game a form must be submitted that will show the final score, any incident reports and any AP's that were used. This form is also found under the 'Submit to Website' tab. News or stories must be submitted by a team official.

Sponsorship & Fundraising Policy

We do not allow fundraising of any sort unless there are special circumstances and the BCRHC Executive Board approves this in advance. Therefore, no individual team, coach, manager, player or parent shall solicit any funds from any organization, fundraise or seek donations or sponsorships, without having prior approval of the board. Coaches or parents do not “own” their teams. Teams belong to the BCRHC and without the BCRHC-- there is no team. The club establishes policies for the fair benefit of all players. These policies are put into place to build a strong club culture of participants who not only consider their own team, but also consider all Eagles. Please respect the notion that all the Eagle players/parents are all part of “one team”. We do not want to create a “have and have not” team hierarchy but wish all our team players to feel somewhat equally treated. These policies are also in place to protect and sustain our current valuable sponsors that, through their faithful support, advantage all players.

Sponsorships

Team sponsors provide funding to the BCRHC for the benefit of ALL registered participants and are the lifeblood of our club. Without their help, we could not fund our programs. BCRCH has contractual agreements with team sponsors who commit to a yearly sponsorship that cannot be jeopardized by the actions of any one team, acting on its own behalf. No team can be sponsored individually for the sole benefit of their own team. Therefore, NO banners, apparel, or such may be acquired by individual teams with funds provided by outside “sponsors” without the express approval in advance of the board. Unauthorized use of the Eagles’ or the word “Eagles” is strictly forbidden. Please do not approach your team sponsor to solicit further funds, support or items/services for your team.

Fundraising

Fundraising for individual teams is not allowed. The “Gift of Giving Back Community Food Drive” is exempted from this, as funds/food are raised for the community and not for individual teams. No team shall open any separate bank account for the use of the team under any circumstances. BCRCH does recognize though that for certain activities, such as the Midget trips, OMHA or OHF Championships, fundraising may be necessary. Any team significantly traveling for championships may apply to BCRHC for a travel subsidy. Wherever possible, all fundraising by any team must first be approved in writing by the BCRHC Executive 30 days in advance of the planned event. Any and all excess funds at the end of the season must be forwarded back to BCRHC and these funds will be used to satisfy any amounts outstanding or for the Friendship Fund.

Any team or volunteer failing to comply with this policy may result in the following:

- Possible removal or suspension of the Coach or staff member.
- Possible forfeiture of funds raised
- Possible forfeiture of the apparel, banner, or such other items deemed necessary.

The BCRCH Executive, at its discretion, will decide on a case-by-case basis if any team has failed to adhere or comply with policy, and what, if any, action needs to be taken against the offending team or party.

Team Equipment

The BCRHC will supply home and away sweaters and socks to all players in the BCRHC for their use during the hockey season. All equipment is to be considered on loan and must be returned at the end of the season unless announced otherwise. Pants should be navy blue in color and of standard hockey length. Player's helmet is to be CSA approved, preferably navy blue in color. Player's neck guard must be an approved BNQ neck guard. Players are responsible for the care of the equipment while in their possession and are to replace or pay the cost of any missing equipment during the season. Goalie equipment for the Tyke and Novice Divisions may be provided.

Dress Code

The mandatory dress code for the Burlington City Rep Hockey Club Eagles reflects the goals of our club -- to play for success and pride in our program of excellence. Our dress code helps to distinguish our special club wherever we go. It will also encourage self-discipline, help to foster team unity and cohesion, and also create a positive winning environment.

The Dress Code is an important and valuable part of our program. Don't forget that we are representing our City and our hockey club and therefore, should always wear our Eagles wear with pride. The following describes our policy in specific detail to ensure that everyone fully understands what the expectations are:

- **Shirts** - Eagle-crested white shirts and crested mock necks (see categories below) -- Ladies' shirt available too.
- **Club Tie** - A specially woven striped tie in our club colors will be mandatory.
- **Dress Navy Pants** - you may provide your own.
- **Jackets** - StormTech 3-1 Jacket, Navy shell, with a zipped in Navy Fleece Liner (Jacket and Fleece are crested with Eagle Logo and Talon). Available for all – including players, team staff and fans – INCLUDING LADIES' CUT.

Tyke to Major Atom

- Eagles Jacket
- White embroidered mock neck
- Navy dress pants
- Appropriate black shoes

Minor Pee wee to Major Midget

- Eagles Jacket
- White embroidered Shirt and Eagles Club Tie
- Navy dress pants & belt
- Appropriate black shoes

Team Staff (Coaches, and Manager)

- Eagles Jacket – Ladies’ available too.
- White embroidered Shirt and Eagles Club Tie – Ladies’ available too
- Navy dress pants & belt
- Appropriate black shoes

Team Staff (Trainer)

- Eagles Jacket
- White embroidered Shirt and Eagles Club Tie
- Navy dress pants & belt
- Appropriate black shoes

OR

- Eagles Track Suit and dark shoes

All players MUST wear the following team equipment:

- Dark Navy Blue (Plain – no colours, stripes, etc) Hockey Helmet
- Dark Navy Blue Hockey Pants, (Plain solid color, no stripes)
- Dark Navy Blue Gloves
- CLUB- ONLY ISSUED UNIFORM SOCKS
- CLUB-ONLY ISSUED NECK LACES FOR GAME SWEATERS (NO SKATE LACES OR SUCH SINCE THESE PULL OUT THE GROMMETS AND DESTROY THE SWEATER)

All players are expected to be neat and clean when they are representing the Association (shirt tucked in, tie tied properly, etc.)

All members of BCRHC are encouraged to purchase Association apparel. *The wearing of other hockey associations’ apparel is not acceptable.*

Use of Eagles Logo & Merchandise

The use of the name Burlington Eagles and its logos are part of the Association's incorporation as an Ontario not-for-profit business. Our logos are also protected and cannot be used for any purpose unless given specific written permission is granted from the BCRHC Eagles Executive Committee. Such permission can be granted ONLY to approved vendors for the purpose for which it was intended such as merchandise, clothing, team sweaters or awards, etc. Members of our club may use the logo for internal paperwork and newsletters.

Merchandise with the Eagle or Talons logos or crests or the word "Eagles" must be purchased and approved through the Spirit Committee -- this way, we can ensure that logo integrity, thread and pantone colors, etc., are consistent and reflect Eagle standards.

Contact List

Burlington City Rep Hockey Club
1176 Blair Road, Burlington, ON, L7M 1K9
Tel: 905-336-3321
Fax: 905-336-1575
Email: reph@bellnet.ca
www.burlingtoneagles.com

Executive Members

John Tait, President 905-379-6642
Angelo Bentivegna, VP 905-634-6334
Jean Longfied, VP 905-639-8090

Directors

Gary Mathieson 905-634-3994
Beric Sykes 416-816-3600
Lisa Williams 905-220-7868
Kris Maslanyk 403-614-6271
Aaron Brooks 905-399-2844
Brian Sharpe 905-802-3811
Billy Boucher 647-458-3144
Dave Guluche 416-908-1477

Office Administrator

Melissa Darling 905-336-3321

Hockey Administrator

Shannon Boyd 289-439-8008

Webmaster

Shannon Boyd 289-439-8008

Finance Administrator

Carole Leacock 289-439-1258

Ice Scheduler

Corinne Schutte 905-407-5359

Coach Consultant and Player

Development Coordinator

Mike Schutte 905-335-1504

Head Convenor

Dave Guluche 416-908-1477

Midget Convenor

Casey Cosgrove 905-631-1479

Bantam Convenor

Greg Howard 905-399-2944

Pee wee Convenor

Bob Jurk 289-983-1082

Atom Convenor

Paul Folkes 905-332-5304

Novice/Tyke/Jr.Eagles Convenor

Scott Robinson 905-330-2675

Goalie Mentor

Rod Kirk 905-336-2298

Head Trainer

Connie Kalpakis 905-580-9720

Referee in Chief

Richard McCullough 905-520-0205

Referee Assigner

Cindy Inglehart 905-466-3641

Timekeepers

Marilyn Baird 905-319-1123