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# BHL STANDARD OPEARTING PROCEDRUES

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# BHL STANDARD OPERATING PROCEDURS

## PURPOSE

The purpose of the standard operating procedures (SOPs) is to communicate how processes and procedures are to be followed season to season. The contents of this document are not related to the BHL Rule Book and how the game is to be played, rather these procedures ensure fair and equitable standards exists for the benefit of the players. **The BHL Board of Directors hold the authority to supersede any procedure obsolete for the betterment of the league.**

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## BHL STANDARD OPERATING PROCEDURS

### **SECTION ONE: FEES**

#### **Fee 1: Team Sponsor Fee**

- a. \$300.00 one team, per season. Tournaments are not included in team sponsorship.
- b. Any business can petition to sponsor a BHL Team. A sponsorship would include team logo on front of jersey. Color of jersey to be determined by the BHL. Division of the team sponsorship also to be determined by the BHL. For any team sponsors that have players for that season that player may or may not be rostered to the team sponsored team. If it is desired that the team sponsor does not want his child playing on a sponsored team then communicate your preference to a BHL Board Member.

#### **Fee 2: Website Sponsor Link**

- a. \$100.00 one clickable logo link on the Home Page of <https://brigantinehockey.com>
- b. This website link to include the logo on the business with a clickable link to the business' website. This link would remain online for one calendar year. If the Sponsor changes the url of their website then the Sponsor is responsible to contact the BHL to have the our website updated. The sponsor is also responsible to provide the artwork for the logo. Recommended resolution should be 200x200.
- c. The BHL can provide Google Analytics per request.

#### **Fee 3: Sponsor Sign**

- a. \$100.00 one 2x2 Sponsor sign to be displayed at the BHL rinks for one season, including any Tournaments.
- b. The sponsor is responsible to provide the artwork for the logo. Recommended file format is .pdf or .jpg.

#### **Fee 4: Player Registration Fee**

- a. \$50.00 per individual player.
- b. \$45.00 per player for multiple players within the same household. For example, Two children in the same household would total \$90.00 for registration fees. \$135 for three.

#### **Fee 5: Equipment Purchases**

- a. \$20.00 for Hockey Stick located at the shack. Contact a BHL Board member for purchase.
- b. \$20.00 shin guards & elbow pads
- c. \$60.00 helmets
- d. Not all sizes are stocked or available, please plan accordingly. Contact a BHL Board member in advance
- e. Alternative equipment can be purchased online at HockeyMonkey.com or Dicksporingt goods.
- f. If you have questions about purchasing equipment please contact a BHL Board member. Some equipment that are available may NOT protect your child. For more information read the BHL Street Hockey Rules.
- g. On occasion the BHL receives donated equipment for those families in need. Contact a BHL Board member for these requests.

#### **Fee 6: Snack Stand Purchases**

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- a. Varies per item. For up to date snack cost please visit the stand.

### **SECTION TWO: REGISTRATION**

- a. Registration or Sign-Up Period will begin on October 1<sup>st</sup> and end November 1<sup>st</sup>
- b. Registration will utilize TeamSnap and use <https://brigantinehockey.com> for ease of use and access.
- c. Absolutely no sign-ups will be accepted after the November 1<sup>st</sup> deadline.
- d. Any family requesting a Hardship Waiver of Fees must fill out a FEE WAIVER FORM. In addition, a note of hardship will be added to the registrants' name in TeamSnap. This is note is private and only the administrator will have access.

### **SECTION THREE: DRAFT**

#### **Composition of Teams**

- a. The four divisions currently supported by the BHL Street Hockey program are:

Cadet	13-15 years old
Beaver	10-12 years old
Penguin	7-9 years old
Atoms	5-6 years old

The player's age, at the end of the calendar year during which the player was registered, determines which division the player will participate in. Players may "play up" a division if the request is initiated by the player's parents and with concurrence of the division coordinator and the league commissioner.

- b. The number of teams and the number of players on each team will be determined by the division coordinators and approved by the league commissioner.
- c. Playoff structure will be decided by mid-season by the division coordinator and approved by the league commissioner.

#### **Draft Process**

- a. Draft to be held 1<sup>st</sup> week of November, following the end of the registration period. A couple days allotted to created roster lists to be used during draft and provide copies to Head Coaches.
- b. Players to be ranked at the time of the draft using the 1-3 system. 3 being most skilled. This ranking will occur with each Head Coach in attendance. Each Head Coach will have the opportunity to give their opinion on each player. Strength and weakens, availability concerns, behavioral issues, etc.
- c. One Board member to be present to oversee each Division Draft. If a Board member is a coach he will be disqualified from overseeing the Draft of the division in which he is coaching in.

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- d. Draft will be a “open “ draft. Teams can choose any available player.
- e. Draft will be a “snake” draft order. Example: 1 to 4, 4 to 1, and so on.
- f. Initial draft position will be decided by pick of hat.
- g. In the Cadet and Beaver divisions ONLY, Goalies will be drafted in a separate round. Draft positions will be by pick of hat, providing there are equal number of Goalies/Teams. If less than equal, coaches and Board Rep will assign Goalies to teams in a fair manner.
- h. Players to be drafted that have team sponsor affiliation, will be identified prior to the Draft starting. A team can only choose one on player with team sponsor affiliation.
- i. Head coaches will be allowed to have ONE assistant coach present at draft.
- j. Head coaches and ONE assistant coach will be permitted to have his Son/Daughter or Son’s/Daughter’s assigned to his team and be taken off the draft board. However, the Team must forfeit that pick/picks. Example: if a coach has a son ranked 3 and his assistant coach has a son ranked 3, the Team will not have a pick in the first two rounds of Draft. If a player is ranked lower, the Team will forfeit its pick in whatever round the player is ranked.
- k. Assistant coach must be named by the Head coach at least two weeks prior to the Draft in order for the assistant coaches’ son/daughter to be taken off the Draft board.
- l. Board of Directors will have the authority to review and make any changes to drafted teams if it is deemed unfair or “lopsided”. The goal will be to promote balance and continuity among the teams in each their divisions.

### **SECTION FOUR: COACHING**

#### **Appointment of Coaches**

- a. There shall be only ONE Head Coach per team.
- b. Teams will be allowed to have a maximum of THREE assistant coaches.
- c. All Head Coaches and Assistant coaches must complete and submit a coaching application to Board of Directors for approval.
- d. Head coaches should be identified at the end of registration.
- e. All Head coaches must complete online concussion course and submit certificate of completion to BHL.
- f. All Head coaches and assistant coaches will be subject to background checks and fingerprinting. At the cost of the Head Coach.
- g. All Head coaches and assistant coaches will be required to volunteer in another capacity for the Benefit of the BHL. refereeing, scorekeeping, concession stand, snow removal, etc.
- h. Any Head coach or assistant coach will be banned from BHL for conviction of any crime involving fraud, dishonesty, or crimes involving children.

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### **SECTION FIVE: GAMES/PLAYING TIME**

#### **Games/Playing Times**

- a. **Penguin games will be played with 3 minute line changes** throughout the game. Timekeeper/scorekeeper will stop play with the buzzer and stop game clock, regardless of situation, every 3 minutes for a line change. Head coaches must designate A and B lines prior to game to opposing coach.
- b. Beaver and Cadet games will be played with line changes “on the fly” or at stoppages of play. Head coaches can substitute players at their discretion, however each player **MUST** play a minimum of **THREE** minutes per period. Also, each player **MUST** sit at least **THREE** minutes a period. This rule will apply in regular season games, playoffs and championship games.
- c. **ALL** schedules games **MUST** be played prior to playoffs regardless of seeding or importance in standings. Any games postponed for weather or any other circumstance, **MUST** be made up in a timely fashion.
- d. Each Team will have **ONE** timeout per game. Timeouts will be 1 ½ minutes.
- e. BHL rules will be provided to Head Coaches and be available within the timekeepers area.
- f. **OFFSIDES** and **ICING** will follow the “**BLUE LINE IN -RED LINE OUT**” system.
- g. The **WIND RULE** can be requested by the Head Coach. See Rule 87: Foul Weather of the BHL Street Hockey Rules.
- h. There shall be no **RADIOS** or any time of noise makers allowed on players bench during games. Good sportsmanship shall be displayed by coaches and players at all times at the BHL facilities.

### **SECTION SIX: OVERTIME/SHOOTOUT**

#### **Overtime / Shootout**

- a. **DURING REGULAR SEASON GAMES** After regulation time has expired, Teams will play a five minute “5 on 5” sudden death overtime period. If no team scores in the overtime period , the game will result in a **TIE**.
- b. **IN THE PLAYOFFS** After regulation time has expired, Teams will play a **TEN** minute “5 on 5” sudden death overtime period. If no team scores after the overtime period Teams will continue **TEN** minute “5 on 5” sudden death overtime periods until a winner is determined.
- c. Each team will receive **ONE** timeout per overtime period. Timeouts will be 1 ½ minutes.

### **SECTION SEVEN: CANCELLATIONS**

#### **Cancellations**

- a. All cancellations will be made at least 1 ½ hours prior to scheduled game time. All notices and cancellations will be posted on the BHL website or **TEAM SNAP**.
- b. Every reasonable effort shall be made to play games at originally scheduled dates/times. Weather related cancellations will be determined by the **BOARD OF DIRECTORS**.

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- c. Any TEAM that has an extenuating circumstance and wishes to postpone a scheduled game MUST get prior BOARD approval.

### SECTION EIGHT: REFEREEING/SCOREKEEPING

#### Refereeing / Scorekeeping

- a. Absolutely no payment of referees /scorekeepers, monetarily or otherwise.
- b. The Head referee will have final say and authority during games.
- c. Scorekeepers/Timekeepers shall remain neutral. Absolutely no cheering, “coaching”, or any remarks to Teams, coaches or players. Referee will issue a “warning“on first offense and a second offense will result in removal from timebox.
- d. Home team will be responsible for providing Scorekeeper/Timekeeper.

### SECTION NINE: DISCIPLINARY

#### Disciplinary

- a. Any parent and or fan being abusive to players, coaches or referees will not be tolerated. Referee will have the right to assess penalties, per game, on the associated team of the abusive fan/parent.

1st offense	1 minute minor
2nd offense	double minor
3rd offense	team forfeit
- b. Any disciplinary action to a player/players for conduct during a game or practice will go through the Board of Directors, which will the vote on course of action. Any Board member that has a conflict of interest will abstain from voting.
- c. The “24 Hour Rule” will be applied regarding disciplinary action. All decisions will require a 24 hour waiting period to allow for proper facts/ interviews to be established. However, in cases where the “24 Hour Rule” is not practical, the Board reserves the right for immediate decision making.

### SECTION TEN: ALL STARS

#### All Stars

- a. All stars will be picked by the All Star coaches. Each Head coach in every Division will submit a list of players for consideration for **the Blue and Grey teams**. All selections to be reviewed by the Board of Directors for approval. Preliminary all star selections will be made early in BHL season. However no final roster will be set until 2 weeks prior to start of Tournament. Any player will have opportunity to “play on: or “play off” the final roster based on performance.
- b. All Star rosters shall consist of at least 12 “skaters” and 2 goalies.
- c. To be considered for BHL All Stars, a player must have played in BHL games for a full season.

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### **SECTION ELEVEN: TROPHIES/AWARDS**

#### **Trophies / Awards**

- a. In the Penguin Division, trophies will be presented to the players on the winning championship team.
- b. In the Beaver and Cadet Divisions, shirts will be presented to the players on the winning championship team.
- c. Banners will be presented to players finishing First, Second and Third place in the BHL SHOOTOUT.
- d. Banners will be presented to the goalies finishing First and Second place in the BHL SHOOTOUT.

### **SECTION TWELVE: FINANCIAL/EXPENDITURES**

#### **Financial / Expenditures**

- a. Any expenditure over \$250.00 will require approval from at least THREE Board Members.
- b. At least Two people to count money and sign off on nightly concession stand proceeds.
- c. Concession stand monies shall be deposited in a timely manner and Board members must be notified of when deposited and the amount deposited.
- d. Inventory sheet to be filled out for concession stand.
- e. Inventory sheet to be utilized and updated regularly for all equipment/apparel.
- f. Cash sheet to be filled out at the end of each day of operation.