

## **ALBERTA BROOMBALL ASSOCIATION**

### **POLICIES AND PROCEEDURES**

#### **SECTION 1**

##### **MEMBERSHIP**

Broomball Leagues and Teams, willing to comply with and abide by all the rules and regulations as adopted by the Association, may be admitted to membership upon proper applications to the ABA office at 11759 Groat Road, Edmonton, Alberta T5M 3K6.

Any teams or individuals owing money to the ABA will not be accepted until all monies are paid.

1. Registration forms must be in the Alberta Broomball Association office no later than the application deadlines outlined in this policy, the first working day following the deadline if it falls on a Saturday, Sunday or Holiday.
2. A minimum of three (3) teams registered constitutes a league. Leagues must affiliate all their teams with the ABA for insurance purposes.
3. When applying for membership each year a league must complete the Association League affiliation forms as per instructions issued with each form and:
  - a) Provide the names, mailing addresses, telephone numbers (home & work) and birth date for league executive including the statistician.
  - b) Provide a list of all league members and their names, mailing addresses, and telephone numbers (home & work) of two (2) contacts for each team in the league.
  - c) Provide a copy of the league constitution.
  - d) Pay the annual association membership fees for league affiliation and the team registration fee for all teams in the league.
  - e) The league is financially responsible for any teams delinquent to the ABA. The teams have the sole responsibility for completing the team forms correctly and obtaining the necessary signatures.

4. The Annual General Meeting shall establish the annual membership fees for affiliation and registration with the Association.
  - a) \$350.00 affiliation fee due Oct 31<sup>st</sup> plus  
\$350.00 Team fee for Senior Elite/Intermediate, (due Nov 31<sup>st</sup>).  
\$350.00 Team fee for Juvenile, Mixed/Singled Sex (due Nov 31<sup>st</sup>).  
\$350.00 Team fee for Recreational (due Nov 31<sup>st</sup>).
  - b) Officials fee of \$50.00 per year (due Nov 31<sup>st</sup>)
5. The Association Executive has the right to transfer any team from the category or classification if the reclassification is considered to be in the best interests of broomball. Reclassification can take place no later than January 15th.
6. Any team wishing to affiliate or register with the association on an individual basis must apply in writing to the association (no later than November 15<sup>th</sup>) for special permission to register as an individual team. However, any team participating in a league or having the opportunity to play in an existing league should apply for membership through its league and not directly to the ABA. Requests for individual registration must be approved by the association executive for consideration and approval where warranted.
7. All teams player forms must be in the ABA office by January 1<sup>st</sup> of the current year. It is the responsibility of the individual team to ensure that all team registration forms are completed properly. Team registration forms must be channelled through the league concerned and to the office by the deadline date. Registration forms received directly from any team that is registered with an affiliation league will not be accepted.
8. Any team wishing to register with the Association must complete the official registration form provided by the Association. The onus is on the team coach or manager to ensure the form is completed properly and that all players, coaches and managers have properly signed the form. Teams should ensure that their form is sent to the League in advance of the registration deadline so that all copies of the form can be sent to the office for approval and dating. Team and League copies will then be returned to the team/and /or League concerned. Any individual team not registered with a league should ensure its completed registration form is in the office of the ABA by the individual team registration deadline. Remember that the Leagues are financially responsible for any teams delinquent to the ABA.
9. Each team shall no less than twelve (12) participants and no more than twenty (20) registered players with the Association at any one time. Unless indicated otherwise the first twenty (20) players properly registered and signed on the registration form will be considered to be the players registered with the Association. A team must register at least one (1) coach and may register as many as three (3).

10. a) Any player, coach, manager or other person who signs the registration form for another player, coach or manager or falsifies the registration form in any manner, will be automatically suspended for the current season and further action may be taken against the individual and team concerned.
- b) Any player, coach, or manager who did not officially sign the tem registration form will be considered as not registered with the team for the current season and will not be allowed to participate in any of the ABA sanctioned competition with that team.

11. Membership is valid from January 1<sup>st</sup> to December 31<sup>st</sup> in any one year.

12. No out of province resident will be allowed to participate in Provincial Championships with the exception of those members who have registered with the Association and have moved during the season because of relocation or have been granted special permission by the ABA executive.

Season for membership pertaining to the above, on out of province residents is considered from Oct 1<sup>st</sup> to April 30<sup>th</sup> in the current season. Persons applying for registration must not be registered with any other association affiliated with the Canadian Broomball Federation.

13. A player is considered to be registered with the Association once a team registration form signed by the player or a signed written application is in the ABA office. Any request, for registration or transfer, after the final registration date, must be submitted to the Association Executive for consideration and approval where warranted and should be accompanied by approval in writing from the league(s) involved. Under extenuating circumstances, a player has the right to appeal to the Association Executive for a transfer without a signed release. Any player, who registers with more than two teams (during the current season) without receiving approval from the Association will automatically, be suspended from all broomball competition for the balance of the season, but may register in the future.

The onus is on the player to obtain a signed release from the team holding his/her original registration before he/she signs with another team in the same year. No player should assume that his/her name has been deleted from the original team`s roster before the registration deadline. No player initially registered with an Elite team will be allowed to transfer to and Intermediate team after January 15<sup>th</sup>.

14. Any officer of the Association has the authority at any time to deem proof of status of any player registered or playing with any team, or demand proof of status of any coach or manager registered with any team.

## REFEREES

15. Referees willing to comply with and abide by all rules and regulations as adopted by the Association may be admitted to membership upon proper application to the ABA office. All applications for membership together with the required membership fees must be in the ABA office no later than December 1<sup>st</sup> of each year. Membership is for the current year only. Referees must RENEW their certification every year in order to be able to referee in Provincials. Each league should appoint a chief referee to sort out problems in a league.
16. Each league will be responsible for maintaining the refereeing status of its referees by ensuring attendance at clinics or hosting its own official's clinic.

## PROVINCIALS

17. Membership in the Association does not guarantee any team's automatic entry in Provincial Championship competition.
18. The ABA Executive will following the team registration deadline determine the number of teams participating in each category at the Provincial Championships.
19. In an attempt to promote maximum participation the following guidelines will apply.
  - a) With 1 to 6 teams registered in one category, all teams will be invited to participate. A maximum of 8 teams will be allowed to participate in any category.
  - b) If there are less than 8 broomball centres with teams registered with the ABA, in a given category, each centre will be granted one representative in that category.
  - c) Additional teams to fill the tournament will be selected from registered leagues based on the number of teams in that category.
  - d) If there are an equal number of teams in completing leagues, total league membership will be the criteria to determine the additional teams.
20. Teams participating at Provincial Championships must be comprised of no less than 51% of players signed on that team's original roster. The remaining 49% may be picked up from teams within that Broomball Centre. No intermediate team will be permitted to pick up any players registered with an Elite team. The ABA Executive in the interest of broomball may approve exception to this rule upon written request by January 15.
21. Each Provincial Championship participating team will be required to submit a \$500.00 Performance Bond to the ABA prior to the start of the competition.
22. The Performance Bond will be forfeited if:

- a) Non performance.
  - b) If a member of the team is found to be involved in an illegal activity or vandalism.
  - c) Non compliance with AB A directives or tournament rules.
23. In addition to the Performance Bond, each team will pay the ABA a \$300.00 entry fee. These fees will be forwarded to the ABA to assist in covering arena entry and ice costs.

#### OFFICIALS

24. a) Officials at Sanctioned Tournaments
- i) Fee Structure - \$20.00 per game paid by host.
  - ii) Accommodation by Tournament host.
  - iii) \$.10/km paid by ABA for officials 100km outside of area.
- b) Officials at Provincial Championships
- i) Fee – 20.00 per game.
  - ii) Shared accommodation will be covered as arranged by the ABA
  - iii) \$.10/km or travel costs as arranged by the ABA. Car-pooling will be enforced. (See note 1).
  - iv) Tournament officials will not be allowed to participate in Provincial Championships as a player or coach.
25. c) Officials at Nationals
- i) Accommodations as arranged by the Host.
  - ii) Travel will be paid as arranged by the ABA. Ground transportation at site is arranged and covered by the hosting group.
  - iii) Pay per diem of \$25.00 for each day they officiate at Nationals.
  - iv) If in the case where an official is acting in a dual capacity, (ie official and delegate), he/she will only be able to claim one per diem per day.
- d) Officials at Westerns
- i) Travel will be paid as arranged by the ABA. Ground transportation at site is arranged and covered by the hosting group.
- e) The ABA shall invite two officials per centre, to officiate in the tournament. Additional officials will be requested by the ABA referee-in-chief or his designate.

26. Alberta will be represented at the Canadian Broomball Federation National Championships by the Provincial winners in the elite categories. If for any reason a team is unable to represent Alberta, the ABA Executive will appoint a replacement team
27. Alberta will be represented at the Western Canadian Broomball Championships by the winners of the Men's Intermediate and the runners up in the Ladies category. If for any reason a team is unable to represent Alberta, the ABA Executive will appoint a replacement team.
28. Teams representing Alberta must advise the ABA in writing by May 1st for Westerns and December 1<sup>st</sup> for Nationals of their intent to represent.

## SECTION 2

### GENERAL:

1. The playing rules, as printed in the Canadian Broomball Federation Rulebook adopted by the Association, shall govern all championship play. However, special playing rules which may be approved by the Leagues, will take precedence over the playing rules of the CBF Rule book. The leagues may adopt additional rules for competition in their own leagues. Copies of any additional league rules must be submitted to the official of the ABA.
2. Each league will be responsible for monitoring and solving problems associated with any of its league games.
3. The Association, through its executive, reserves the right to refuse any application for affiliation in the Association
4.
  - a) The Association shall ensure that any team winning a Provincial Championship tournament is suitably recognised for its accomplishments.
  - b) All teams representing Alberta at the Senior Elite Nationals and Junior Nationals must have a non-playing fully certified CBF Level I coach present on the bench.
  - ie Fully certified means – Level I NCCP Theory  
 Level I CBF Technical  
 Level I Practical (20 contact hours)

### APPENDIX

- NOTE 1: Mileage will be shared between cars leaving from a close proximity, if more than one vehicle is used.
- i.e. If three (3) vehicles are leaving from within a close proximity the mileage will be split three ways.

### **SECTION 3**

#### **SANCTIONING POLICY**

##### **FOR INVITATIONAL AND OPEN BROOMBALL TOURNAMENTS**

- A. All teams hosting sanctioned broomball tournaments shall apply to the ABA stating their intentions 30 days prior to the tournament requesting permission to host the event.
- B. A complete list of teams planning to attend the tournament shall be submitted to the ABA one (1) week prior to the tournament.
- C. All players shall be registered with their respective provincial associations in order to compete.
- D. Players and/or teams traveling out of province shall apply for permission from the ABA to attend.
- E. Disciplinary measures against players or teams participating in a sanctioned tournament will be communicated to the ABA. Disciplinary measures will carry through to league play.
- F. Sanctioned tournaments will be used to evaluate local referees wherever possible.

### **SECTION 4**

#### **TRAVEL POLICY**

Rules and regulations adopted by the Alberta Broomball Association in 1993 – 94. These rules shall apply to all teams traveling out of province and to those at the Provincial Championships.

- 1. a) The consumption of alcohol or any substance not prohibited by law under Federal Drug Legislation will be allowed under reasonable conditions, except where it appears to interfere with the competition and safety of the delegation. Any other substances prohibited by law under the Federal Drug Legislation will be strictly prohibited. Delegations must concur with this regulation from the start to finish of the period of time involved (from leaving home until returning home from the competition).

- b) All Provincial Juvenile team coaches, managers, players and chaperons traveling in whole or partial ABA funding are expected to maintain a high standard of behaviour. Delegations must concur with this regulation from the start to finish of the period of time involved (from leaving home until returning home from the competition).
2. Vandalism will not be tolerated. The ABA delegate shall have the authority to return the individual to his/her home at the individual's expense. Cost of vandalism shall be the responsibility of the individual concerned. If several players are involved, they will be billed for the expenses on a cost shared basis.
3. All teams must travel to and from the competition site by means of transportation designated by the provincial body and at all times as other team members. (The Provincial President and/or Executive Director may give permission for alternate times and methods if circumstances demand it).
4. Juvenile team members should not leave the competition/residence area without the knowledge of the team coach/manager.
5. Spouses/family other than official members and staff shall not be accommodated for in any arrangements for travel or accommodation unless the commitment and the money for the fare are received "UP FRONT" at the time of booking. All cancellation costs would be the individual's responsibility. Accommodation arrangements could be made, but all costs involved would be the individual's responsibility.
6. All delegates, players and officials travelling, on whole or in part on ABA funding, are expected to maintain a high standard of behaviour. Anyone who does not fulfil the role for which he/she has been funded will not be funded to any other event.
7. Mode of travel will be by the most economical means. Criteria for determining mode of travel will be distance, accessibility, number travelling and timeliness of scheduling. The mode of travel will be determined by the ABA President.
8. All travel funds and general advances require the subsequent return of a fully documented expense report with attached receipts.
9. RATES:
  - A. Executive meeting – Board of Director and Provincial, National Delegate Meetings and Westerns.
    - i) Meal allowances will be paid for Board members and staff at \$45.00 for each full day.
    - ii) Mileage at \$.35/km and airfare at the cheapest rate available as arranged by the President. Car-pooling will be enforced.



- iii) Accommodation – will be paid at a rate arranged in advance with the ABA office. Whenever accommodation is required, it will be shared in order to cut costs.
- B. Teams attending a National or Western Canadian Championship may apply to the ABA for funding. A complete budget must be presented and 20% up to a maximum of \$5,000.00 could be obtained if the team qualifies. To qualify they:
  - i) Must be an officially recognized Alberta representative by the ABA.
  - ii) Must submit a complete budget.
  - ii) The budget is to only include
    - a) travel
    - b) accommodations.
- C. If funds are not used accordingly by the team, they must be returned to the ABA. If not returned the league will be responsible for the amount owing the ABA.

## **PROVINCIALS SECTION**

Revised September 17, 2010

### **HOSTING POLICY**

Although all sections are not mandatory, every attempt should be made to ensure that the following committees and jobs areas could be covered. Prospective host bodies should examine all areas before bids to host.

#### A. ADMINISTRATION

1. Booking Arenas  
Hall for Social  
Music for Social  
Details of hotel cost and location to be sent to all registered teams.
2. Letters typed and mailed to:
  - Hospital to be advised of tournament for their information.
  - City – for ice rental, etc.
  - Concession stand in arena
  - Ice Rental
  - Financial Post-event reports must be submitted to the ABA three weeks after event has taken place.

B. PUBLICITY COMMITTEE

1. Local Station for T.V. coverage if possible
2. Newspapers
3. Radio Stations: Advance Advertising on free community announcements spots.
4. Advertisers obtained for Revenue.

**HOSTING REGULATIONS**

1. Provincial Championships and Play-offs (if needed) must be conducted in accordance with the CBF Rule Book..
2. Hosting areas must use CBF approved ball provided by the ABA.

3. PROVINCIAL FORMAT

The format for the play-off and official draw will be determined by the ABA once all registration forms have been approved for the current season. Preference for the type of draw shall be:

- a) Round-robin
- b) Group Round-robin with play-off.

The format for the Provincial Championships will be set at the AGM meeting each year.

**PLAYOFF FORMAT**

- 1) The ABA Executive shall be responsible for determining the number of eligible teams for Provincial Play-offs in each classification.
- 2) Any member area, league, or team may apply to host a Provincial Play-off. Applications to host a Provincial Championships may be made at any time, preferably prior to the ABA Annual meeting. Play-off locations will be established after all acceptable applications have been considered and presented to the Annual meeting. The ABA Executive will be responsible for locating those play-offs for which no official applications are received prior to the Annual Meeting.
- 3) The hosting body will be responsible for providing all necessary equipment and services for the proper conducting of the play-offs and will be responsible for all costs incurred.

- 4) The hosting body must provide and where necessary, pay for the following equipment and services:
  - 1) Areas – see Hosting/Funding Policy
  - 2) Balls
  - 3) Score keeping
  - 4) Publicity
  - 5) Pre-tournament meeting location
  - 6) Post tournament social.
  - a) There must be sufficient arenas available, of reasonable quality to accommodate the number of games required the time allotted.
  - b) ABA will supply all registered referees for Provincial Championships. The AB A will be financially responsible for referee accommodation and travel to the site of the tournament.
  - c) Adequate arena staff should be provided to ensure that the ice surfaces are maintained in playable condition at all times.
  - d) One official timekeeper and one official scorekeeper must be assigned to each game in progress. Timekeepers should be knowledgeable enough about the game to ensure an accurate record of the game is maintained at all times. Each score sheet must have the final score clearly marked. Each score sheet should be turned over to the ABA delegate at the end of the each game.
  - e) The hosting body chairman must ensure that an updated record of the official draw is maintained at all times for the benefit of the participants. The official draw shall be posted in a conspicuous location, accessible to all concerned.
  - f) The hosting body will be responsible for all pre and post tournament publicity.
  - g) Once the hosting body is informed of the teams participating, they must send out information on the type of food and accommodation services available, along with the expected rates.
5. Three members from the ABA Board of Directors, designated a “Person A”, “Person B”, and “Person C”, will represent ABA at each Provincial Championship. “Person A” is the head of the delegation, “Person B” is the Championship Administrator and “Person C” is the Referee-in-Chief.
6. Application to host a Provincial Play-off should be made in writing to the ABA office and must contain at least the following information:
  - a) The number of suitable areas available for the preferred draw.

- b) Quantity and type of accommodation available, both in housing and food service. Information should include expected rates for accommodation. It is the responsibility of the leagues of teams participating in the play-off to reserve their own accommodation.
  - c) Any additional activities of event the hosting body is prepared to arrange. This might include social activities such as a banquet or dance. Hosting bodies are encouraged to provide extra activities for teams and fans.
  - d) The name of the Provincial Championship chairman and any other committee members and their phone numbers. These people would be the contact for enquiries as to accommodation, schedules, meetings, locations, etc.
7. The ABA will print and circulate the official draws, once all the necessary information is available. After that time, the participating teams/leagues and the hosting body should establish direct contact to ensure all necessary detail are available to all interested parties.
  8. The ABA will provide a keeper trophy for annual competition and suitable individual awards for members of the winning team. If the draw produces a runner-up, the ABA will also provide the members of the team with some type of individual sward.
  9. Detailed post event reports must be submitted to ABA no later than three weeks after the event has taken place.

**NOTE:** If transportation is required from hotel to arena(s) the host body should inform the teams in advance that they are responsible for obtaining this service.

### **PROVINCIAL JUVENILE TEAM PROGRAM (MALE AND FEMALE)**

OBJECTIVES:

1. To identify and develop younger, committed athletes who are willing to train on an ongoing basis towards a long term goal.
2. To select juvenile athletes, male and female, to represent Alberta at National Championships, Selection of athletes to represent Alberta at the Nationals will be made from those who attend and commit to this total program.
3. To encourage interested coaches of juvenile ages players from throughout Alberta to participate in this program as instructors and to assist in the evaluation process.

For further information on this program, contact ABA office at 780-427-6537.

## **SPORTS DEVELOPMENT PROGRAM**

The objective of the Alberta Broomball Association is to promote and develop the sport of Broomball in the Provincial of Alberta

- The Coaching and Skills programs will serve to provide coaches with the specific information needed so that they can assist all levels of athletes in the improvement of technical skills. In addition, through a sound knowledge of all aspects of coaching, they will be able to improve the performance of the teams which they are coaching.
  
- The Provincial Juvenile Team Program is geared towards Juvenile athletes willing to commit themselves to training on an ongoing basis towards a long term goal.
  
- The officiating of Broomball is a responsibility that requires not only complete knowledge of the rules, but the ability to respond quickly to any give situation in the interpretation and application of those rules. The ABA wishes to train, through its officiating programs, individuals who are dedicated to competent, in order to ensure that the sport has safe, fair and enjoyable playing environment.

For further information on any of the programs can be obtained by phoning:

ABA office .....780-427-6537