



Section # 1 - Code of Conduct

Membership in the Bow Valley Hockey Society (BVHS), and participation in its activities, bring many benefits and privileges that are balanced by member and participant responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations, and thus identifies a standard for behavior that is expected of all BVHS members and participants.

Application of This Policy

A. This Policy applies to all Members as defined in the bylaws of BVHS (“Members”) as well as any individuals engaged in activities with BVHS, including, without limitation, players, coaches, parents, and spectators (“Participants”).

B. This Policy applies to the conduct of Members and Participants at all BVHS activities, programs, and events.

C. BVHS reserves the right, and at times may be obligated to consult with, and report to Hockey Calgary any information regarding complaints filed, investigations, disciplinary hearings, and any resulting sanctions. The Bow Valley Hockey Society has the obligation to report all incidents that fall within the Maltreatment, Bullying and Harassment Section 11 of the Hockey Canada Playing Rules to Hockey Calgary and or Hockey Alberta.

D. In situations where BVHS has reported an incident to Hockey Calgary and or Hockey Alberta, the direction of the governing bodies; Hockey Calgary, Hockey Alberta and or Hockey Canada would supersede this policy and BVHS would follow the direction of the governing body in dealing with that specific incident.

E. Members have the right to submit a complaint through the Hockey Canada Independent Third Party Complaint Process at anytime.

F. The BVHS suspension policy outlines suspensions as they pertain to suspensions around game and conduct. In some situations, both policies (code of conduct and discipline policy in conjunction with the BV suspension policy) may be used to deal with an incident that has occurred.

Expected Standard of Ethical Conduct

BVHS is committed to providing an environment in which all individuals are treated with respect. All Members and Participants of BVHS are thus expected to:

A. Conduct themselves at all times in a manner consistent with the values of BVHS which include fairness, integrity, and mutual respect.

B. Demonstrate through words and actions the spirit of sportsmanship, sports leadership, and ethical conduct.

C. Avoid behaviour which brings BVHS or the sport of hockey into disrepute including but not



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limited to, abusive use of alcohol, use of non-medical / non-prescription drugs, abusive use of cannabis, and the use of performance-enhancing drugs or methods and use of alcohol and or cannabis by minors.

Always adhere to:

- BVHS's bylaws, policies, procedures, rules, regulations, and directives,
- Hockey Calgary, Hockey Alberta and /or Hockey Canada operational policies, procedures, rules and regulations,
- Rules and regulations governing any competitions, in which the member participates on behalf of BVHS,
- Rules and regulations established by the facilities in which the Member or Participant participates in any activity on behalf of BVHS,
- Any contracts or agreements executed with or by BVHS,
- Any sanction imposed by BVHS,
- Care for and respect the property and assets of BVHS,
- Refrain from engaging in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others,
- Refrain from actions and or behaviors that are in conflict of the Hockey Alberta Maltreatment, Bullying and Harassment policy under Section 11 of the Hockey Canada Playing Rules. Hockey Alberta: the governing body of the Bow Valley Hockey Society is committed to contributing to the physical, psychological, social, and spiritual health of individuals of varying abilities, backgrounds and interests. Hockey Alberta firmly believes that only when sport environments are safe and inclusive can these values be realized. Participants in Hockey Alberta sanctioned programming should have the reasonable expectation that it will be in an environment that is accessible, inclusive, and free from all forms of Maltreatment, Bullying and Harassment.

Fair Play Codes of Conduct

Fairness, integrity and respect – are the principles of fair play. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Playing fair also has to do with making choices. As we interact with each other in sport, or as spectators of sport, we must regularly consider and define what we think is right and what is not.

The Hockey Calgary Fair Play Codes of Conduct are an extension of the BVHS Expected Standard of Ethical Conduct and have been established to guide the decision-making and actions of all BVHS Members and Participants.



Hockey Calgary Fair Play Codes

PLAYERS

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will respect my teammates.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends, and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

PARENTS

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for their enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child’s team and their opponents.
- I will never question the officials’ judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children’s hockey games.
- I will respect and show appreciation for the volunteers who give their time to coach hockey for my child.

COACHES

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials, and opponents.
- I will ensure that all players get equal instruction, support, and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.



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- I will work in cooperation with officials for the benefit of the game.

OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players, or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team, coach, or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players and coaches before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials, or other spectators.

LEAGUE ORGANIZERS

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.



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- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement, and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents, and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

FAIR PLAY CODE POLICY FOR COACHES

The fair play codes are set out in Hockey Canada's booklet Safety Requires Teamwork – An information guide to Hockey Canada's Risk Management and National Insurance Programs. The fair play codes are a set of guidelines for players, coaches, parents, officials, spectators and league organizers set out to promote positive hockey experiences. Fair play is important from a developmental perspective as well as from a risk management perspective.

It is the policy of Hockey Calgary that the Fair Play Codes be followed by all member associations affiliated with Hockey Calgary including Elite Hockey, Community Hockey, Girls Hockey, and Recreational Hockey.

For the most part the fair play codes are clear. However, for coaches there is a provision, which states, "I will ensure that all players get equal instruction, support and playing time." The use of the term "equal" is generally understood. However, there is a tendency among a small minority to mis-interpret the term "equal" with "earned" or "fair" which allows for entirely different interpretations of the intentions of the fair play codes. Some individuals will acknowledge that the fair play codes apply and then claim you can shorten the bench in the last five minutes of a game, in a tight situation or in playoffs. Allowing variances in the interpretation of fair play only increases a broader degree of confusion for the rules of minor hockey.

Fair play is intended to allow all players an equal opportunity to develop their skills in Hockey. Development occurs in both practice and game situations. And within the game itself, there are different situations where each player should be afforded the opportunity to develop his or her skills, whether it is power play, penalty kill, playoffs or tournaments.

The following policy respecting ice time is intended to ensure a consistent application of the fair play codes throughout the Hockey Calgary network with an emphasis to ensure all players are provided equal opportunity to develop his or her hockey skills in every game situation. The policy applies to Elite Hockey, Community Hockey, Girls Hockey, and Recreational Hockey.



FAIR PLAY POLICY RELATING TO COACHES

The head coach is responsible for allocating more or less playing time to players in any particular game but should ensure that over two to three games the playing time per athlete member is relatively equal. This includes all games and practices, home or away, exhibition, regular season, playoff or tournament. This policy applies to all levels of hockey administered under Hockey Calgary including Elite Hockey, Community Hockey, Girls Hockey, and Recreational Hockey.

The following policies should be reviewed and followed by all coaches and the principles of fair play openly communicated by Hockey Calgary to all of its member associations and directors.

Goalies

A regular rotation for goalies should be strived for throughout the hockey season that will result in an equal number of games played by each team goalie. The rotation is subject to changes in the event of injuries or sickness or suspension.

Rotations should strive to ensure equal number of games played within League, Playoff, Minor Hockey Week, Exhibition and Tournament Play.

Players

A regular rotation of players should be strived for at their playing position throughout a game including powerplay and penalty killing, noting that the game includes the last five minutes and overtime. Each team should designate playing positions; defense, left wing, right wing, centre and no team should have a dis-proportionate number of designated forwards for a game (i.e. if there are five left wingers and three right wingers, one of the left wingers should become a right winger). If there are ten forwards and five defencemen, then one of the forwards should play defence.

For those coaches wishing to utilize a special teams unit for either power play or penalty killing, those coaches, as a tool for themselves, should establish a listing (Special Teams Log) of their designated units for each five game (or shorter) rotation. Such listing to show each player receiving an equal participation on those designated units. It is recommended that those listings be kept by the coach for the duration of the season.

Coaches choosing not to maintain a Special Teams Log should not utilize a separate power play or penalty killing unit for games. The power plays or penalty killing lines should simply be the next line in the regular rotation.



U21 B & C Team Rosters

U21 B or C teams with rosters in excess of the maximum allowable playing positions should establish a rotation of players that will be required to sit out of the line-up in those situations where healthy scratches are required. The rotation should result in all players taking a turn as a healthy scratch if a sufficient number of healthy scratches are required.

Affiliates

Teams are encouraged to bring up affiliated goalies in order to ensure the team has a back-up goalie for each game. It is the coach's discretion as to whether an affiliate goalie plays or not, however, in extended situations where an affiliate is required, the regular team goalie should not receive less game time than what the regular rotation would have provided.

If a team chooses to bring up an affiliate it is recommended teams do not bring up a positional player that creates a contingent at each position greater than 6 defenseman or 9 forwards, respectively.

Teams must recognize Hockey Calgary Affiliation Rules outlined in Community, Elite, Female, and Recreational Hockey sections restricting the number of affiliations and ensuring not to increase the team size to greater than the team roster.

Player Discipline

Coaches should use discretion to sit a player for the first period, or portion thereof, of a game in the event a player has developed a habit of missing practices within a set reasonable limit or arriving late for games. The requirements to sit a player should be documented and if repeated occurrences are considered necessary, the reasons should be reported to the teams' hockey association.

Coaches should have the discretion to sit a player for a period, or portion thereof, for objectionable conduct of the player (Swearing, inappropriate hits).

All coaches wishing to implement "team rules" should submit those "team rules" to their member association for approval. "Team Rules" should be reasonable and respect the varying needs of all players.

Fair Play Discipline

Every Hockey Calgary member association should have a Director responsible for games and conduct. All parent's or player's that feel that the fair play codes for their team are not being adhered to are encouraged to discuss their concerns with the coach on a private basis.



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Should the concerns of the parent or player not be addressed or satisfied then the parent or player should feel comfortable reporting such non-compliance to the Director responsible for their associations Game and Conduct.

Each member association should establish internal policies and procedures to ensure full compliance with the fair play policies. Only after an individual has exhausted all avenues of appeal within their member association, should that individual raise such issues with Hockey Calgary.

Failure to Comply

Failure by a Member or Participant to comply with the expected standard of conduct set out above constitutes an infraction and may result in disciplinary action and the imposition of a sanction in accordance with the BVHS policy on discipline, see section 2 [Discipline Policy] of this Manual.

Application of this Policy

A. This Policy applies to all Members as defined in the bylaws of BVHS (“Members”) as well as any individuals engaged in activities with BVHS, including, without limitation, players, coaches, parents, and spectators (“Participants”).

B. This Policy applies to the conduct of Members and Participants at all BVHS activities, programs, and events.

Types of Infractions Under the BVHS Code of Conduct and Disciplinary Policy:

A. Breach of BVHS Code of Conduct

Failure by a Member or Participant to comply with the expected standard set out in the BVHS Code of Conduct constitutes an infraction and may result in disciplinary action and the imposition of a sanction. Infractions will be reviewed and decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within the regulations of a hockey governing body, or within a contract or other formal written agreement, takes precedence.

B. Minor Infractions

Minor Infractions are single incidents of failing to comply with the expected standards of conduct that generally do not result in harm to others, to BVHS or to sport. Examples of minor infractions include, but are not limited to:

C. Single instances of un-sportsmanlike conduct.

A. Single instances of disrespectful comments or behavior directed towards others.

B. Single instances of being late for, or absent from, BVHS events and activities at which attendance is expected or required.



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C. Single instances of non-compliance with the bylaws, policies, rules, regulations, and directives of BVHS.

Major Infractions

Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result in harm to other persons, to BVHS or to the sport.

Examples of major infractions include, but are not limited to:

- Repeated minor infractions.
- Repeated on-ice infractions as per Hockey Canada rules of a BVHS player or team official.
- Intentionally damaging BVHS property or improperly handling BVHS monies.
- Pranks, jokes, or other activities that endanger the safety of others.
- Activities or behavior which interfere with the organization of competition or with any player's or team's preparation for a competition.
- Deliberate disregard for the bylaws, policies, rules, regulations, and directives of BVHS.
- Conduct that intentionally damages the image, credibility, or reputation of BVHS.
- Behavior that constitutes bullying, harassment, abuse, hazing or any other infraction as per the BVHS Abuse and Harassment Policy as well as the Hockey Alberta Maltreatment, Bullying and Harassment Policy under section 11 of the Hockey Canada Playing Rules
- Abusive use of alcohol, abuse of cannabis, any use of alcohol and or cannabis by minors, use of illicit drugs and narcotics, or use of banned performance-enhancing drugs or methods.

Reporting an Infraction

- a. Any individual (the Complainant) may report to the President and or Director of Discipline of BVHS a complaint of an infraction by a member or Participant (the Respondent). Such a complaint must be in writing and must be made within 14 days of the alleged infraction. For the purposes of this Section, a "Representative" is any person in a responsible volunteer or staff position within BVHS.
- b. Upon receiving a complaint, the President and or Director of Discipline will provide it directly to the BVHS Discipline Committee which may or may not include the Manager of Hockey Operations.
- c. The President and or Director of Discipline (or designate) may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, or removal of the Participant, pending investigation, a hearing, and a disciplinary decision.



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- d. Upon receiving a complaint, the President and Director of Discipline (or designate) will review the complaint and may:
 1. Dismiss the complaint if he or she considers it to be trivial or vexatious.
 2. Determine that the complaint does not fall within the jurisdiction of this policy and refer it to the appropriate body having jurisdiction.
 3. Determine that the matter relates to a conflict within a Team or between BVHS teams and has not first been addressed using the Team Conflict Resolution process (see BVHS conflict resolution guide) whereupon the President may refer the matter to the Complainant's Team Designate for resolution pursuant to that policy.
 4. Direct that the infraction be dealt with informally as a minor infraction.
 5. Refer the matter to the Discipline Committee to be dealt with formally as a minor infraction; or
 6. Refer the matter to the Discipline Committee to be dealt with formally as a major infraction.

Disciplinary Procedures

All informal disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member or Participant involved: this person may include, but is not restricted to, a coach, official, director, officer, volunteer, or staff member.

When assigned by the President or Director of Discipline to informally address a complaint of a minor infraction, the appropriate person having authority over the Member or Participant involved shall:

1. Determine if an investigation is required to ascertain whether an infraction has in fact occurred,
2. If deemed necessary, conduct a fair and impartial investigation of the matter, and provide a written report of investigation findings to the Complainant, the Respondent, and the President
3. Upon the facts of the case as originally presented, or upon the results of an investigation, determine if an infraction has in fact occurred,
4. Where it is determined that an infraction has occurred, decide the appropriate disciplinary sanction, and issue a written decision to the Complainant, the Respondent, and the President.
5. Where it is determined that an infraction has not occurred, obtain the President's concurrence, then advise the Complainant and Respondent that the complaint has been dismissed, with reasons.
6. Where a disciplinary sanction has been imposed, coordinate the application of the sanction with other BVHS representatives as necessary, and monitor compliance by those upon whom the sanction has been imposed.



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7. The Discipline Committee shall deal with all complaints of major infractions within the jurisdiction of this policy and may deal with complaints of minor infractions if directed by the President.
8. Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.
9. The Discipline Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, a hearing based on written submissions, or a combination of these methods.
10. The Member or Participant will be given reasonable notice of the format as well as day, time, and place of the hearing; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee. The Discipline Committee does not and will not share a copy of the complaint prior to the hearing. The complaint will be made available at the hearing for review.
11. After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member or Participant, the complainant, and the President.
12. Where the conduct being reviewed by this policy is of a sensitive nature, BVHS will keep all proceedings under the policy confidential, except where disclosure is ordered as part of the sanction, is required by law, or is in the best interests of the public.
13. In fulfilling its duties, and with the approval of the Executive Committee, the Discipline Committee may obtain independent advice.



Section # 3 - Disciplinary Sanctions

1. Minor Infractions

Penalties for minor infractions may include a verbal warning, written warning, request for an apology, service, or other voluntary contribution to BVHS, removal of certain privileges of membership for a designated period, and/or removal from the current activity.

2. Major Infractions

The following are examples of disciplinary sanctions that may be applied where it is found that a major infraction has occurred:

- Verbal or written warning,
- Require a verbal or written apology,
- Service or other voluntary contribution to BVHS,
- Removal of certain privileges of membership,
- Suspension from certain BVHS events or activities,
- Suspension from all BVHS activities for a designated period,
- Expulsion from membership, and/or
- Publication of the disciplinary sanction.

It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented in order of severity. Any suspensions given will apply to all teams the participant is involved with.

Section # 4 - Appeals Policy

This policy identifies the procedures to be followed when a Member or Participant wishes to appeal a decision made by an official of BVHS.

Application of this Policy

This Policy applies to all Members as defined in the bylaws of BVHS, as well as any individual participant engaged in activities with BVHS, including, without limitation, coaches, players, parents, and spectators.

Timing of the Appeal

An individual who wishes to appeal a decision (“Appellant”), shall have 72 hours from the time they received notice of the decision, to submit the following: written notice of their intention to appeal;



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detailed reasons for the appeal, and an appeal fee of \$250.00. All are to be submitted directly to the President of BVHS.

Any consideration of an appeal after the 72-hour window has closed will be at the sole discretion of the President, or designate.

Grounds for Appeal

Appeals may only be heard if sufficient grounds exist surrounding the decision-maker or decision made (irrespective of the events precipitating the decision), as detailed below:

1. Decision-maker did not have authority or jurisdiction as set out in BVHS's governing documents, to make such a decision.
2. Decision-maker failed to follow procedures as laid out in the bylaws or approved Policies of BVHS, in making the decision.
3. The decision was influenced by bias.
4. Decision-makers exercised their discretion for an improper purpose; or,
5. The decision made was grossly unreasonable.

Screening of Appeal

1. Within 72 hours of receiving the notice of appeal, the President shall decide if the appeal constitutes sufficient grounds as set out in section 3.3. If the President is not available, a member of the Executive Committee and or Director of Discipline will be designated to perform this function.
2. If the appeal is denied due to insufficient grounds, then written notice shall be provided to the Appellant, and the \$250 Appeal fee returned.
3. This decision is at the sole discretion of the President or the President's designate and may not be appealed.

Appeals Panel

Should the President find sufficient grounds to proceed, then he/she shall appoint an Appeals Panel (the 'Panel') within 7 days of having received the original notice of appeal.

The Panel will be comprised of 3 people who have no personal relationship or common interest with the affected parties and are free of any actual or perceived bias or conflict surrounding the Appeal.

The Panel's members shall select from themselves a Chairperson who will be authorized to arrange all preliminary matters of the appeal (i.e.: date and location of the hearing; deadline for exchange of documents, clarification of issues in dispute; procedural matters; order and procedure of hearing;



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remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings).

All affected parties may be notified of these preliminary matters via email by the Chairperson.

Procedure for the Appeal

The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:

1. The hearing is held within 7 days of the Panel's appointment.
2. All affected parties are given 5 days' notice of the hearing (date, location, time)
3. The hearing will be held in person, within the geographic boundaries of BVHS.
4. Written documents to be considered by the Panel must be submitted by the affected parties, at least 2 days in advance of the hearing. These may be submitted by email to the Chairperson, for further distribution to the Panel.
5. Affected parties may be accompanied by 1 other person (advisor/counsel) who will not address the Panel directly.
6. There shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties; and
7. Decisions shall be by majority vote, where the Chairperson carries one vote.

Appeal Decision

The Panel shall issue its written decision, with specific explanation, within 72 hours of the conclusion of the hearing; via email, to all parties and to the President.

The Panel may decide as follows:

1. To void or confirm the decision being appealed.
2. To vary the decision, where it is found that the decision-maker was unable to make a reasonable decision for reasons which could include but are not limited to lack of clear procedure, lack of time, or lack of neutrality. (The Panel will have no greater authority than the original decision-maker when changing a decision).
3. To refund the appeal fee, in whole or in part. (Fees not returned will be deposited with BVHS and incorporated into the operating budget.)



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Appeal Referral of Dispute and Jurisdiction

Any party wishing to appeal the decision of the Panel based on grounds such as those detailed in section 4 of this policy, may refer to Hockey Calgary to be reviewed in accordance with its appeal procedures. For all other matters, the decision of the BVHS Appeal Panel is final and binding.

This Policy shall be governed in accordance with the laws of Alberta.

No action or legal proceeding shall be brought against BVHS in respect to a dispute, unless BVHS has refused or failed to abide by the provisions for appeal, as set out in this policy.