

# KELOWNA MINOR HOCKEY



## POLICIES & PROCEDURES

*EFFECTIVE: SEPTEMBER 7, 2021*

<b>1</b>	<b>INTRODUCTION .....</b>	<b>6</b>
1.1	MISSION STATEMENT .....	6
1.2	OBJECTIVES .....	6
1.3	REVISION PROCEDURES.....	6
1.4	TRANSPARENCY & ACCOUNTABILITY.....	6
<b>2</b>	<b>KMHA.....</b>	<b>7</b>
2.1	OPERATING RULES.....	7
2.2	MEMBERSHIP .....	7
2.3	FAIR PLAY .....	7
2.4	CODE OF CONDUCT .....	7
2.5	DELIVERY .....	12
<b>3</b>	<b>EXECUTIVE STRUCTURE.....</b>	<b>12</b>
3.1	INTRODUCTION .....	12
3.2	COMPOSITION.....	12
3.3	GENERAL CONDUCT .....	12
3.4	GUIDELINES FOR DIRECTORS.....	13
<b>4</b>	<b>REGISTRATIONS .....</b>	<b>14</b>
4.1	PARTICIPATION .....	14
4.2	FEES & REFUNDS .....	15
4.3	TRANSFERS.....	16
<b>5</b>	<b>FINANCIAL GUIDELINES.....</b>	<b>16</b>
5.1	GENERAL GUIDELINES .....	16
5.2	SPONSORSHIP .....	16
5.3	NSF CHEQUES.....	17
5.4	GIFT CARDS .....	17
<b>6</b>	<b>COMMUNICATIONS .....</b>	<b>17</b>
6.1	TEAMSAP & WEBSITE.....	17
6.2	CORRESPONDANCE .....	17
6.3	MEDIA .....	17
6.4	LETTERHEAD.....	18
6.5	LOGO.....	18
6.6	MEETING SPACE .....	18
6.7	RESOURCES .....	18
<b>7</b>	<b>RISK MANAGEMENT .....</b>	<b>18</b>
7.1	INSURANCE .....	18
7.2	HOCKEY CANADA SAFETY PROGRAM .....	19
7.3	PROTECTIVE EQUIPMENT.....	20
7.4	MEDICAL INFORMATION .....	20
7.5	MEDICAL CONDITIONS .....	21
7.6	INJURED PLAYERS.....	21
7.7	REPORTING INJURIES.....	22
7.8	DRESSING ROOM ETIQUETTE .....	22
7.9	DRESSING ROOM POLICY.....	22

7.10	FACILITIES DAMAGE .....	24
7.11	ANTI-THEFT TIPS.....	25
7.12	PHOTOGRAPHERS/MEDIA.....	25
<b>8.</b>	<b>PARENT/VOLUNTEER REQUIREMENTS .....</b>	<b>25</b>
8.1	HOCKEY CANADA AND BC HOCKEY REQUIREMENTS .....	25
8.2	PARENT/GUARDIAN INVOLVEMENT.....	27
8.3	PARENT/GUARDIAN MEETINGS.....	27
8.4	MINOR OFFICIATING (TIME/SCORE KEEPING) .....	28
8.5	LENGTH OF GAMES .....	29
<b>9</b>	<b>GENERAL GUIDELINES.....</b>	<b>29</b>
9.1	COACHES & OFFICIALS.....	29
9.2	GAME SHEETS .....	30
9.3	COACH DEVELOPMENT .....	30
9.4	SPECIAL EVENT SANCTIONS.....	30
9.5	DRYLAND TRAINING .....	31
9.6	PERMISSION TO TRAVEL.....	31
9.7	TEAM TRAVEL.....	31
9.8	KMHA CLOTHING RULES.....	32
9.9	SPONSORSHIP .....	33
9.10	LEAGUE ICE ALLOCATION .....	33
<b>10</b>	<b>OFFICIALS' POLICY.....</b>	<b>34</b>
10.1	GENERAL GUIDELINES .....	34
10.2	TRAINING .....	35
10.3	OFF-ICE (MINOR) OFFICIALS .....	35
<b>11</b>	<b>PROGRAM GUIDELINES – RECREATIONAL LEAGUE .....</b>	<b>36</b>
11.1	INTRODUCTION .....	36
11.2	GENERAL GUIDELINES .....	36
11.3	PLAYER EVALUATIONS.....	37
11.4	PLAYER EVALUATION PROCESS .....	37
11.5	OBJECTIVES OF PLAYER EVALUATION PROCESS .....	37
11.6	REC TEAM SELECTION.....	38
11.7	PLAYER MOVEMENT .....	38
11.8	APPEALS.....	39
11.9	GOALIE .....	39
11.10	PRACTICES.....	39
11.11	TEAM PLAY ACROSS DIVISIONS .....	39
11.12	ICE TIME .....	39
11.13	TEAM UNIFORMS/CLOTHING .....	40
11.14	TEAM DESIGNATIONS.....	40
11.15	COACH SELECTION PROCESS – RECREATIONAL TEAMS.....	40
11.16	DIVISIONAL PROGRAMMING.....	41
11.17	U7 & U9 (CROSS ICE) PROGRAM .....	41
11.18	U11 PROGRAM .....	41
11.19	GENERAL PROGRAMMING .....	42
11.20	TOURNAMENTS.....	42

11.21	DISCIPLINE.....	43
11.22	SERVING OF SUSPENSIONS.....	43
11.23	SPRING TEAMS .....	44
11.24	STATS AND STANDINGS.....	44
11.25	TEAM FUNDRAISING (RECREATIONAL) .....	45
<b>12</b>	<b>DEVELOPMENT &amp; REPRESENTATIVE TRY-OUT GUIDELINES.....</b>	<b>45</b>
12.1	INTRODUCTION .....	45
12.2	EVALUATION PROCESS .....	45
12.3	ATTENDANCE/INJURY DURING TRYOUTS.....	45
12.4	THE DEVELOPMENT/REPRESENTATIVE TRYOUT PROCESS .....	46
12.5	U11 DEVELOPMENT .....	47
12.6	U11 DEV TRYOUT PLAN & CALENDAR .....	47
12.7	GOALIE EVALUATIONS.....	48
12.8	GAMES DURING TRYOUTS .....	48
12.9	PLAYER PLACEMENT DECISIONS & FEEDBACK .....	48
12.10	PLAYER PLACEMENT NOTIFICATION.....	49
12.11	U13 REPRESENTATIVE TEAMS.....	49
12.12	U13 REP TRYOUT PLAN & CALENDAR.....	49
12.13	GOALIE EVALUATIONS.....	50
12.14	GAMES DURING TRYOUTS.....	51
12.15	PLAYER PLACEMENT DECISIONS & FEEDBACK .....	51
12.16	PLAYER PLACEMENT NOTIFICATION.....	51
12.17	U15 REPRESENTATIVE TEAMS.....	51
12.18	U15 REP TRYOUT PLAN & CALENDAR.....	51
12.19	GOALIE EVALUATIONS.....	52
12.20	GAMES DURING TRYOUTS.....	54
12.21	PLAYER PLACEMENT DECISIONS & FEEDBACK .....	54
12.22	PLAYER PLACEMENT NOTIFICATION.....	54
12.23	U18 REPRESENTATIVE TEAMS.....	54
12.24	U18 REP TRYOUT PLAN & CALENDAR.....	54
12.25	GOALIE EVALUATIONS.....	55
12.26	GAMES DURING TRYOUTS.....	55
12.27	PLACEMENT DECISIONS & FEEDBACK PLAYER .....	55
12.28	PLAYER PLACEMENT NOTIFICATION.....	55
12.29	FEMALE REPRESENTATIVE TEAMS.....	56
12.30	FEMALE REP TRYOUT PLAN & CALENDAR .....	56
12.31	GOALIE EVALUATIONS.....	56
12.32	GAMES DURING TRYOUTS.....	56
12.33	PLAYER PLACEMENT DECISIONS & FEEDBACK .....	56
12.34	PLAYER PLACEMENT NOTIFICATION.....	57
<b>13</b>	<b>PROGRAM GUIDELINES - REPRESENTATIVE LEAGUE.....</b>	<b>58</b>
13.1	PHILOSOPHY, VALUES & EXPECTATIONS .....	58
13.2	GENERAL GUIDELINES .....	59
13.3	TEAM STAFF COMPLEMENT .....	61
13.4	TEAM STAFF POSITIONS .....	65
13.5	AFFILIATION .....	70
13.6	ICE ALLOCATION.....	73

13.7	TEAM FINANCIALS .....	74
13.8	DRESS CODE .....	78
13.9	REPRESENTATIVE HOME TOURNAMENT GUIDELINES .....	79
13.10	DISCIPLINE.....	80
<b>14</b>	<b>APPENDICES.....</b>	<b>82</b>
14.1	DIRECTOR DUTIES AND RESPONSIBILITIES.....	82
14.2	DUTIES OF RECREATIONAL DIVISION DIRECTORS .....	84
14.3	DUTIES OF RISK MANAGER .....	84
14.4	DUTIES OF REFEREE IN CHIEF (RIC).....	85
14.5	DUTIES OF FEMALE DIRECTOR.....	85
14.6	DUTIES OF THE ADMINISTRATOR(S) .....	85
14.7	DUTIES DIRECTOR OF HOCKEY DEVELOPMENT.....	87
	OATH OF OFFICE & CONFIDENTIALITY .....	88
	KMHA CODE OF CONDUCT.....	89
	BC HOCKEY CODE OF CONDUCT .....	90
	FAIR PLAY.....	90
	LIST OF ACRONYMS .....	90

# **1 INTRODUCTION**

## **1.1 MISSION STATEMENT**

The Kelowna Minor Hockey Association's (KMHA) primary goal is to foster, improve and perpetuate the playing of the game of hockey and to encourage sportsmanship, teamwork and team participation, parental support of and enjoyment of the game of hockey by all participants and members of KMHA in the City of Kelowna. KMHA is committed to not only providing hockey programs for our members but also providing our players an opportunity to become leaders in our community. Service opportunities will be provided by KMHA to our players/teams each season. We pledge to do our part in developing not only great hockey players for life but great citizens.

## **1.2 OBJECTIVES**

It is the purpose of the Policy Manual to guide those who are responsible for the operating needs of minor hockey teams registered with KMHA. This manual will also serve as a resource document for our members including players, coaches, parent/guardians, volunteers, officials and community members with an interest in minor hockey and KMHA. The duties and responsibilities of KMHA Board of Directors (the Board) are outlined in KMHA Constitution & Bylaws as well as in this manual. Contradictions between this manual and KMHA Constitution & Bylaws, should they exist, shall be resolved by reference to the Constitution & Bylaws.

## **1.3 REVISION PROCEDURES**

Executives of KMHA will meet in July of every second year (odd number years), or at the discretion of the Board, and convene a Policy Review & Strategic Planning Session. The purpose of this meeting will be to review the Policy Manual and any proposed revisions. Any significant changes in the manual will be communicated to the membership through the KMHA website and/or via the KMHA Annual General Meeting.

Any member wishing to initiate a revision to the Policy Manual may do so by providing a copy of the proposed revision to the KMHA President by January 15<sup>th</sup>. The KMHA President is obliged to present proposed revisions to the Executives by way of a notice of motion, however, is not obliged to support the motion.

## **1.4 TRANSPARENCY & ACCOUNTABILITY**

### **a) RECOGNITION CLAUSE**

The Executive Committee/Board of Directors are the democratically elected representatives of the members KMHA and as such are expected to act in the best interest of KMHA members and players.

### **b) DUTY TO COMMUNICATE**

Individual Executive Committee members are expected to respond to reasonable questions and inquiries from the members in regard to policy interpretation and implementation in a timely fashion. All members of KMHA are encouraged to discuss policy in an open and constructive manner.

### c) PAID STAFF

All paid staff positions shall be reviewed every March. Contract staff positions shall be reviewed two months prior to the expiry date of the contract. The term of the contract shall not exceed forty-eight (48) months.

## **2 KMHA**

### **2.1 OPERATING RULES**

KMHA shall operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH) and the Okanagan Mainline Hockey Association (OMAHA) as well as the Policies set out in this manual.

### **2.2 MEMBERSHIP**

Membership in KMHA includes all registered players, coaches, management staff, officials, volunteers and Executive members. For the purposes of the Annual General Meeting, voting members of KMHA include one designated parent or legal guardian of a player enrolled for participation in the minor hockey programs offered by KMHA, a Director of KMHA or a person appointed by KMHA who is over the age of 18 years and designated as a volunteer of KMHA. The member is limited to one vote with the exception that a family with more than one player enrolled for participation in the programs offered by the MHA may have a maximum of 2 votes in the event that both parents or legal guardians are in attendance.

### **2.3 FAIR PLAY**

Fair Play is a program to enhance and promote safety, respect and fun for all participants. The Fair Play Program focuses on the premise that minor hockey programs are designed for the enjoyment of the player. Fair Play does not change any rules of the game.

[www.kelownaminorhockey.com/fair-play/](http://www.kelownaminorhockey.com/fair-play/)

### **2.4 CODE OF CONDUCT**

#### **a) GENERAL GUIDELINES**

KMHA has developed a Coach Code of Conduct which all coaches will sign and adhere to. KMHA requires all its member players, coaches, management staff, officials, volunteers, and parent/guardians sign the current BC Hockey Code of Conduct at time of Registration. Any breach may be referred to the Conduct Committee.

The minimum Code of Conduct for all members of KMHA is set out in the applicable Fair Play Code. In addition, all coaches, managers, officials and all other members including; parents, guardians, bus drivers, other team officials, volunteers and Executive members acting in any official capacity on behalf of a team, are required to be Coach 'Respect in Sport' certified. KMHA members acting in an official capacity on behalf of a team at a KMHA sanctioned event or other event under the jurisdiction of KMHA, are prohibited from the use of profanity, alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes and vapors. Members found in violation of any KMHA expectation with respect to conduct will be subject to disciplinary action imposed by the Conduct Committee.

Discipline and sanctions imposed may include, but are not limited to verbal warning, written warning, suspension for several games or weeks, expulsion, or some combination of the above. It is at the discretion of KMHA Conduct Committee whether to impose immediate suspensions depending on the nature of the infraction or grievance. Immediate suspensions deemed necessary will be followed up within seven (7) days. KMHA is committed to ensuring that all members conduct themselves in a manner consistent with the mission and values of KMHA.

In the best interests of all KMHA athletes, the use of alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes and vapors are prohibited during all practices and games, and there will be no tolerance for substance abuse at or in association with any KMHA sanctioned event. KMHA team staff and other members acting in an official capacity for a team who are responsible for the care and supervision of children athletes, will not consume any substances that may impair their judgement or ability to supervise and care for members on the team.

For KMHA members not acting in an official capacity on behalf of a team, the consumption or use of any alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes or vapors at any other KMHA related event like; out-of-town travel, tournaments, fundraisers, in hotels and restaurants, or other similar events, must be done in accordance with applicable Federal and Provincial law, and in a responsible manner. All KMHA members will be accountable for ensuring that their behavior is appropriate and aligned with KMHA Mission, Values and Codes of Conduct all KMHA related events.

All players, coaches, managers, officials and members, including parent/guardians, bus drivers, other team officials, volunteers, and Executive members shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the HC, BCH, and/or OMAHA Rules & Regulations, or KMHA Policy will result in disciplinary action.

All coaches, managers, staff, Executive members, and potential volunteers of KMHA including parent/guardians, bus drivers, and other team officials in direct contact with players, must submit to a "Criminal Record Check" through the RCMP. These forms are available on the KMHA website and are required to be renewed every three (3) years.

[www.kelownaminorhockey.com/criminal-record-check/](http://www.kelownaminorhockey.com/criminal-record-check/)

#### b) ABUSE OF AN OFFICIAL

There will be a **Zero Tolerance** policy on abuse of an official either before, during or after a game. When the abuse of an official is reported it will first be reviewed and validated by the Executive board to determine the validity of the report and if a resolution can be found. There will be a minimum 14-day suspension from all games and practices after a validated report of abuse has been filed, until a resolution is reached. If it is deemed necessary, a further suspension may be handed out based on the severity of the incident(s).

#### c) BULLYING & HARASSMENT

KMHA recognizes that bullying and harassment, while at its extreme is easy to discern, has a subjective element resulting from individual interpretations of what may constitute and be perceived as bullying and harassment. Bullying and harassment are behaviour, by an individual or group towards another, which are known or should have been known to be insulting, intimidating, humiliating, malicious, degrading or offensive. Bullying and harassment create negative and uncomfortable feelings for an individual or group to which it is directed and can instill feelings from discomfort and embarrassment to fear for one's safety. Bullying and harassment can take many forms whether physical, verbal, sexual or emotional and most often involves a combination of these elements. A defining characteristic of bullying and harassment is that it usually takes place where one person is in



a position of power over another or has the trust of the other and subsequently abuses that power. Intentions are of no consequence; it is the perception of the behavior that is most critical.

Types of behaviour that constitute bullying and harassment include but are not limited to (for expanded list see BC Hockey description):

- Unwelcome jokes, innuendo or teasing with respect to a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermined self-esteem and diminish performance.
- Practical jokes which cause awkwardness or embarrassment, endanger individual safety, or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching or unwelcome flirtation, sexual advances, requests or invitations, where, in the case of minor children is defined as abuse under Child Protection Legislation.
- Any form of hazing or physical assault, where, in the case of minor children is defined as abuse under the Child Protection Legislation. All of the above include verbal or written remarks and/or threats and extend to any social media environment.

It is the responsibility of all KMHA members to report any form of abuse, bullying or harassment to KMHA Executive immediately. KMHA Conduct Committee will ensure matters are treated confidentially and shall seek counsel of the RCMP, local police, Child Protective Services or other services and agencies if necessary.

KMHA has zero tolerance for bullying & harassment, including the use of social media. It is treated very seriously as we are obligated to provide a safe environment for everyone. This includes an environment free from inappropriate behavior such as shouting, verbal abuse, intimidation, swearing, threats and physical violence. Further to this, the standards of conduct outlined in the Fair Play code of conduct clearly outlines the expected behaviour.

If it is determined through an investigation that a member is bullying and/or harassing another member of KMHA, the discipline will at a minimum include:

- First violation will result in a minimum seven (7) day suspension from all team and KMHA events.
- Second violation will result in a minimum two-week (14 day) suspension from all team and KMHA events.
- Third violation will result in a minimum one year suspension from all team and KMHA events and may result in an indefinite suspension from team and KMHA events.
- Based on the results of the investigation and review by the Conduct Committee any incident of bullying and/or harassment may result in a permanent suspension from KMHA.

It is important for everyone to document any encounter right away where there is suspected bullying and/or harassment to ensure that the details are captured. If you find that you are in a position when you think that a behaviour is inappropriate and requires further action, please contact your Division Director, Manager, and/or KMHA Executive.

Examples of inappropriate use of social media:

- Personal contact or confidential information must not be posted on social media. This includes other participants of BC Hockey.
- Once something has been posted to social media it will be recognized as a public comment.
- Social Media is now considered the same as all other forms of media.
- Do not use words or expressions that could be interpreted as racist, sexist, or prejudicial.

- Do not bully, harass or make threats against players, officials or coaches.
- Do not use photographs, video or comments promoting negative influences or criminal behavior.
- Do not post inappropriate pictures. Posted pictures can be taken out of context and reproduced on other websites.
- Controversial posts and pictures may negatively impact a team's ability to obtain sponsorships.
- Violations of the outlined guidelines that are reported to BC Hockey will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws.

d) TEAM & PLAYER DISCIPLINE

KMHA and coaches are responsible for the discipline of the players on their team. A coach may suspend a player for one ice time for a violation of team rules. When a player is assessed a Gross Misconduct or Match Penalty, automatic minimum suspensions as set out by BC Hockey will be applied. Coaches must ensure that suspensions assessed by BC Hockey or KMHA are fulfilled.

e) GRIEVANCES

All grievances must be submitted to KMHA Executive in writing, the 24-Hour Rule applies and will be strictly enforced. Grievances submitted within 24 hours, will not reviewed and must be resubmitted after the expiration of 24 hours. Continued violation of the 24 hours may result in discipline

Many issues related to conduct are most appropriately dealt with informally between the parties. KMHA will assist by appointing a mediator to facilitate the information resolution of a grievance if both parties consent.

Upon completion of the grievance discussions, the applicant will be informed if the grievance will or will not proceed to a Conduct Committee as a formal complaint.

f) FORMAL COMPLAINTS

The Executive shall appoint a Conduct Committee, consisting of three (3) members of the Executive including a Vice President and two other executive members, of which one may be the Division Director of the division involved, providing there is no conflict of interest. The Conduct Committee will oversee the conduct of members of KMHA. When the conduct of a member of KMHA results in a formal complaint, the following will apply:

- Notwithstanding any other provisions in KMHA's policies, all complaints and allegations received from members will be treated as private and confidential. While the details of a complaint or allegation may be shared with the individual in question, any personally identifiable information about the complainant will be redacted. Disclosure of such information will be limited to the Board of Directors and relevant committees as necessary for review and resolution
- Immediate temporary suspensions may be imposed by the Conduct Committee.
- The Conduct Committee will provide the individual who is the subject of the complaint with a written description of the complaint.
- The individual who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Conduct Committee, the hearing shall be recorded in the interests of all parties.
- The Conduct Committee will set a date for a hearing, which shall be agreed to by both parties, within a reasonable timeframe after the receipt of the written complaint; the individual who is the subject of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint. Failure to do so will result in immediate suspension until the Conduct

Committee Review.

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- The Conduct Committee shall strive to provide a decision in writing within a reasonable timeframe, to both the complainant and the subject of the complaint. The documentation will be kept on file in the KMHA office.
- The Conduct Committee shall notify Division Directors of results and/or status of the process.

g) APPEAL OF DECISIONS

Should the member whose conduct was the subject of a complaint, or the person making the complaint, wish to have the Conduct Committee's decision reviewed, the following will apply:

- A written request for review shall be delivered to the KMHA President within seven (7) days of the notice advising of the ruling.
- The request for review shall specify the basis on which the Conduct Committee's decision is believed to be incorrect.
- The request for review shall be accompanied by a \$50 review fee.
- The President shall refer the matter to an independent three (3) member Appeals Committee.
- The original written complaint, the Conduct Committee's written decision and the request for review shall be forwarded to the Appeals Committee.
- The appeal shall be dealt with by the Appeals Committee within ten (10) days. If the ruling is affirmed, the fifty (50) dollars is retained by KMHA. In all other cases, the fifty (50) dollars will be returned.
- The Appeals Committee shall provide up to thirty minutes of meeting time for either party requesting the review to present their case.
- The Appeals Committee shall render its decision by motion; a majority vote of the Appeals Committee will be sufficient to uphold the decision or alternative motion.
- The decision of the Appeals Committee shall be final and binding on all parties but may be appealed to BC Hockey.
- Grounds for appeal shall include:
  - A suspension is too long; or
  - New evidence that hadn't been brought to the attention of the initial Conduct Committee is brought forward.

h) CONDUCT OF EXECUTIVE MEMBERS

When the conduct of a member of the Executive is subject to a formal complaint, they may be required to step down from the Executive at the discretion of the President, including any committee involvement, until the complaint is resolved. This will not preclude the KMHA President from convening an urgent meeting with the Executive, should they consider it advisable. If the President is the subject of a formal complaint, the complaint shall be referred to a member of the Executive.

i) CONFLICT OF INTEREST

No coach, manager, player, official or Executive member shall be eligible to vote with respect to any financial request, protest or suspension involving a team, league or association with which that individual is associated or has a real or perceived conflict of interest. In addition, they shall not be eligible to serve on any special committee investigating such matters. When a conflict of interest arises, the individual shall immediately notify KMHA President and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members will be asked to remove themselves from the discussion. Fair Play conduct will always be expected. If the President is the subject of a conflict of interest, a member of the Executive shall act in their place.

## 2.5 DELIVERY

The responsibility for maintaining the spirit and intent of HC, BCH and/or OMAHA Rules & Regulations, and KMHA Policies rests with:

- i. KMHA Executive
- ii. Division Directors
- iii. Officials
- iv. Coaches
- v. Parent/Guardians of all players registered with KMHA
- vi. Players

## 3 EXECUTIVE STRUCTURE

### 3.1 INTRODUCTION

In accordance with KMHA Constitution & Bylaws, the Executive Committee (Executive) of KMHA governs KMHA and all activities within it. Any matter not covered in this Policy Manual remains subject to the Executive.

### 3.2 COMPOSITION

The Executive consists of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, Treasurer, Past President, Risk Management and Safety Director, other elected Directors, and all appointed personnel to a minimum of seven (7) and a maximum of eleven (11). The Directors elected serve a term of two (2) years. Separate elections shall be held for each office to be filled with one half (1/2) elected in year one (1) and the remaining in year two (2). An election may be by acclamation or by way of written ballot. If no successor is elected, the person previously elected or appointed may continue to hold office.

### 3.3 GENERAL CONDUCT

The Executive and paid staff must submit to a "Criminal Record Check" every two years through the RCMP and complete the Coach/Volunteer Respect In Sport online clinic every three years (expiry date per Hockey Canada). For those members of the Executive taking the Respect In Sport for Activity Leaders while they are a member of the Board, the clinic costs will be reimbursed. The President is authorized to impose restrictions deemed necessary if the RCMP, local police force or other agency questions the suitability of a Board member, coach, official or other individual involved with KMHA.

The Directors may appoint Officers to assist in the operation of KMHA should positions become vacant. These Officers shall carry out the directives of the Board of Directors and participate at Board meetings in an advisory capacity only and will not be eligible to vote. Such Officers are eligible for election at the upcoming AGM.

Board members may not make decisions in their lone capacity as a Board member but must bring any questions or concerns raised to the Board of Directors for discussion. Board members are responsible for ensuring that the rules of KMHA are followed and as such are encouraged to answer questions of KMHA membership or to provide guidance when deemed necessary.

Board members and staff have a fiduciary duty of confidentiality to the Board of Directors and KMHA members, and as such must sign the Oath of Office and Confidentiality contract annually. Under no circumstances are they to discuss KMHA business or matters pertaining to specific members brought before the Board of Directors for discussion with anyone other than KMHA Board of Directors. Board members found to be in breach of their fiduciary duty or confidentiality may be expelled by a majority vote of the Executive or special resolution of the members passed at a general meeting in accordance with the BC Society Act.

### 3.4 GUIDELINES FOR DIRECTORS

#### a) EFFECTIVE MANAGEMENT AND AVOIDING CONFLICT

Most non-profit sport groups in British Columbia are managed by a volunteer Board of Directors. To maximize the ultimate success of our athletes, whether recreational or competitive, and provide them with the opportunities necessary to reach their potential, formal structures must exist to ensure the effective governance of the organization. Fiscal responsibility including sound financial systems and internal controls, effective communications systems, appropriate documentation, adequate supervision of staff and a sound political infrastructure all provide the means with which this may be achieved.

#### b) ROLE OF DIRECTORS

The Board is enacted via the Annual General Meeting of the membership whereby Directors are elected in accordance with the organization's Constitution & Bylaws. Elections should be structured in such a way to provide continuity from year to year, the means to optimal objectivity and accountability and in such a manner that appropriate individuals may be considered for Director Positions. This is achieved by implementing a formal nomination and recruitment process. Nominees should be notified as to the responsibilities of the position for which they are being considered and should be provided with any information they deem necessary to make an informed decision. Qualities necessary to be an effective, contributing, Board member include honesty, integrity, respect, strong organizational and leadership skills, and the ability to work harmoniously within a group. In addition, while Board members bring a variety of skills, experience, interest and social backgrounds, they should have knowledge or be well-informed of KMHA operations, the sport of hockey, KMHA objectives and prospects. Board members must understand their fiduciary duty to the organization and their obligation to bring any KMHA business to the attention of the Board, as well as understand the scope of their oversight and decision-making functions.

Ideally, the Board should consist of a relatively large number of individuals. This will ensure that the scope within which decisions are made is large enough to accommodate the variety of experience and viewpoints needed to facilitate adequate discussion and decision making. It will also prevent the efforts of special interest groups from overpowering due process. Elections should be structured whereby approximately half of the elected positions, are elected to a two-year term.

#### c) RESPONSIBILITIES

- Act as trustee for KMHA on behalf of its members
- Establish KMHA goals and objectives
- Establish, implement and maintain KMHA Policy
- Establish, implement and maintain appropriate financial and internal control systems
- Authorize all programs and services to be delivered by KMHA
- Ensure that programs are delivered in accordance with relevant governing bodies

- Be legally accountable for all aspects of KMHA operations
- Ensure that rules governing KMHA operations are followed
- Select and evaluate KMHA staff and coaches
- Implement and update long range plans
- Review performance of the Directors

#### d) MEETINGS

Members of KMHA Board of Directors are encouraged to attend the following meetings:

- i.* BC Hockey Annual General Meeting  
This meeting is held in June each year. The exact number of attendees is to be determined by the number of votes KMHA is eligible to cast and the number of relevant workshops. This number may be exceeded should a member of KMHA be the recipient of a BC Hockey award.
- ii.* OMAHA Annual General Meeting  
This annual meeting is held in May of each year. The maximum number of attendees is encouraged to ensure that members remain aware of the intentions and expectations of our parent Association.
- iii.* Kelowna Minor Hockey Association Annual General Meeting  
This meeting shall be held in May of each year. All Board members are expected to attend.
- iv.* Policy Review and Strategic Planning Session  
This meeting is attended by the Board of Directors in June of each year. This meeting addresses the organization and planning of the upcoming season as well as the review and revision of the Policy Manual.
- v.* Board Meetings  
These meetings are attended by Board of Directors to address KMHA business. Meetings are held regularly during regular season and as required during the off season. Other meetings may be called, as necessary.
- vi.* Tournament Committee Meetings  
These meetings shall be held as determined by the various tournament committees. The Tournament Coordinator shall be invited to attend the initial organizational meeting for each tournament. The Tournament Coordinator or designate will coordinate with representative team managers to schedule these meetings.

## 4 REGISTRATIONS

### 4.1 PARTICIPATION

KMHA will make reasonable efforts to ensure that all those wishing to register and play hockey in Kelowna are permitted to do so. All players, coaches and team officials must be registered with KMHA and insured before participating in any activities sanctioned by KMHA. Only those players in good standing, including players returning to or players new to KMHA will be permitted to register. Those KMHA eligible players registered with BC

Hockey zone programming will only be required to complete and pay the Representative Tryout Registrations form and fee until such time as they are released from BC Hockey zone programming. This will indicate your desire to play with KMHA. KMHA reserves the right to limit goalie registration to a maximum of two (2) per team. Season registration will close January 10th.

## 4.2 FEES & REFUNDS

Regular season registration with early bird pricing shall commence July 1 and run until such predetermined date as established by the Executive. Regular registration dates and pricing will commence after early bird pricing has expired. Registration dates and fee structure will be communicated via the KMHA website prior to July 1 of each year. Registration may be limited based on ice restrictions; early registration is encouraged.

### a) FEES

Registration fees are calculated by division and are payable based on the age and division of the player. Registration fees shall be determined each year by the Executive and may be paid by an approved method in the amounts and dates as set out the Executive. Representative tryout fees must be paid in advance of evaluation dates. Representative carding fees are due as the player is rostered to a representative team.

Representative tryout fees and Representative carding fees are to be determined every season prior to tryouts. These fees are payable regardless of when the player is added to the roster.

No player shall be permitted on the ice until they are registered with KMHA, registration fees are paid in full or the player has entered into a payment plan with KMHA and the player is in good standing. Players are required to wear full equipment including a CSA approved helmet.

If a player's registration fee is being paid for by a KMHA approved third party, those fees need to have been received prior to going on the ice. Players applying for KMHA approved sponsorship will pay their fees at the time of registration and then those fees will be reimbursed to the player/parent once KMHA approved sponsoring organization has sent the funds. It is recommended that if a player will be requiring financial support the players should be registered the first month of registration in order to provide enough time for the paperwork to be processed.

### b) REFUNDS

Requests for refunds must be made in writing to KMHA and submitted prior to November 30<sup>th</sup>. If approved, the amount of the refund shall be prorated based on that part of the season expired, less HC insurance fees and a refund processing fee of \$50.00. There shall be no refund of fees after November 30<sup>th</sup> of the current season unless approval by the Executive has been obtained. Players coming into KMHA on a "shared" or "no team in category" transfer will not be provided a refund should they decide to no longer play in KMHA for the current season.

Representative tryout fees will be refunded if the registrar is notified in writing of the player's intention to not participate in the tryouts, fourteen (14) days prior to the evaluation scheduled start time. There will be a \$25.00 admin fee to change the application status of a player once registration has taken place (ie. change from Rep tryout to Recreational or vice versa).



Representative carding fees are non-refundable unless the player is being carded to a higher placed team outside of KMHA, in which case it will be pro-rated. Outstanding financial obligations must be paid in full and any equipment and/or jersey must be returned before refunds will be issued.

Female Representative tryout fees will be refunded if there are not enough players to hold a formal tryout for a female team.

A player may be injured during the season and unable to return for the balance of that season. In this case, the parent/guardian may request a refund of the registration fees in accordance with KMHA Refund Policy. Refunds will not be given to injured players who maintain their spot on a roster.

#### c) CREDIT CARD PAYMENTS

All credit card payments are subject to a 2.99% credit card fee imposed by the credit card companies.

### 4.3 TRANSFERS

Registration of players with previous hockey experience transferring in from other associations will be permitted to register up to January 10<sup>th</sup>. Placement may depend on a team's willingness to take on another player and must follow HC, BCH and OMAHA Rules & Regulations and KMHA Policy. Transfers and/or residential waivers must be approved prior to the player going on the ice.

## 5 FINANCIAL GUIDELINES

### 5.1 GENERAL GUIDELINES

Member registration fees cover KMHA assigned ice times, referee fees, approved training, uniforms/ equipment, insurance and other related costs. All fundraising and sponsorships must be pre-approved by KMHA including donations and/or gifts earmarked for a specific team.

### 5.2 SPONSORSHIP

Individuals or businesses, including parents, wishing to sponsor a team may apply to do so via email to the Executive Director at [execdir@kelmha.com](mailto:execdir@kelmha.com).

Sponsors are vital to the success of any minor hockey association. KMHA values its sponsors and strives to maintain a relationship which is both appreciative and respectful. Team coaches and managers are encouraged to establish a relationship with their team sponsor and involve them in games and events wherever possible. The membership is strongly urged to support the businesses that sponsor KMHA.

All teams of KMHA are sponsored by businesses or private individuals. Sponsorship fees collected go directly to KMHA to assist with ice rental, equipment, Officials and other related costs.

Sponsors are solicited by a designated person through KMHA. Existing KMHA sponsors have first right of refusal on the supply of equipment or other items purchased by KMHA. This does not necessarily give them precedence in the purchase; it shall still be determined by the best price and past quality of service. To protect existing sponsors from being overwhelmed with requests for contributions of any kind, **under no circumstances are teams to solicit**

**additional funds or merchandise from sponsors without the prior written consent of KMHA Board of Directors.** A “No Contact” list is available at the KMHA office. In addition, teams or persons associated with any team shall not solicit funds on behalf of their team by indicating that they are doing so on behalf of KMHA. Sponsors may not be solicited by employees or individuals connected to the sponsor, who are also connected to the team.

### 5.3 NSF CHEQUES

Members issuing NSF cheques will be contacted by the Administrator and given two (2) days to replace the cheque with either e-transfer or certified cheque and will be subject to an NSF fee of \$25.00. Failure to comply with this policy will result in the cancellation of a player’s registration. Teams and/or Individuals requesting a stop payment be put on a cheque issued by KMHA will be charged a fee to be determined by Administration.

### 5.4 GIFT CARDS

KMHA volunteers may be shown appreciation by receiving a gift card. In all cases the gift card purchase must be preapproved and logged. The log form needs to indicate the business the gift card is for, date of purchase, amount, reason for receiving this card as well as the name of the recipient.

## 6 COMMUNICATIONS

### 6.1 TEAMSNAPE & WEBSITE

TeamSnap and KMHA website [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com) are used as the main source of communication with our members.

### 6.2 CORRESPONDANCE

The President shall be made aware of all correspondence received and/or distributed by KMHA.

### 6.3 MEDIA

The President shall be responsible for all media releases issued by KMHA. All comments with regards to KMHA and any interaction with the media concerning any business with KMHA should be referred to the President or designate for comment.

#### A) SOCIAL MEDIA POLICY

KMHA will act in accordance with BC Hockey’s Social Media Policy. The Social Media Policy will outline the use of social media platforms for BC Hockey participants. BC Hockey encourages all participants to be actively involved with social media with topics that relate to hockey in a positive manner. BC Hockey will view these comments/posts as public information.

- i. Social Media is all online communication, which includes, but is not limited to Facebook, Twitter, Instagram, Blogs, Pinterest, Flickr, YouTube, Snapchat, etc.

- ii. Refer to BC Hockey Social Media Guidelines and Policy for additional information

## 6.4 LETTERHEAD

Blank KMHA letterhead will not be given out to anyone other than the President, Vice President, Treasurer, Secretary, Executive Director, Director of Hockey Development or Registrar of KMHA. Members requiring a letter to be sent on KMHA letterhead must forward a draft to the Administrator who will then compose the letter on their behalf. All correspondence received or distributed by KMHA will be held at the office located at 14254 Ellis Street. KMHA's letterhead must not be photocopied or used without the written permission of the President and/or the Board of Directors.

KMHA letterhead may be used to solicit funds for KMHA purposes or events with the approval of KMHA Executive. Letterhead must not be used by any team or individual to solicit funds for their own purposes. Representative teams will be provided with a pre-approved letter for soliciting sponsors for tournament programs.

## 6.5 LOGO

All KMHA Logos are the property of KMHA. The Logos may only be used by members of the Board while carrying on KMHA business. No other parties will be permitted to use KMHA Logos for any purpose without the prior written consent of the Executive. Majority of the Board must agree before this consent will be granted. The Kelowna Rockets logo will be exclusive to KMHA representative teams with prior approval from KMHA Executive Director and the Kelowna Rockets. Any unauthorized use of the KMHA logo or Kelowna Rockets logo may result in discipline and/or legal action.

## 6.6 MEETING SPACE

KMHA board room located at Memorial arena is available through the KMHA office to facilitate coach, team or parent meetings. Reservations are on a first-come-first-served basis.

## 6.7 RESOURCES

Team coaches, managers, players and parents may also visit the following websites for information with respect to player development, coaching and other areas of interest:

- a) Kelowna Minor Hockey Association - [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com)
- b) Okanagan Mainline Hockey Association (OMAHA) – [www.omahahockey.ca](http://www.omahahockey.ca)
- c) BC Hockey - [www.bchockey.net](http://www.bchockey.net)
- d) Hockey Canada - [www.hockeycanada.ca/en-ca/home](http://www.hockeycanada.ca/en-ca/home)

# 7 RISK MANAGEMENT

## 7.1 INSURANCE

All players, coaches, assistant coaches and other on-ice personnel including managers and trainers must have HC Insurance coverage. Insurance is provided to KMHA members upon application through KMHA to BC Hockey. Ice

sanctioned by KMHA is for the sole use of its members and may not be used, shared or otherwise, by anyone other than KMHA registered players, coaches and officials. As such, KMHA registered players, coaches and officials skating on privately rented ice outside of KMHA sanctioned ice time are not insured by KMHA. Players, coaches and officials may not enter the ice surface until the ice cleaning equipment has left the ice and the access door is completely closed. Players must never be left unsupervised while on the ice surface. During practices and games, coaches will ensure that all doors to the ice surface are always kept closed to prevent injury to players. This includes teams playing during any intermission of BCHL or WHL games.

## 7.2 HOCKEY CANADA SAFETY PROGRAM

All teams registered with KMHA must staff a volunteer who has a current Criminal Record Check and Coach Respect In Sport as well as HCSP certification. The minimum age requirement for an HCSP is 19 years of age.

As per BC Hockey, the Hockey Canada Safety Program utilizes a proactive, preventative, common sense approach to keeping our children safe. The goal of the program is for the safety people to implement effective risk management programs with their own teams where player safety is the first priority at all times, both on and off the ice. This is not a first aid position.

The safety person is a volunteer who has become HCSP certified. This certification program must be successfully completed every three years to be a team's safety person, even if the individual is a medical professional.

Players suffering an injury, which results in a stoppage of play, but is not deemed serious shall be removed from the ice when safe and shall not be allowed to return until they have sat out a minimum of one complete rotation of line changes.

Players who have been knocked unconscious, or have blacked out, no matter the duration will not be allowed to continue to play in that game nor return to the ice without medical clearance from their doctor. **The team HCSP person has the authority to prevent a player from returning to play.**

A medical Doctor is required to sign off on return to play for all head injuries and/or fractures.

The safety person:

- must conduct regular checks of players' equipment
- is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention
- coordinates safety plans for road trips, tournaments, etc. and assists in the overall supervision of the team
- establishes medical history files on every player and carries these files for the season.
- implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies
- manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals
- must assume a leadership role in promoting the values of safety, fair play and integrity

## 7.3 PROTECTIVE EQUIPMENT

### a) PLAYERS

Players must wear full protective equipment when participating in any KMHA on-ice programs and activities as outlined by Hockey Canada. Coaches team officials and parent/guardians shall ensure that proper protective equipment is worn at all times whether in a game or a practice and that said equipment is fitted properly, is age appropriate and is in good condition.

CSA certified helmet and face protection must be worn at all times and must not be removed while on the bench or on the ice surface. CSA certification stickers must not be removed. Number stickers are permitted however other modifications including stickers, tape or painting are prohibited.

Neck guards must be worn at all times and must be unaltered.

Composite sticks must have the hollow end plugged before taping.

Players at the U15 or U18 Representative levels are required to wear a mouth guard while on the ice during all games, practices and programs.

Players not complying with the above equipment requirements will be asked to leave the ice and return to the dressing room. Players must leave the bench area to complete any necessary repairs. Repairs shall be done where the player is protected from being hit with a puck, stick or any other object.

### b) COACHES

In accordance with BC Hockey, all coaches, assistant coaches, guest coaches and on ice helpers are to wear CSA approved helmets during any BC Hockey (KMHA) on-ice sanctioned event. The **chin-strap of the helmet must be securely fastened** under the chin in accordance with HC Official Playing Rules with respect to protective equipment. Failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by KMHA insurance.

KMHA has a zero tolerance for helmet infractions as violations void insurance for all individuals on the ice. The head coach is responsible for ensuring that all on-ice coaches follow this policy. Failure to do so will result in disciplinary action. Board members witnessing violations are obligated to report the incident to the Conduct Committee for investigation.

## 7.4 MEDICAL INFORMATION

KMHA utilizes E-Pact for all players medical information. This is to be updated by parents annually, an email will sent to members once team formations have been completed.

All teams must maintain medical information detailing any medical conditions and contact numbers in the event a parent/guardian is not immediately available. This medical information form is available from the HCSP manual which is supplied to the team's designated HCSP person. Team officials are reminded that this medical information is confidential and must not be released to anyone other than medical staff.

## 7.5 MEDICAL CONDITIONS

Players or officials with medical conditions that, in the opinion of the coach or Board members, may compromise the safety of other KMHA members will be asked for written clearance from their doctor to be on the ice. The official or player will not be allowed on the ice until this clearance has been obtained.

## 7.6 INJURED PLAYERS

This information is intended as general information only and should not form the basis of legal or medical advice or opinion of any kind. Medical or legal advice should be obtained by consulting a professional. In the event of serious injury, call 911 immediately. All Kelowna arena's have AED's on site.

Kelowna Arena locations:

Arena	Street Address	AED Location
Capital News Centre	4105 Gordon Dr	2 located in CNC Lobby
Memorial Arena	1424 Ellis St	Directly north of main entrance to ice
Prospera Place	1223 Water St	In the Rockets tunnel entrance to ice
Rutland Arena	645 Dodd Rd	On the wall inside the main entrance

It is an expectation of KMHA that coaches will exercise care over their players to prevent reasonably foreseeable risks. They are expected to take all necessary precautions in preventing injury and are entrusted that the best procedures will be followed should injury occur. Coaches must ensure that players and parent/guardians have been informed that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for hockey participants. In addition, coaches must ensure that players have been informed of the potential for serious injury that may result from a check from behind. These types of checks must not form part of a team's defensive strategy and coaches have a duty to eliminate this type of dangerous play from the game.

If there is any question of a neck or back injury to any official or player, they are not to be moved. Call 911 immediately. Notify the rink attendant, parent/guardians of the player and KMHA Risk Manager or Executive Director as soon as possible.

Players must be made aware by their coach that if they are hurt and experiencing back or neck pain, or any buzzing or tingling in their neck, back, arms or legs, they must not move. Players experiencing nausea, dizziness, headache, light headedness, blurred or double vision or other symptoms of possible concussion must inform their coach immediately. They will be escorted from the ice immediately to receive medical attention.

Officials or players taken from the ice by ambulance shall not return to the ice without medical clearance from their doctor.

Players who suffer from non-hockey related illness or injuries or who have been injured in any manner whereby they could not play hockey, shall not return to playing without medical clearance from their doctor. No injury report is required.

Players who are out with an injury are not to be on the bench.

## 7.7 REPORTING INJURIES

All injuries, no matter the perceived significance, must be reported immediately to the Division Supervisor, Executive Director and KMHA Risk Manager by the team Head Coach. Hockey Canada Injury Report forms must be completed by injured players' parent/guardians and submitted to KMHA. These can be obtained from Division Managers or the KMHA office. Time limit constraints make it imperative that these forms be submitted by the KMHA Registrar to BCH as soon as possible. Once completed, the KMHA office will maintain a file copy and the original will be forwarded to BCH. Injury reports should be followed up by the team HCSP, Head Coach or Manager. Injury reports and Permission to return to play letters will be logged by the KMHA office. Both the Injury Report form and the Return to play letter or doctor's note are mandatory.

## 7.8 DRESSING ROOM ETIQUETTE

To alleviate conflict with dressing rooms, when not posted KMHA recommends that opposing teams occupy even numbered dressing rooms in the event that either team arrives to the rink and the odd numbered dressing rooms are being utilized, and vice versa. The onus for ensuring that this is followed through with throughout the day is on opposing teams playing the first game of the day. Tournament organizers should determine which dressing rooms are being used immediately before them and schedule dressing rooms accordingly. In the event of a conflict, KMHA expects volunteers to do their best to remedy the situation.

It is the responsibility of team managers to ensure that dressing rooms are locked. Neither the City of Kelowna nor KMHA accepts any responsibility for lost or stolen items.

As per BC Hockey, "The use of any form of camera, video camera, camera phone, GoPro camera or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event."

KMHA will provide all female players on integrated teams with access to the female dressing rooms.

## 7.9 DRESSING ROOM POLICY

All coaching staff, parents and players must be aware of the following:

### a) DRESSING ROOM

Players will be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together, which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

### b) INJURY TREATMENT

The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

c) FEMALE TEAMS

Recommend that when using the “Two-Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor, however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for codes on Co-ed teams.

d) ROAD TRIPS

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is always observed.

e) PHYSICAL CONTACT

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

f) ISOLATED SPACES

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

g) SPORT & TRAINING FACILITIES

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

h) CO-ED DRESSING ROOM POLICY

- a. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
  - i. Male players will not undress to less than a minimum of shorts while females are present.
  - ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
  - iii. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).



- b. When separate facilities do not exist for both male and female participants:
  - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
  - ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

i) PARENTS IN LOCKER ROOMS

Except for players at the younger age groups (*up to and including U11 division*) we discourage parents from entering locker rooms unless it is absolutely necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's situation warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

***\*\*Please note that KMHA requires that any parents/guardians entering the locker rooms must have a valid parent Respect in Sport certification. (<https://www.bchockey.net/riskmanagement/parentprogram.aspx>)***

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

j) SMART PHONES & OTHER MOBILE RECORDING DEVICES

Smart phones, GoPro cameras and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

## 7.10 FACILITIES DAMAGE

Damages to facilities are to be reported to the rink attendant immediately. Under no circumstances should attempts be made by team officials to repair damages themselves. Damages resulting from the misconduct of a KMHA member or team will be billed back to that member or team. Players and/or teams will be suspended from play until the later of any imposed penalty or until such bills are paid.

Damages to the facilities during a tournament by any team in the tournament will become the responsibility of the team that caused the damage. In the even that recovery for damages cannot be obtained from the team causing the damage, the tournament organizers will be responsible for all damages.

Coaches, referees, team officials or other members of KMHA must immediately report unsafe conditions which could pose a risk to any person whether members of KMHA or not, to arena attendants and KMHA Executive Director.

## 7.11 ANTI-THEFT TIPS

KMHA is not responsible for lost or damaged belongings while members are engaged in the activities of KMHA sanctioned events. KMHA recommends that members leave valuables at home and take appropriate measures to reduce the risk of theft or damage to their possessions. Safety should be the primary concern of all participants and any unsafe or suspicious behavior should be reported to the facility staff and/or police.

## 7.12 PHOTOGRAPHERS/MEDIA

Only those individuals who are on the team roster are permitted on the bench. This includes photographers and media personnel.

# 8. PARENT/VOLUNTEER REQUIREMENTS

## 8.1 HOCKEY CANADA AND BC HOCKEY REQUIREMENTS

Essentially, to be around minors an individual must complete the following at a minimum:

### a) CONSENT FOR A CRIMINAL RECORD CHECK

All volunteers must have a current Criminal Record check (CRC) with Hockey Canada by November 1<sup>st</sup> every year.

### b) RESPECT IN SPORT ACTIVITY LEADER

Before November 1<sup>st</sup>, all volunteers are required to complete the Activity Leader version of this on-line course every four years. Upon completing the clinic bring a copy of your certificate to the KMHA office and your fees will be reimbursed. Register at [www.bchockey.net/Clinics/clinics.asp](http://www.bchockey.net/Clinics/clinics.asp). The Respect In sport course is designed as a tool to assist in identifying and dealing with abuse, neglect, harassment and bullying in sport.

### c) CATT – CONCUSSION AWARENESS TRAINING TOOL

Is a free online program that all bench staff are required to have completed. This can be found at [www.Cattonline.com](http://www.Cattonline.com). The parent version will not be reimbursed.

### d) HOCKEY CANADA SAFETY PROGRAM (HCSP)

- i. All teams are required to have at least one individual qualified as an HCSP on their roster by December 1<sup>st</sup>
- ii. HCSP clinics are now available only as an on-line E-Learning course. Register at [BC.Hockey.net/clinics](http://BC.Hockey.net/clinics)
- iii. Having a background in First Aid is not a requirement to be the team HCSP person.
- iv. On-line payment will be required to complete the registration process and enter the E-Learning modules. The clinic is called HU-Safety. The fee for this clinic will be reimbursed by KMHA once the office receives proof of completion from you.

- v. The delegates' HCR record is updated immediately upon completion of the course.
- vi. Once a delegate has completed the E-Learning course they have access to the course contents and handout material for five years. The clinic needs to be updated every three years.

e) BC HOCKEY CLINICS

i. Coach 1

For coaches in the Under U11 divisions, this is a half day course for those just starting out as a coach. This clinic will get you off on the right foot. The course must be completed no later than December 1<sup>st</sup>.

ii. Coach 2

The Coach 2 course is offered as a blended model, with modules offered via E-Learning and once completed, a face-to-face clinic. Delegates are qualified after both e-learning and the face-to-face clinic components are satisfied. **All recreational division** coaches in the U11 or higher age levels, are required to complete this course by December 1<sup>st</sup>. The E-learning modules will take approximately 4.5 hours to complete. Head coaches for U11 or higher divisions must have completed the Coach Instructional Stream Checking Skills clinic.

iii. Development 1

The Development 1 course remains as a clinic-based program. Only those individuals on a representative team roster as a head coach, assistant coach, HCSP or manager are able to complete this course by December 1<sup>st</sup>. Delegates pay for both the e-learning modules and the face-to-face clinic in one payment. Present a copy of your letter from BC Hockey verifying completion of the course to the KMHA office to be reimbursed the fees.

iv. Officiating

Level 1's (aged 12 to 15 years by December 1st) and those new to officiating (aged 16 years and up) receive certification in a blended model requiring the completion of both an online E-Learning Course and attendance at a face-to-face clinic.

**The E-Learning Course must be completed prior to attending the clinic!**

Go to the BC Hockey website to register for the officiating and coaches ([www.bchockey.net/Clinics/clinics.aspx](http://www.bchockey.net/Clinics/clinics.aspx)).

f) ON THE ICE/BENCH CAPACITY

To qualify to go on the ice/bench in any capacity the options are:

- Become a valid qualified Coach or Assistant Coach of a team.
- Register with the team as a Helper.
- At least 16 years old, and validly completed CATT, RIS, CRC
- Under direct supervision of Coach – not meant for someone who is coaching

g) HOCKEY CANADA SANCTIONING GUIDELINES

Guest coaches on or off ice:

- Must carry their own liability insurance
- Will not be covered by Hockey Canada unless registered with BC Hockey
- Asked to produce a certificate of liability.
- Coaches should be screened as per Member requirements. (RIS, CRC, CATT)

Additionally, under sanctioning, is an NHL or other professional player participating in an event/practice – the coach would not be covered under Hockey Canada insurance for any activity on ice. Exception would be a player on a Major Junior team that is registered with BC Hockey.

h) ASSOCIATE MEMBER

Anyone not covered by BC Hockey can become an Associate Member with a \$50 fee and application to BC Hockey – normally paid coaches/instructors offering services to an Association. Once approved, this person would be allowed on ice (need RIS, CRC, CATT)

## 8.2 PARENT/GUARDIAN INVOLVEMENT

All parents are required to complete any mandated parent hockey education programs, attend team meetings and volunteer where necessary. Should volunteers not come forward to plan and organize the annual tournament(s), said tournament(s) will be cancelled.

## 8.3 PARENT/GUARDIAN MEETINGS

Parent/guardians are encouraged to attend all parent/guardian meetings. They provide an opportunity to provide constructive feedback and/or voice concerns that may arise over the course of the season and facilitate familiarity between other parent/guardians and players. Parent/guardians meetings are held on a regular basis and will be communicated by team managers and coaches.

Matters addressed at parent/guardian meetings may include but are not limited to the following:

- Expectations of team management with respect to player and parent/guardians conduct
- Overview of coaching philosophy
- Establishment of team rules
- Update of team activities and events, tournaments and travel itineraries
- Provision of team schedules
- Presentation of financial statements of the team (Representative teams)
- Voting on matters such as number of tournaments the team will participate in, purchase of extra practice time, and whether the representative team wishes to fundraise, pay monthly dues or some combination
- Team managers will hold ballot votes with a 75% majority vote in favor of the motion required (secret ballots may be considered)
- Addressing special concerns such as medical issues and the unavailability of players due to vacation or other absence
- Describe the team's medical equipment and emergency procedures
- Provide contact information in the event of specific problems or concerns
- Review the rules with respect to contacting coaches after a game i.e. 24-hour rule
- Recruitment for assistant coaches, stat takers, tournament representative, managers, team parents and other jobs required
- Provision of handouts of team and KMHA policies

#### 8.4 MINOR OFFICIATING (TIME/SCORE KEEPING)

At the beginning of every season, time and score keeping resources to teach individuals how to operate the clock and manage the tablets will be made available. Volunteers are always needed; parents should be readily available during every game. If volunteers cannot be found, KMHA authorizes payment to individuals for timekeeping and scorekeeping at \$50 per game payable from tournament/team funds.

The home team is responsible to provide one adult volunteer for the timekeeper/scorekeeper position for every game. At minimum, one of the scorekeepers must be no younger than 16 years. Failure to do so could result in the head coach being brought before the discipline committee, as well, the game will be cancelled.

##### a) SCOREKEEPER DUTIES

- i.* record penalties, descriptions and times
- ii.* record goal time, scorer and assistant to goal
- iii.* ask for clarification from referee if unsure of a call

##### b) TIMEKEEPER DUTIES

- i.* start and stop clock at appropriate times; if running time, then start of each period
- ii.* enter penalty times on clock; remove as directed by game officials
- iii.* enter score on clock

Volunteer scorekeepers and timekeepers are considered officials of the game and must remain impartial. In addition, it is the responsibility of parent/guardians to report conduct that they deem inappropriate including that

of players, coaches, officials, other volunteers and other parent/guardians. Communications must be in writing and will be treated confidentially. Alternatively, matters may be referred in confidence to the KMHA President. KMHA expects all of its members to take an active role in securing the safety and well-being of all KMHA players.

## 8.5 LENGTH OF GAMES

Games are from scheduled start time. All teams must be off the ice at the scheduled end time. The third period is to be adjusted to the remaining time left. Length of game time may vary from season to season. **There are no time outs in recreational hockey.**

	Warm up	1st Period	2nd Period	3rd Period	Breaks/Flood
<b>60 Min Slot</b>	5 min	15 min run time	15 min run time	15 min run time	2 mins between periods
<b>75 min slot</b>	5 min	20 min run time	20 min run time	20 min run time	2 mins between periods
<b>90 min slot</b>	5 min	20 min run time	10 min run time 10 min stop	20 min stop time	2 mins between periods
<b>105 min slot</b>	5 min	20 min run time	10 min run time 10 min stop	20 min stop time	flood halfway 2nd period
<b>120 min slot</b>	5 min	20 min stop time	20 min stop time	20 min stop time	flood halfway 2nd period
<b>135 min slot</b>	5 min	20 min stop time	20 min stop time	20 min stop time	flood after each period
<b>150 min slot</b>	8 min	20 min stop time	20 min stop time	20 min stop time	flood after each period

## 9 GENERAL GUIDELINES

### 9.1 COACHES & OFFICIALS

Coaches are officials of KMHA and are expected to represent the Board as well as KMHA. They are bound by BCH Coaching Code of Conduct as well as KMHA policies with respect to coaching. Coaches are selected based on their ability and willingness to handle the multitude of responsibilities that come with coaching young athletes and should have the following attributes:

- a) A strong hockey background in playing, coaching and evaluating
- b) A strong interest and commitment to child athlete development
- c) The ability to work with fellow coaching personnel
- d) The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- e) Availability as to time requirements
- f) NCCP certified at level indicated by HC, BCH, and KMHA policy
- g) "Coach/Volunteer Respect-in-Sports" certification, Hockey Canada required Coaching certification be in good standing with KMHA.

Individuals accepting coaching positions will do so knowing that they become the most significant individual to the team. Through leadership, the coach establishes a model that players will use to develop a significant portion of their attitude towards the game. This is especially important for minor hockey players in their formative years. As such, coaches are encouraged to examine their coaching philosophy. Attitudes toward winning and losing, the responsibilities beyond fielding a winning team, balancing perspective and objective and above all leadership are significant elements when charged with the responsibility of developing players.

All coaches must be certified at the BC Hockey recommended level. BC Hockey Development I clinics are offered on an annual basis by KMHA. Fees will be reimbursed upon receipt of test scores. Coaches attending an approved BC Hockey or Canadian Hockey clinic not offered locally will be reimbursed upon successful completion of the clinic for the registration of the clinic as well as reasonable travel and accommodation allowances. Candidates taking clinics not offered locally must be pre-approved by the KMHA Board in order to be eligible for reimbursement. Coaches are reminded that involvement in the minor hockey system includes the development of referees. Failure to control the bench and/or abuse of officials is not conducive to developing and retaining quality referees. In accordance with BC Hockey Regulation, beginning in the 2008-2009 season, all on-ice personnel must wear CSA approved helmets.

## 9.2 GAME SHEETS

All games except inter association mini games are done as e-game sheets on tablets or mobile phones. E-game sheet info can be found here: <http://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2018/10/E-Gamesheet-Instructions-BYOD.pdf>

- a) The home team provides the timekeeper/scorekeeper positions.
- b) Division and team number are to be used on game sheets.
- c) Player names and numbers, date, time, arena, scorekeeper and timekeeper must all be filled out; first and last names must be used; affiliated players, overage players, captains and alternate captains must be identified on game sheet
- d) All players and team officials on the bench MUST be included on the game sheet; only eligible players may be listed – therefore injured or ill players are not to be on the bench.
- e) Designated goaltenders must be on game sheet
- f) The addition or deletion of players may only be made until the commencement of the game (no changes after game starts)
- g) Suspended players missing the game will not be listed on the game sheet
- h) One coach from each team must sign the game sheet prior to the start of the game to verify that it is filled out correctly
- i) Out-of- province or country game sheets must be submitted to the OMAHA office  
OMAHAEED@hotmail.com within 48 hours of return by closing time on the next business day following travel. The head coach will receive a one game suspension for the first time missed, a three-game suspension for the second and more times missed, and fines may be assessed.

## 9.3 COACH DEVELOPMENT

The intent of the KMHA Coach Development Program is to provide guidance and mentorship to coaches that will assist them in the development of their players. This is accomplished by the Director of Hockey Development through a variety of player and/or coach clinics.

## 9.4 SPECIAL EVENT SANCTIONS

A Special event sanction form must be completed for EVERY event that the team participates in regardless if it is a team meal, movie, dryland training, going to watch a hockey game or fundraising event etc. Approval must be received prior to the team's participation. Failure to submit a Special Event form will result in the team not being covered by insurance and may result in discipline to the team and/or coach. Special event sanctions applications go directly to BC Hockey here: <https://www.bchockey.net/riskmanagement/specialevents.aspx>

## 9.5 DRYLAND TRAINING

When applying for sanctioning for dryland training teams MUST be aware that the sessions can only be instructed by the volunteer staff on the team roster or an associate member. Associate membership can be obtained through BC Hockey. KMHA teams are urged to support our sponsors who provide this service and only those individuals that have Associate Memberships with BC Hockey.

## 9.6 PERMISSION TO TRAVEL

The process for all teams wishing to travel outside Kelowna be it for exhibition, league, tournament or playoff games is as follows. Please allow 7-10 days for the approval process. Teams must have approval prior to ANY trip.

- a) Manager/Coach completes the travel request form and turns it in to the KMHA office
- b) All team staff must have required qualifications in place prior to the team applying to travel.
- c) KMHA Executive Director approves the travel and the form is forwarded on to OMAHA
- d) BC Hockey approves the travel and returns the signed form to the KMHA office
- e) Manager/Coach takes a copy of the signed approval with him when the team makes the trip.
- f) If not using e-gamesheets, within 2 days upon return, the Manager/Coach must email the sheets to OMAHA OMAHAED@hotmail.com
- g) Late game sheets will result in the Head coach being suspended until the game sheets are turned in plus one game and possible fines from OMAHA
- h) If the form comes into the KMHA office after the schedule is posted. Practices or games missed will rescheduled with a \$50 admin fee.

## 9.7 TEAM TRAVEL

Coaches must ensure that the behavior of team staff and players during any type of travel continues to meet the minimum KMHA standards during all team activities

KMHA is concerned with the safety of all players, coaching staff and parents during out-of-town travel. KMHA strongly recommends that all team travel is done by bus with a professional driver, especially after October 31<sup>st</sup> or when driving on highways with winter conditions. Any parents traveling with the team on the bus, that are not part of the team staff, must do so in a safe capacity and must refrain from alcohol/cannabis/drug/tobacco on the bus or while in a supervisory capacity. It is the responsibility of all Coaches to take the team's safety (players and parents) into consideration when deciding on team travel arrangements.

Recreation Division teams may attend two out of town tournaments per season.

Road conditions should be checked with local authorities prior to departure. Under no circumstance will players be permitted to drive themselves to out-of-town tournaments. The team HCSP or another individual with first aid certification must also be available.

### a) ALL PARENT DRIVE TRIPS

KMHA is committed to providing a safe travel environment for all players and team staff. Recreational level travel expenses are the responsibility of those parent/guardians.



#### b) RECREATIONAL DIVISION TEAM TRAVEL

Games may **not** be played against teams from outside KMHA without prior approval of the KMHA Division Director and OMAHA. Division Directors will ensure that approved games are sanctioned and meet criteria as determined by KMHA. Teams may not travel during KMHA tournaments and year-end play-offs and may not schedule exhibition games which conflict with scheduled league games.

Permission to travel to out-of-town tournaments will be based on equal distribution of such requests between all teams within the respective division and will be offered on rotation to a maximum of two (2) tournaments. Any team refusing an opportunity will be moved to the bottom of the rotation. Every effort will be made to ensure that games are competitive. Coaches are required to submit a copy of the traveling team roster to the KMHA office and Division Supervisor prior to traveling.

Teams should not commit to out-of-town tournaments without a strong commitment from parents/players.

When traveling to play out-of-town teams, coaches may only take players from their regular season roster unless one of the following applies:

- i. They are applying under the BCH 'Player Relief/Replacement' Policy (tournaments only); to a maximum of five (5) players per each request.
- ii. They are applying for goalie replacement under BC Hockey policy.
- iii. KMHA will not consider All-Star, Development or Tournament Travel teams.

#### c) REPRESENTATIVE TEAM TRAVEL

At the beginning of each season, parents and coaches will review all planned destinations and determine those requiring travel by bus and those requiring travel by parent. These decisions must be made prior to the team budget being approved. The coach has the ability to add exhibition games during or at the end of the season to best prepare the players for competition. These additional games and means of travel must be presented to, and approved by the Executive Director, prior to being confirmed and organized by the team. All destinations designated as parent travel will be referred to as "parent travel."

The financial obligations (meals, accommodation, and other travel expenses) of players on parent travel status are the responsibility of parent/guardians. To keep team costs to a minimum, coaches of the same gender, are encouraged to share accommodations.

## 9.8 KMHA CLOTHING RULES

#### a) REPRESENTATIVE:

- All representative teams will be receiving the KMHA approved apparel package. (Jersey/Socks)
- Families will be permitted to reuse items that match the current, approved apparel package and meet quality standards.
- For more information see the Team Dress Code Section

b) RECREATIONAL:

- KMHA logo on left chest and division level under logo if desired.
- Number and position allowed.

## 9.9 SPONSORSHIP

Sponsors are vital to the success of any minor hockey association. All teams of KMHA are sponsored primarily by businesses or private individuals. KMHA values its sponsors and strives to maintain a relationship which is both appreciative and respectful. Team coaches and managers are encouraged to establish a relationship with their team sponsor and involve them in games and events wherever possible. The membership is strongly urged to support the businesses that sponsor in KMHA. Team staff are required to use sponsor names when talking to media.

Sponsors are solicited by a designated person through KMHA. Existing KMHA sponsors have first right of refusal on the supply of equipment or other items purchased by KMHA. This does not necessarily give them precedence in the purchase; it shall still be determined by the best price and past quality of service.

To protect existing sponsors from being overwhelmed with requests for contributions of any kind, under no circumstances are teams to solicit additional funds or merchandise from current sponsors without the consent of KMHA Board. In addition, teams or persons associated with any team shall not solicit funds on behalf of their team by indicating that they are doing so on behalf of KMHA. Sponsors may not be solicited by employees or individuals, connected to the sponsor, who are also connected to the team. A "No Contact" list is available at the KMHA office and a copy will be provided to all representative teams once the first player rosters are determined.

Individuals or businesses, including parents, wishing to sponsor a team may apply to do so through the KMHA office. Every effort will be made to assign sponsors to the team of their choice however existing sponsors will be given first right-of-refusal on the teams they wish to sponsor in any given season. Sponsorship fees collected go directly to KMHA to assist with ice rental, equipment, referee and other related costs.

The sponsor receives:

- a) Sponsor bar on jersey
- b) Team picture for display at their business
- c) Publication of sponsor name in tournament programs
- d) Inclusion of sponsor name on KMHA website.

## 9.10 LEAGUE ICE ALLOCATION

Notwithstanding the coordination and directing of coaches, players, officials and parent/guardians, KMHA must manage ice allocation. The objective of KMHA is to ensure equitable distribution of ice for all its members. The Ice Administrator will make every effort to schedule ice allocations in an equitable manner and such allocations will be subject to review by KMHA Board of Directors.

Teams either returning ice or requesting additional ice must do so through KMHA Executive Director. The Executive Director will deal directly with the coach or manager of development or representative teams and the Division Directors for recreation teams with any ice changes. Ice will be redistributed to KMHA teams or will be returned to the City of Kelowna. Ice which is not utilized due to the independent actions or decisions of team managers and/or coaches will be billed back to their respective teams, the cost of which will ultimately become

the responsibility of players and/or their parent/guardians. Every effort will be made to replace lost ice due to a scheduling error on the part of KMHA or due to unforeseen circumstances.

Notification of ice changes will be made to Division Directors who will be responsible to contact coaches. The Executive Director will contact referee assignors.

## **10 OFFICIALS' POLICY**

### **10.1 GENERAL GUIDELINES**

Official's policies within KMHA are designed to ensure that all Officials are assigned to games consistent with ability. Ongoing evaluation and training will be provided to ensure an adequate level of competency to effectively officiate KMHA and the OMAHA game play. KMHA strives to establish and maintain a cooperative relationship between officials, coaches, Division Managers and KMHA Board of Directors.

The Referee-in Chief will identify assignors prior to the beginning of the season and will ensure that assignors are aware of the level of officiating required by the various league divisions. The assignor's role is to ensure that officials including referees and linesmen are available as required. Assignors are given a list of individuals deemed competent to officiate in their respective divisions. Because it is essential that assignors give officials as much notice as possible, Division Managers are required to give a minimum of three (3) days' notice of a game to an assignor. Assignors given less than three (3) days cannot guarantee a full complement of officials. Assignors are to ensure that opportunities to officiate games are offered equitably among those qualified and available. Appropriate records will be maintained.

Assigned officials are expected to arrive appropriately dressed and conduct themselves in a professional manner at all times. Officials should arrive fifteen (15) minutes prior to Recreational League games and thirty (30) minutes prior to Representative League games. Officials unable to attend a game to which they have accepted an assignment must find their own replacement and notify the assignor. Only those games actually worked will be paid for. Officials missing or late for games and not providing for an approved replacement may be subject to discipline. Game sheets must be submitted to KMHA upon the conclusion of the game and must not be submitted by anyone other than the officials of the game.

Officials should be on the ice at the commencement of the ice slot. While the players are in their warm up, the officials should review the game sheet, introduce themselves to the coaching staff of each team as well as their off ice officials, confirm time limitations and whether there will be running or stop time. Officials will enforce the rules of the game as set by the HC, BCH, OMAHA and KMHA in a fair and consistent manner and will show proper respect toward players, coaches and fans. They will show interest and enthusiasm in the game to gain the respect of players, coaches and fans. Officials will report all misconduct, gross or match penalties to KMHA and/or BCH in a manner prescribed by the HC Rule Book. They will not use profane language while on the ice surface or in an area visible to fans, players or coaches regardless of the circumstances. Grievous issues with coaches and/or parent/guardians must be communicated to the Referee-in-Chief (RIC) so that proper follow-up may be achieved. Officials must never remove officiating equipment while on the ice. Officials are encouraged to assist younger players in understanding the rules of hockey.

- a) Where an official fails to show up for a regularly scheduled game, the following will apply:
  - i. If at least one official shows up, it remains the responsibility of the coaches to control their bench if they wish for the game to proceed; officials are not obligated to officiate games by themselves.
  - ii. If no officials show up, and immediate resolution is not possible, the game must be turned into a practice.

Coaches and Parents are expected to maintain their composure at all times when dealing with on-ice officials. KMHA has a zero-tolerance policy with respect to the abuse of officials. Coaches who feel that a game has been poorly officiated or who have a valid reason for reporting an official should consider the incident for twenty-four (24) hours prior to submitting a complaint. Written complaints and game sheets must be submitted to the RIC and KMHA Board of Directors within forty-eight (48) hours. Only written complaints with proper documentation attached will be considered for review.

If considered necessary, matters will be referred to the Conduct Committee to review the matter and conduct relevant interviews. The Conduct Committee will rule on matters outside the direct jurisdiction of BCH. Hearings will be convened at a time practical to all parties. Decisions will be presented in writing or other acceptable means of communication to all parties. Appeals must be submitted in writing to KMHA in accordance with KMHA Policy.

Appeals may be heard by an independent third party or another committee established by KMHA.

## 10.2 TRAINING

The objective of providing training is to ensure that officials at all levels have an opportunity to improve their skills and develop a better understanding of the application of the rules and their effect on the psychology of the game.

- a) The training program is separated into four specific areas:
  - i. Formal training – Canadian Hockey Officials’ Policy Manual
  - ii. Formal evaluation – every effort will be made to evaluate officials from time to time
  - iii. Ongoing training – senior officials will act as trainers monitoring junior officials during games and providing advice and guidance in a positive and constructive manner immediately following the game
  - iv. On-ice training – may include regular ice sessions, a shadow referee and pairing of less experienced officials with more experienced officials during games

## 10.3 OFF-ICE (MINOR) OFFICIALS

Minor officials include official scorekeepers, timekeepers, goal judges and penalty timekeepers. These positions are integral to the game and as such, individuals performing these functions are expected to act in a respectful, neutral manner both on and off the ice. Duties and instructions for minor officials appear in the HC rule book which is available in the KMHA office or on-line at [www.hockeycanada.ca](http://www.hockeycanada.ca). This handbook is intended to

compliment the information already available and provide additional information when necessary. Teams are responsible for providing off-ice officials.

## **11 PROGRAM GUIDELINES – RECREATIONAL LEAGUE**

### **11.1 INTRODUCTION**

The majority of KMHA players play recreational hockey. KMHA is a 'no body checking' association for all Recreational levels up to and including U18. The emphasis is on fitness, fellowship, sportsmanship and fun. The objectives of KMHA Recreational League are:

- To promote a game that fits the needs of its participants
- To be open to all male or female players
- To allow players fair and equitable ice time
- To emphasize the importance of having fun while improving skills
- To allow enjoyable participation
- To assist in physical development
- To create a pleasant social environment

### **11.2 GENERAL GUIDELINES**

#### **a) COACHES, TEAM PARENTS & MANAGERS MEETING**

The Executive Director, Director of hockey development and Division Directors host the coaches' meetings at the respective recreational level division's team draft.

A second meeting will be held with your team, where Coaches will distribute the team rules and expectations for the season to the parents.

#### **b) FEMALE HOCKEY PROGRAM**

KMHA recognizes and supports that female hockey in the province of BC is still growing and everything is being done to grow the female game in the province. It has consistently been recommended that for the game to grow, females must be playing with and against their own gender wherever numbers permit. The female recreational division players will be evaluated with other females with age consideration.

Numbers permitting, KMHA will create an all-female division/team. Therefore, females will be placed with female players. For example, a second year U13 player may be asked to play with primarily U15 female, and a first year U15 female may be asked to play with a team primarily made up of U13 aged players. In recreational hockey, if a team is placed in a male division, due to lack of numbers, the team will be placed where it is believed they, as a team, would best fit to be representative at their skill level. KMHA recognizes that this could change from season to season. In instances that numbers permit and based on evaluations, the female teams will be tiered as to play in the appropriate male divisions. KMHA will provide for all-female teams in Recreational House divisions should numbers permit. KMHA recognizes that this could change from season to season.

### 11.3 PLAYER EVALUATIONS

The selection of players to teams shall be based on a standardized player evaluation process in each division as per the Hockey Canada recommended level of skills within the respective division. These standards shall be reviewed annually by the Director of Hockey Development (DHD). A solid player evaluation format in place, will ensure the process of selecting players to teams is fair and agreeable to the participants and provides the following benefits:

- a) Ensure consistency between all divisions
- b) Optimizes player development by ensuring players are placed with teammates of equal caliber
- c) Understanding that there will be some differences in ability within each division

### 11.4 PLAYER EVALUATION PROCESS

The first two weeks of each season shall be designated to player evaluations. Teams will not be formally selected until evaluations are completed.

The DHD will be responsible for ensuring that the measuring tools (on-ice drills and scoring sheets) being used during evaluation sessions are suitable for assessing the skills of the respective division and will seek the assistance of individuals who have a well-documented resume of knowledge and experience with the levels of standards to be met. The DHD will provide respective Division Directors with the evaluation session plans (drill plans and equipment list) for each ice time.

The DHD will be responsible for ensuring that qualified people are used in the evaluation of players, and that the on-ice staff follows the session plan provided. Every effort shall be made to ensure that the same people are being used in the same roles for all evaluation sessions to ensure consistency in how each player is being assessed. Division Directors will identify on-ice personnel and ensure that they have session plans as provided by the DHD.

The Division Director or designate will organize sessions including player sign-in, jersey allocation and the collection of evaluations. Evaluations must be forwarded to the DHD. Standardized forms shall be used to evaluate players during each session.

### 11.5 OBJECTIVES OF PLAYER EVALUATION PROCESS

The objectives of the player evaluation process are as follows:

- a) To provide uniformity and consistency in the evaluation process so that players and parent expectations are consistent from year to year
- b) To provide a fair and impartial assessment of a player's total hockey skills during the skating sessions
- c) To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill level as determined during the on-ice evaluations
- d) To facilitate the formation of teams that maintain balanced and representative play where the athletes can develop and participate equitably
- e) To provide feedback to players that promotes future development
- f) provide coaches an opportunity to build a team-based knowledge of their players' skills and attitude subject to their own coaching philosophy

## 11.6 REC TEAM SELECTION

The primary objective in team selection is to make every effort to create equally balanced representative teams in each division. Well balanced teams ensure that the quality and intensity of the games are satisfactory to all players. This in turn helps to preserve player self-esteem and enhances the development of all players. It is the responsibility of the DHD and Division Directors to ensure that well balanced teams have been selected.

The number of recreational teams within a division shall be determined by the number of registrants within that division.

The DHD, Division Director will complete team selections for the entire U7 and U9 Divisions. The balance of team selections will be drafted and overseen by the DHD.

Team selection meetings will be scheduled after player evaluations and head coach assignments have been completed. Teams will be selected in the presence of the DHD, Division Directors with the objective of creating equal teams based on player information obtained as a result of player evaluations. A draft system for team selection will be used. Registration numbers determining there will be a minimum of fifteen (15) and a maximum of nineteen (19) players per team including goalies. KMHA's intent is to encourage as many players as possible to participate and to minimize waiting lists.

### U11 to U18 Player Draft

- i. Players will be evaluated by independent evaluators and ranked in order to the best of the evaluator's ability.
- ii. Coaches are allowed to have 1 assistant, 1 manager and 1 HCSP reserved. Should those 4 players cause an imbalance in team competitive levels at the discretion of the division Director in consultation with the DHD coaching groups can be split up.
- iii. Numbers will be drawn to determine order. KMHA uses a snake draft, where round 1 would be 1 – 10 and round 2 would be 10 – 1 and so on.
- iv. Coaches who have players in the draft will have their ranking position divided by number of teams to determine what round the player must be picked. For example, in a 10 team division with 150 skaters and a coaches kid ranked 64<sup>th</sup>, the coaches kid is that team's 6<sup>th</sup> round pick. Should any team have 2 players in the same round where 1 or both players are in the top half of the round eg the 61<sup>st</sup> and 64<sup>th</sup> player, they would be the coaches 5<sup>th</sup> and 6<sup>th</sup> round picks. If they have 2 players in the round where 1 or both are in the bottom half the of the round eg 64<sup>th</sup> and 68<sup>th</sup> pick, they would be the coaches 6<sup>th</sup> and 7<sup>th</sup> round picks.
- v. Division Directors can allow the goalies to be part of the draft or assign them to teams themselves

## 11.7 PLAYER MOVEMENT

Upon the recommendation of Division Director, or upon their own initiative, the DHD may assess the need to enforce player movement from team to team. Players must comply with any assignments that are made for this purpose. The DHD, team coaches and Division Directors are responsible for ensuring that teams remain well-balanced between each other. Player movement will normally be completed by the end of October. Any player

movement occurring after this date as a result of representative movement must be approved by the DHD. The division director in consultation with the DHD will have the final say in roster decisions.

Every effort will be made to have this process completed by the time team photos are taken in October.

## 11.8 APPEALS

Players and/or parents may appeal their placement on a team by formally writing to the DHD through their respective Division Director. Letters must include the issue being appealed, grounds for the appeal and the resolution being sought. Appeals will be responded to within 5 days and/or addressed at the player's next scheduled ice time.

## 11.9 GOALIE

Should a team require a goalie for a game they must download and fill out the following form:

<https://www.kelownaminorhockey.com/wp-content/uploads/sites/720/2021/08/Goaltender-relief-request-form-2019-08-14-FILLABLE.pdf> They must include an email from the coach of the goalie that they want to use saying it is ok. They must email the form no later than Thursday prior to the game to the Executive Director and may not use the goalie until they receive an email confirming approval

All players in U9 or lower divisions are to have the opportunity to play goal if they desire. If a player is one of two goalies on a team the player can play as a goalie for one game and a skater for the next game as per Hockey Canada rules. Once a player plays goal, he cannot become a skater in the same game, however a skater can switch to playing goal in the same game.

## 11.10 PRACTICES

Each Recreational team can expect on average 1 practice (shared with another team) and 1 game per week. Representative teams will have on average 2 practices per week and 1 game

## 11.11 TEAM PLAY ACROSS DIVISIONS

Prior approval must be obtained from applicable Division Directors before teams can compete across divisions (i.e. U13 Recreational 1 vs. U15 Tier 2 or Recreational). Division Directors may wish to consult with KMHA Risk Manager and/or DHD prior to giving consent.

## 11.12 ICE TIME

Coaches will make every effort to ensure fair and equitable ice time for all players subject to the team dynamic of forwards, defenseman and goalies. KMHA recommends that coaches follow a regular rotation and that they maintain player rotation during games and scrimmages. Recognizing that different combinations of players may be used at the discretion of the coach, KMHA therefore places the onus on the coach to be accountable to players and parent/guardians with respect to these decisions. There will be no double shifting or moving players from position to position in favor of specific players seeing more ice time.



### 11.13 TEAM UNIFORMS/CLOTHING

KMHA players must wear KMHA issued uniforms in game situations. Uniforms distributed by KMHA may not be altered without written permission from the Executive Director. Name bars are permitted on the backs of the jerseys indicating surname only. Business or secondary sponsor names may not be printed on jerseys, bags, clothing or other equipment without the approval of the Executive Director. Name bars must be designed and placed in accordance with HC Guidelines and must be attached so that they can easily be removed following the completion of the season. Coaches are responsible for the distribution of team uniforms at the beginning of the season and for collection at the end of the season. All uniforms are to be returned to KMHA-on the designated jersey return date

### 11.14 TEAM DESIGNATIONS

Players are divided into seven different divisions based on their age/gender as of December 31<sup>st</sup> of the year registered. Numbers permitting, divisions are as follows:

Cross Ice Program (U7/U9)	Recreational 1,2,3...	ages 4 - 8 years
U11	Recreational 1,2,3...	ages 9 - 10 years
U13	Recreational 1,2,3...	ages 11 - 12 years
U15	Recreational 1,2,3...	ages 13 - 14 years
U18	Recreational 1, 2,3...	ages 15 - 17 years
Female	Recreational 1,2	all ages (Depending on registration numbers)

### 11.15 COACH SELECTION PROCESS – RECREATIONAL TEAMS

All team staff are required to complete the BC Hockey online – Respect In Sport for Activity Leaders (renewable every five years), Concussion Awareness Training Tool (CATT), and have a current Criminal record check with Hockey Canada.

Coaches must commit to and achieve the necessary Coaching certifications for the level they are coaching within the current year if they have not already done so. The Director of Hockey Development is responsible for making sure these conditions have been met for every team. A coach may be suspended from their duties if these conditions have not been met. All coaches and assistant coaches are required to have attended a Coach 1, or Coach 2 clinic prior to December 1. Coaches must be certified at the BC Hockey recommended level.

The DHD will establish a coach selection committee which will consist of the DHD, The President (or designate), the Division Director and at least one (1) other individual mutually agreed upon by the aforementioned.

The Coach Selection Committee shall select the most suitable candidates for all categories within the division based on the information provided in the application form, past evaluation forms, coaching history within KMHA, be in good standing with KMHA and any other relevant information. All applications will be reviewed prior to the player evaluation process, whenever possible, and candidates for head coach positions will be short-listed for possible interviews. Interviews are at the discretion of the DHD and they may or may not occur depending on the number and/or quality of applicants.

Head coach assignments will not be finalized until player evaluations are completed, due to the possibility of a player not falling into the skill level that the parent was assigned to as a coach, or the possibility that the number of teams within a division is not the same as the number of coaches assigned. Final selection of head coaches will be completed by the Coach Selection Committee, and their decisions will be final with no appeal process.

All remaining coaching staff must be pre-approved by the Division Director and DHD, and all must have completed the BC Hockey coaching requirements along with a current Criminal record check prior to being added to the team roster.

All coach candidates will be expected to attend the player evaluation process to ensure that they have familiarity with each player being selected to the teams.

Coach selections and team officials across all divisions, must be approved by KMHA.

When final coach assignments have been completed, the Division Director will schedule team selection meetings as early as possible

From time-to-time minor hockey teams enlist other hockey players or other volunteers to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the [BC Hockey Guidelines found here](#).

## 11.16 DIVISIONAL PROGRAMMING

All recreational division programming follow Hockey Canada's and BC Hockey's Player Development and Programming publications which in turn follow the Long-Term Player Development (LTPD) model.

## 11.17 U7 & U9 (CROSS ICE) PROGRAM

Commencing with the 2016-2017 season the BC Hockey Board of Directors mandated the following: All Minor Hockey associations are required to operate the Hockey Canada U9 program and utilize cross-ice systems for participants below the U11 division. This means that all on ice sessions MUST take place on a cross-ice surface. KMHA fully supports this program and is committed to following the guidelines and using the resources adopted by BC Hockey for this age group.

Teams are permitted to participate in one (1) out of town tournament and their home tournament/jamboree. Teams with open weekends may request permission to attend an extra tournament to the Division Director.

## 11.18 U11 PROGRAM

Commencing with the 2020-2021 season, KMHA is mandated to follow Hockey Canada's U11 (U11) Player Pathway.

## 11.19 GENERAL PROGRAMMING

- Every effort will be made to ensure a minimum 2 ice times per week over the season
- 1 KMHA in-town tournament
- Assessment information forms the fundamental basis for creating equally balanced teams and will be used to assist in the balancing of teams for the tryouts or placement if an injury prior to fall tryouts occurs.
- Exhibition games will be used to evaluate and ensure teams are balanced
- Coaching staff will be encouraged to follow a curriculum outlined on a monthly basis with assistance of DHD
- Recommend that extra ice time be utilized for practices prior to the first week of November
- KMHA provides goalie gear to U11 teams, Coaches are encouraged to use full ice with both teams and take advantage of a station approach, cross ice transition games, and full ice skating drills.
- KMHA will provide for an all-female team should numbers permit.
- Where players play on a mixed team, both male and female players must be fully dressed before occupying the same dressing room; coaches are responsible for ensuring that the necessary arrangements are made to accommodate all players

## 11.20 TOURNAMENTS

Teams are permitted to participate in a maximum of three (3) tournaments, one being their home tournament. After receipt of their league schedule, should a team have a weekend that is open and free from league play, they may be permitted to participate in a tournament on that specific weekend which will not count in their permitted 3 tournaments. Written consent from the Division Director is required. Teams must poll the parents (in an anonymous vote) and receive a majority decision in order to make an application to the Division Director for additional tournament plans. Teams ARE NOT permitted to make any travel plans during the playoff round.

Each division of the Recreational League shall host a tournament during the season. The tournaments shall be organized by Division Directors with input from coaches and parent/guardians and shall be overseen by KMHA Tournament Coordinator. KMHA will provide ice and referees for each tournament.

Entry fees may be charged and will be used to cover team incentives and other costs associated with the tournaments. Tournament entry fees (to be determined each season) for local players will be paid by KMHA., then the recreational divisions may set up a raffle table with items donated by parent/guardians however all proceeds must be forwarded to KMHA. Should there be no out-of-town teams entered in a tournament, unused ice will be returned to KMHA for redistribution or to be returned to the City of Kelowna.

Tournaments hosted by KMHA teams outside of Kelowna are subject to all KMHA Policies.

All teams participating in a KMHA hosted tournament are required to provide their HCR roster prior to their first tournament game. Only those individuals listed on the HCR roster will be permitted to participate.

The division will be responsible for all costs associated with gifts, awards, late ice cancellations etc. Tournament committees are responsible for clean up and take down of tournament signs, posters, banners and tables at the completion of the tournament.

Damages to the facilities during a tournament by any team in the tournament will become the responsibility of the tournament.

## 11.21 DISCIPLINE

KMHA expects coaches and team officials to maintain strict discipline among players and parent/guardians. The coach, players and parent/guardians represent not only KMHA but also their respective team sponsors and the City of Kelowna. It is the responsibility of the coach to be aware of the rules and regulations at all levels. Coaches are also responsible for player discipline with respect to dressing rooms and bus travel. Teams found to be in violation of these expectations may be suspended from play.

Specific team guidelines should be established at the first meeting of the year with input from all parties including players, parent/guardians, coaching staff and team management. Guidelines should be in writing and must be distributed to each player and parent/guardians so that all are aware of team expectations. These guidelines are over and above KMHA, BCH and HC rules, and must not in any way contradict them.

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches will ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches who allow a suspended player to play will be subject to BC Hockey rulings. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the Division Director within five (5) days of the incident occurring. Incident reports will be reviewed by the Division Director. If in the opinion of the Division Director, coaches, or team officials, suspensions beyond one game are necessary, those recommendations and the circumstances surrounding the incident will be communicated to KMHA Board of Directors.

Officials penalize players and/or other team officials with the full authority of HC, BCH, OMAHA and KMHA. The Conduct Committee retains the authority to assess and impose further penalties if in the opinion The Conduct Committee it is deemed appropriate.

Discipline issues to go to the President who will pass on to the Discipline chairperson who will contact any standing members of the Discipline committee and the Division Director.

Discipline issues will not be handled by KMHA staff IE: Head Coaches or Administration etc.

## 11.22 SERVING OF SUSPENSIONS

Please note, team officials, players, or officials may not practice with their team during the term of the suspensions listed below if the suspension is in excess of 30 days.

For the purpose of suspension, scheduled games include any pre-approved game(s) scheduled prior to the incident that caused the suspension, including exhibition games both in-town or out-of-town. Minimum penalties are to be served consecutively. If an exhibition game is scheduled after the incident, it does not count toward the suspended games; however, the player/team official is suspended from those games as well. In order for a local game to be considered a pre-approved game, the ice must be booked, approval from Division Director has taken place and referees have been requested.

- i. Players - Player receiving a suspension shall be prohibited from playing in games as well as from acting as an Official or in any other official capacity with a Team, League or Association within BC Hockey.
- ii. Team Officials - Team Official receiving a suspension are prohibited from participating with the Team from one hour prior to any games until one hour after the conclusion of any games and from acting as an Official and in any other official capacity with a Team, League or Association within BC Hockey.
- iii. Official receiving suspensions - An Official receiving a suspension as a player or team official shall be prohibited from officiating until the expiration of the suspension plus playing in any games and acting in any other official capacity with a Team, League or Association within BC Hockey.

Players are expected to act responsibly and be ambassadors of their sport. If at any time a player participates in an event or activity while representing KMHA or their sponsors by wearing team jerseys, tracksuits, or jackets, they are expected to behave in a manner consistent with demonstrating good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play as determined by KMHA Conduct Committee.

Minimum suspension guidelines will follow the most recent BC Hockey Bulletin for Minimum suspensions - Minor/Female. Suspensions, in addition to the minimum suspension guidelines can be given, or as the Association deems necessary for player and coach conduct on the ice and in the stands.

## 11.23 SPRING TEAMS

KMHA runs its season from September – March. KMHA does not participate in any Spring Hockey Leagues/Programs.

Beginning Spring Hockey prior to the completion of the KMHA season fragments a team and changes the focus of the season, particularly for those children not chosen to play Spring Hockey. As a result, KMHA players are prohibited from participating in spring team tryouts during a KMHA team event. As well, participating in games and or practices for a spring team during the KMHA season is prohibited and subject to suspension.

Spring teams do not form part of KMHA and do not fall under KMHA jurisdiction or sanctioning. Wearing KMHA jerseys or competing against these teams as a KMHA team is prohibited.

## 11.24 STATS AND STANDINGS

KMHA will not post individual stats for league play. League standings may be posted for the U11, U13, U15 and U18 divisions. Annual playoff trophies are also available for the U11 and U13.

## **11.25 TEAM FUNDRAISING (RECREATIONAL)**

It is the intention of KMHA to protect parents of players on recreational teams from excessive costs. In addition, KMHA would like to ensure consistency with respect to opportunities which may be available from team-to-team. As such, secondary sponsors may be considered, however names of such sponsors must be advertised in any way so as not to conflict with existing sponsors. Such sponsorship is limited to the provision of team socks, hats, jackets or travel costs and must be pre-approved by KMHA Board of Directors.

## **12 DEVELOPMENT & REPRESENTATIVE TRY-OUT GUIDELINES**

### **12.1 INTRODUCTION**

The Kelowna Minor Hockey Association (KMHA) has created this try-out guideline in order that KMHA members have clarity as it relates to the Development (“Dev”) & Representative (“Rep”) try-out process. We have attempted to create a thorough and fair evaluation framework, which gives every player trying out an opportunity to be selected to the appropriate KMHA team. KMHA tryouts will generally begin after Labour day. In the event there isn’t enough time after Labor Day until OMAHA Competition weekend, some groups may be required to begin in August. Tryout schedules will be posted on the KMHA website and members emailed through TeamSnap one (1) week before the tryouts begin.

### **12.2 EVALUATION PROCESS**

At KMHA it is our goal to provide a challenging and fair approach to hockey at the next level for our Dev/Rep and our Recreational programs. KMHA will prepare a comprehensive and professional evaluation of our players. It is noted that parent coaches will not participate in the initial start of season evaluations; independent evaluators will be utilized.

Our goal is to ensure that our players are challenged yet still playing at a level where they are best suited to develop and truly enjoy the game of hockey. At KMHA, we are committed to giving every player the opportunity to achieve their goals by having an organization that is committed to their development. Each player and member will be expected to show professionalism, integrity, respect and sportsmanship. KMHA will abide by the Hockey Canada age guidelines for each division of hockey.

### **12.3 ATTENDANCE/INJURY DURING TRYOUTS**

All players trying out for Dev/Rep hockey must attend all assigned tryouts, which will begin early September. Players must attend their designated sessions regardless of their expectation/desire to play at a specific level.

Players who do not attend all tryouts could forfeit their opportunity to play Dev/Rep hockey for that season, and will immediately be registered for Recreational hockey in their division, except as provided in this section.

A player who has registered for Dev/Rep hockey but is unable to attend a tryout session due to sickness or injury must provide, not later than September 15, and before taking the ice for any further tryout session, a letter from a physician confirming said reason. In such circumstances:

- a) If a player's injury prevents the player from completing the tryout process, the player will be assessed by KMHA Director of Hockey Development ("DHD") and the Dev/Rep Coaches for that division after earliest medical approval date.
- b) The KMHA DHD may hold a position for a player missing if he/she believes that this player has shown from his/her past history, would make that team. The DHD must consult the situation with KMHA Board.
- c) A position may only be held for an injured player, if the player has a Doctor's certificate indicating that the player is expected to be able to play hockey within a reasonable amount of time.
- d) If a position is held for an injured player, then the player must pay the Dev/Rep tryout fees prior to playing with that team.
- e) A player, who has registered for Dev/Rep Hockey but is unable to attend a tryout session due to exceptional personal circumstances, must seek permission in advance of the session to be missed, by way of a letter addressed to the applicable KMHA DHD. The KMHA DHD shall determine whether to approve the request via written (email) communication.

## 12.4 THE DEVELOPMENT/REPRESENTATIVE TRYOUT PROCESS

Ahead of the September try-out period, the DHD will assign a Division Head Evaluator for the divisions with the largest number of players trying out. The DHEs will be independent, experienced hockey people. The DHEs will manage the tryout process for their division, and report to the DHD. The KMHA ice scheduler will attempt to ensure that the DHEs are available to observe all ice times for his/her division. The DHD is ultimately responsible for all player selection decisions.

Specifically, the DHD will appoint DHEs for each of the following division tryouts:

- U11 Dev;
- U13 Rep;
- Female U13 & U15 (one DHE will manage both female divisions).

Between 3-5 independent evaluators, chosen by the DHD, will assist the DHE in rating players during division tryouts.

It is extremely important during all evaluations that those involved in evaluating players be neutral. We ask that players and parents avoid attempts to communicate with these individuals. Evaluators will be seated in a designated area, and no other individuals will be permitted into this area.

- a) Placement for tryouts will begin upon completion of the initial evaluation skates.
  - i. The initial evaluations are skewed towards scrimmages (generally three ice sessions), allowing players to demonstrate their skills, hockey sense, team play, conditioning and compete level.
  - ii. After the initial evaluations, players will either be assigned to a Dev/Rep tryout group, or to Recreation team evaluations.
  - iii. Roster/tryout updates will be made as soon as reasonably possible through notices posted to the KMHA website. Players who are released during the final weekend of tryouts (Final try-out weekend will be the weekend in September prior to the OMAHA Competition weekend. – see more information below) will receive an email from KMHA via TeamSnap, notifying them of their assigned team.

- iv. Separate goaltender evaluation sessions will be held using independent goalie evaluators. As discussed above, it is expected that goalies attend every one of their assigned evaluation sessions.

## 12.5 U11 DEVELOPMENT

KMHA intends to field four to five U11 Development team(s). Based on evaluations, this will include a combination of highest-tier (traditionally A), mid-tier (traditionally B), and lowest-tier (traditionally C) team(s), as well as a standalone Female Development team.

KMHA reserves the right to add, remove, alter, or exchange players and team(s) at any point prior to the start of the season (after Competition Weekend) to ensure that each team and each player is competing at the appropriate level.

Each team will be composed of approximately 15 skaters and two goalies. Evaluators will assign the best available players to form the team(s), regardless of the position the player initially registered for.

## 12.6 U11 DEV TRYOUT PLAN & CALENDAR

### First week of tryouts

- All players will participate in two, non-evaluated sessions (a combination of skills practices and scrimmages). These sessions are intended to help players shake off “summer rust” and prepare for tryouts.
- Goalies will participate in two additional goalie-specific sessions, which will also be evaluated.
- All players, including goalies, will then take part in three evaluated skates, which are primarily focused on scrimmages.

### Initial Group Placement

Within 48 hours of the last of the three initial evaluation sessions, players will be assigned into four groups. Player assignments to Groups 1–4 are not final; players may be moved between groups during the evaluation process prior to rosters being finalized.

1. U11 Group 1
  - Up to 10 players.
  - These players will have been evaluated as the top players in the U11 age category and are committed to play on the highest-tier Development team(s) (traditionally U11 A).
2. U11 Group 2
  - Approximately 34 players.
  - These players will continue through evaluation to determine who may be placed on the highest-tier Development team(s) (traditionally U11 A) or the mid-tier Development team(s) (traditionally U11 B) or, depending on numbers and evaluation results, the lowest-tier Development team(s) (traditionally U11 C).
3. U11 Group 3
  - Approximately 34 players.
  - Evaluations in this group will determine placement. While a small number of players from this group may be placed on mid-tier Development team(s) (traditionally U11 B), the majority will traditionally be assigned to the lowest-tier Development team(s) (traditionally U11 C) or reassigned to the Recreational Division.



#### 4. U11 Group 4

- All remaining players not assigned to one of the Development groups will play in the Recreational Division.
- Recreational division evaluation skates will take place following the Dev tryout process.

#### Female Development Pathway

- A standalone Female Development team will also be formed, separate from the above U11 Group 1–4 process (subject to evaluation and competitiveness review like all Development team(s)).
- Player placement on this team will be determined through evaluations and registration interest.
- As with all Development team(s), the Female Development team may be reclassified or removed if evaluation results or league competition determine that the team is not competitive.

#### Evaluation & Team Formation

- Final team formation will result in 4–5 U11 Development team(s), depending on registration numbers and evaluations.
- This may include team(s) at the A, B, and C Development tiers, in addition to the standalone Female Development team.
- Evaluators will assign the best available players to form the team(s), regardless of the position the player initially registered for.

#### Competition Weekend

- OMAHA will host a “Competition Weekend,” which is a series of exhibition games to ensure league play is competitive across the U11 tiers.
- KMHA teams, including the Female Development team, may be moved into higher or lower tiers or removed from Development play if deemed not competitive.
- KMHA reserves the right to adjust rosters or team designations after Competition Weekend to ensure that each team and each player is placed at the appropriate level.

#### Team Finalization

- Following Competition Weekend, final rosters will be set.
- Teams will then begin regular practices and games as rostered groups.

## 12.7 GOALIE EVALUATIONS

The goalie position is very specialized, and KMHA will have very experienced individuals evaluating these players. Game by game situations vary dramatically for a goalie, and thus make comparisons between goalies difficult. Relative to the skating positions, evaluators need to see goalies in specific, comparable situations. As a result, goalie specific tryout sessions will be a key part of the evaluation process.

## 12.8 GAMES DURING TRYOUTS

Rosters for each game will be set ahead of time with the objective, on a best effort basis, of seeing players play in different positions, with different players.

Coaches assigned to the try-out exhibition games are there to solely supervise and evaluate players, and not to coach them.

## 12.9 PLAYER PLACEMENT DECISIONS & FEEDBACK

Appeals to the evaluation group will not be offered. KMHA will assign an experienced group of independent evaluators whose decisions will be final.

Evaluations are made with the sole intent to rank and place players at the appropriate levels. Evaluators do not undertake lengthy verbal or written evaluations. As such, neither parents nor players should expect or request detailed feedback from the DHD.

At the U11 level, where all coaches are generally parents, coaches will not have a say in roster decisions. Rosters will be set by the DHE and the DHD.

## 12.10 PLAYER PLACEMENT NOTIFICATION

Evaluation results, after the initial three evaluation sessions and group placements, and until team completion, will be posted on the KMHA website at [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com). We believe this process allows for players to review their placement at home, which enables family support. We ask that families also regularly check the website for updated ice times/schedules.

## 12.11 U13 REPRESENTATIVE TEAMS

KMHA intends to field three to four U13 Representative (“Rep”) teams for the season. This may include team(s) at the Tier 2, Tier 3, and Tier 4 levels. Tier 1 is an OMAHA Zone team and operates outside of KMHA’s traditional Rep structure.

Each KMHA U13 Rep team will be composed of 15 skaters and 2 goalies. Evaluators will assign the best available players to form the team(s), regardless of the position the player initially registered for.

KMHA reserves the right to add, remove, alter, or exchange players and team(s) at any point prior to the start of the season to ensure that each team and each player is competing at the appropriate level.

## 12.12 U13 REP TRYOUT PLAN & CALENDAR

### First week of tryouts

- All players will participate in two, non-evaluated sessions (a combination of skills practices and scrimmages). These sessions are intended to help players shake off “summer rust” and prepare for tryouts.
- Goalies will participate in two additional goalie-specific sessions, which will also be evaluated.
- All players, including goalies, will then take part in three evaluated skates, which are primarily focused on scrimmages.

### Initial Group Placement

Within 48 hours of the last of the three initial evaluation sessions, players will be assigned into four groups. Player assignments to Groups 1–4 are not final; players may be moved between groups during the evaluation process prior to rosters being finalized.

#### **1. U13 Group 1**

- 5–8 players.
- These players will have been evaluated as the top players in the U13 age category and are committed to play on the highest-tier KMHA Rep team(s), traditionally Tier 2.

## **2. U13 Group 2**

- 30 players.
- These players will continue through evaluation to determine who may be placed on the highest-tier KMHA Rep team(s) (traditionally Tier 2) or the mid-tier KMHA Rep team(s) (traditionally Tier 3) or, depending on numbers and evaluation results, the lowest-tier KMHA Rep team(s) (traditionally Tier 4).

## **3. U13 Group 3**

- 30 players.
- Evaluations in this group will determine placement on the lowest-tier KMHA Rep team(s) (traditionally Tier 4) or reassignment to the Recreational Division.
- Players in this group will not be moved up, as sufficient numbers are already evaluated in Group 2.

## **4. U13 Group 4**

- All remaining players not assigned to one of the Rep groups will play in the Recreational Division.
- Recreational division evaluation skates will take place following the Rep tryout process.

### **Evaluation & Team Formation**

Final team formation will result in 3–4 KMHA U13 Rep team(s).

- This may include team(s) at the Tier 2, Tier 3, and Tier 4 levels.
- Tier 1 is a Zone team under the OMAHA program and operates outside of KMHA's traditional Rep structure.
- One "Oversized Team" will be formed at the top tier, composed of 18 skaters (3 extra forwards and 2 extra defence) and 3 goalies.
- All other teams will be formed with 15 skaters and 2 goalies.
- Exhibition games will be used to determine final rosters.
- Extra players from the "Oversized Team" will be reassigned to the next lower-tier team, creating a temporary surplus. That surplus will then roll down team by team until the final tier, where the extra players will be reassigned to the Recreational Division.
- Evaluators will assign the best available players to form the team(s), regardless of the position the player initially registered for.

### **Team Finalization**

- Rosters for all KMHA U13 Rep team(s) will be posted after exhibition games and evaluations are complete.
- Final rosters will then be confirmed.
- Teams will begin regular practices and games as rostered groups.

## **12.13 GOALIE EVALUATIONS**

The goalie position is very specialized, and KMHA will have very experienced individuals evaluating these players. Game by game situations vary dramatically for a goalie, and thus make comparisons between goalies difficult. Relative to the skating positions, evaluators need to see goalies in specific, comparable situations. As a result, goalie specific tryout sessions will be a key part of the evaluation process.

## 12.14 GAMES DURING TRYOUTS

Rosters for each game will be set ahead of time with the objective, on a best effort basis, of seeing players play in different positions, with different players.

Coaches assigned to the try-out exhibition games are there to solely supervise and evaluate players, and not to coach them.

## 12.15 PLAYER PLACEMENT DECISIONS & FEEDBACK

Appeals to the evaluation group will not be offered. KMHA will assign an experienced group of independent evaluators whose decisions will be final.

Evaluations are made with the sole intent to rank and place players at the appropriate levels. Evaluators do not undertake lengthy verbal or written evaluations. As such, neither parents nor players should expect or request detailed feedback from the DHD.

At the U13 level, coaches will have a say in final roster decisions. Rosters will be set by the DHE and the DHD for any games in the tryout process. Final roster decisions will be a group decision; combining the input of the DHD, DHE and coaches. If consensus cannot be reached, the DHD will have the final say on roster choices.

## 12.16 PLAYER PLACEMENT NOTIFICATION

Evaluation results, after the initial three evaluation sessions and Tier placements, and until team completion, will be posted on the KMHA website at [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com). We believe this process allows for players to review their placement at home, which enables family support. We ask that families also regularly check the website for updated ice times/schedules.

## 12.17 U15 REPRESENTATIVE TEAMS

U15 marks the beginning of BC Hockey Zone teams, with tryouts for these teams taking place within the spring and summer months. BC Hockey will roster one U15 AAA team while OMAHA ices one U15 AA team.

For players not assigned to the above Zone teams and interested in playing Rep, KMHA intends to ice the following U15 Rep teams for the season:

- One U15 Tier 2 team
- One U15 Tier 3 team

Evaluators will be assigning the best available players to form those teams, regardless of the position the player initially registered for.

## 12.18 U15 REP TRYOUT PLAN & CALENDAR

First week of tryouts

- All players are provided two, non-evaluated, 1-hour skills practices. These sessions are to be used to help players clear “summer rust” and help prepare them for try-outs.
- Two goalie specific, additional sessions.
- All players participate in three try-out sessions, which are skewed towards scrimmages.

Within 48hrs of the last of three initial evaluation sessions, players will be assigned into three groups:

1. U15 1

We expect to assign roughly 8-10 players into this group. These players will be evaluated as the top remaining players in the U15 age category and will play the season on the U15 Tier 2 team.

2. U15 2

We expect to assign 34 players into the U15 2 group. These players will be split into two teams.

3. Recreational Division

All players not assigned to one of the two U15 Rep groups will play the year in the Recreational division.

Recreational division evaluation skates will take place at the end of the Rep tryout process.

The rationale of using this tryout structure is to separate the top players from the tryout groups, which will give the next tiers of players the best opportunity to demonstrate their own abilities. We believe this is the best way to quickly and correctly form our Rep teams.

1. Group U15 1 will be provided 1-2 skills practice(s).
2. The two U15 Group 2 teams will play exhibition games vs each other, or another association.

Evaluation within U15 group 2 will determine:

- a) the best 7-9 skaters and goalie who will join the U15 1 group in forming the U15 Tier 2 roster, which will be composed of 17 skaters and 2 goalies (the U15 Tier 2 roster will be set);
- b) the next 19-20 rated players who will be involved in trying out for the U15 Tier 3 team;
- c) the roughly 2-4 lowest rated players, who will be assigned to Rec.

The U15 Tier 2 team and U15 Tier 3 squads will be provided practice and game times.

Rosters for the U15 Rep teams will be set by Wednesday prior to Competition Weekend

“Competition Weekend” is a series of exhibition games organized by OMAHA to determine the competitiveness of teams so that league play is competitive across the U15 tiers.

While it is KMHA’s intention within U15 Rep to form one Tier 2 team and one Tier 3 team, results from the competition weekend could result in moving a team into a higher/lower tier.

## 12.19 GOALIE EVALUATIONS

The goalie position is very specialized, and KMHA will have very experienced individuals evaluating these players. Game by game situations vary dramatically for a goalie, and thus make comparisons between goalies difficult.

Relative to the skating positions, evaluators need to see goalies in specific, comparable situations. As a result, goalie specific tryout sessions will be a key part of the evaluation process.

## 12.20 GAMES DURING TRYOUTS

Rosters for each game will be set ahead of time with the objective, on a best effort basis, of seeing players play in different positions, with different players.

Coaches assigned to the try-out exhibition games are there to solely supervise and evaluate players, and not to coach them.

## 12.21 PLAYER PLACEMENT DECISIONS & FEEDBACK

Appeals to the evaluation group will not be offered. KMHA will assign an experienced group of independent evaluators whose decisions will be final.

Evaluations are made with the sole intent to rank and place players at the appropriate levels. Evaluators do not undertake lengthy verbal or written evaluations. As such, neither parents nor players should expect or request detailed feedback from the DHD.

At the U15 level, final roster decisions will be a group decision, combining the input of the DHD and coaches. If consensus cannot be reached, the DHD will have the final say on roster choices.

## 12.22 PLAYER PLACEMENT NOTIFICATION

Evaluation results, after the initial three evaluation sessions and Tier placements, and until team completion, will be posted on the KMHA website at [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com). We believe this process allows for players to review their placement at home, which enables family support. We ask that families also regularly check the website for updated ice times/schedules.

## 12.23 U18 REPRESENTATIVE TEAMS

In U18t, BC Hockey fields two Okanagan Regional teams, with tryouts for these teams taking place within the spring and summer months. the Okanagan will roster one U18 AAA (Major) team and one U17 AAA team. OMAHA runs one U18 AA team.

For players not assigned to the above regional teams and interested in playing Rep, KMHA intends to ice one U18 Tier 2 team

Evaluators will be assigning the best available players to form those teams, regardless of the position the player initially registered for.

## 12.24 U18 REP TRYOUT PLAN & CALENDAR

- All players are provided two, non-evaluated, 1-hour skills practices. These sessions are to be used to help players clear “summer rust” and help prepare them for try-outs.
- Two goalie specific, additional sessions.
- All players participate in three try-out sessions, which are skewed towards scrimmages.

Within 48hrs of the last of three initial evaluation sessions, players will either continue along in the Tier 2 tryout group or be assigned into Recreation. We cannot provide specifics in terms of numbers of players, as the number of U18 players participating in Rep tryouts varies considerably year to year. It is our hope to roster 17 skaters and 2 goalies at U18 Tier 2.

After the 3<sup>rd</sup> evaluation skate the U18 Tier 2 team will be provided practice and game times.

The U18 Tier 2 roster will be finalized by Wednesday prior to Competition Weekend

“Competition Weekend” is a series of exhibition games organized by OMAHA to determine the competitiveness of teams so that league play is competitive across the Midget tiers.

While it is KMHA’s intention within Midget Rep to form one A2 team, results from the competition weekend could result in moving a team into a lower tier.

## 12.25 GOALIE EVALUATIONS

The goalie position is very specialized, and KMHA will have very experienced individuals evaluating these players. Game by game situations vary dramatically for a goalie, and thus make comparisons between goalies difficult. Relative to the skating positions, evaluators need to see goalies in specific, comparable situations. As a result, goalie specific tryout sessions will be a key part of the evaluation process.

## 12.26 GAMES DURING TRYOUTS

Coaches will set the rosters for each exhibition or scrimmage game.

## 12.27 PLACEMENT DECISIONS & FEEDBACK PLAYER

Appeals to the evaluation group will not be offered. KMHA will assign an experienced group of independent evaluators whose decisions will be final.

Evaluations are made with the sole intent to rank and place players at the appropriate levels. Evaluators do not undertake lengthy verbal or written evaluations. As such, neither parents nor players should expect or request detailed feedback from the DHD.

Rosters through September 13<sup>th</sup> will be set by the DHD. At the U18 level, final roster decisions will be a group decision, combining the input of the DHD and coach. If consensus cannot be reached, the DHD will have the final say on roster choices.

## 12.28 PLAYER PLACEMENT NOTIFICATION

Evaluation results, after the initial three evaluation sessions and Tier placements, and until team completion, will be posted on the KMHA website at [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com). We believe this process allows for players to review their placement at home, which enables family support. We ask that families also regularly check the website for updated ice times/schedules.



## 12.29 FEMALE REPRESENTATIVE TEAMS

KMHA intends to field the following Female Rep teams:

- One U13 A team

Depending on registration levels, we hope that each team will be composed of 15 skaters and two goalies. Evaluators will be assigning the best available players to form those teams, regardless of the position the player initially registered for.

U15 and U18 are now OMAHA regional teams.

## 12.30 FEMALE REP TRYOUT PLAN & CALENDAR

The process will begin after Labor Day

- All players are provided two, non-evaluated, 1-hour skills practices. These sessions are to be used to help players clear “summer rust” and help prepare them for try-outs.
- All players will then participate in three try-out sessions, which are skewed towards scrimmages.

Within 48hrs of the last evaluation session, some players may be assigned into the Recreation Division.

All age groups will play exhibition games. The teams will be set and posted within 72hrs of their final exhibition games.

As the Female leagues often have limited teams, there is no competition weekend for them. KMHA will try to arrange for exhibition games.

## 12.31 GOALIE EVALUATIONS

As there are often very few goalies trying out for Female teams, KMHA will have goalie specific evaluators rating the goalies at all 3 evaluated skates, but there won't be goalie only sessions scheduled

## 12.32 GAMES DURING TRYOUTS

Rosters for each game will be set ahead of time with the objective, on a best effort basis, of seeing players play in different positions, with different players.

## 12.33 PLAYER PLACEMENT DECISIONS & FEEDBACK

Appeals to the evaluation group will not be offered. KMHA will assign an experienced group of independent evaluators whose decisions will be final.

Evaluations are made with the sole intent to rank and place players at the appropriate levels. Evaluators do not undertake lengthy verbal or written evaluations. As such, neither parents nor players should expect or request detailed feedback from the DHD.

At the Female level, coaches will have a say in final roster decisions. Rosters through September 16<sup>th</sup> will be set by the DHE (U13 & U15) and the DHD. Final roster decisions will be a group decision, combining the input of the DHD, DHE and coaches. If consensus cannot be reached, the DHD will have the final say on roster choices.

## 12.34 PLAYER PLACEMENT NOTIFICATION

Evaluation results, after the initial three evaluation sessions and Tier placements, and until team completion, will be posted on the KMHA website at [www.kelownaminorhockey.com](http://www.kelownaminorhockey.com). We believe this process allows for players to review their placement at home, which enables family support. We ask that families also regularly check the website for updated ice times/schedules.

## 12.35 UNDERAGE PLAYERS TRYING OUT

KMHA will allow underage players to try out for Development or Rep at the division above their age group. For a player to make a team at a higher level they must either be classed as:

- Exceptional player finishing in the top five (5) forwards, top three (3) defense or top two (2) goalie at the higher level.
- Be at an advanced skill level where they are deemed to likely not develop within their age group.
- Be considered a safety risk to leave them with their age group.
- Approved by KMHA Board of Directors.

Players that move up from U9 to U11 will be evaluated by an OMAHA or BC Hockey representative to ensure that the player is capable of playing at U11 and not circumventing Hockey Canada's cross ice half ice mandate.

## 12.36 PLAYERS FROM OUTSIDE KMHA CATCHMENT

KMHA will consider allowing players from outside of Kelowna try out on a case by case basis if:

- The player resides where an association does not have a team in category. (Ex. Zero Representative team at U13/U15, not based from tier)
- The player transfer is facilitated by a representative of the District.

KMHA does not allow players to try out for Development or Rep based on residential waitlist waivers. Those players will only be eligible to play recreation in KMHA.

## 13 PROGRAM GUIDELINES - REPRESENTATIVE LEAGUE

All KMHA representative teams fall under the OMAHA rules and regulations regardless if they play in the OMAHA league, or do not have a league to play in.

### 13.1 PHILOSOPHY, VALUES & EXPECTATIONS

The philosophy of KMHA Representative (Rep) League is to establish and maintain representative team opportunities of higher level, sustained competition for those players demonstrating above average levels of skill, ability and attitude.

To support the philosophy of KMHA Representative (Rep) League KMHA will strive to meet the following standards annually:

- i. Provide high quality coaching
- ii. Provide a fair process of evaluations that results in the highest skilled players being assigned to the highest skilled teams
- iii. Provide a system that promotes the best in skill development in an environment that is safe, fun and positive.

KMHA Representative (Rep) League will provide the opportunity for players to play at their highest level possible while maximizing their individual potential. In conjunction with specific skill development, coaches will assist each player with personal development by creating an awareness of and instilling a respect for the following core values:

- i. Commitment and Dedication – always put forth your best effort and continue to improve. Understand that attendance and effort are vital to the growth and development of yourself and your team.
- ii. Sportsmanship – always show respect for everyone involved in the sport– your team, your coaches, the officials, the opponents and the spectators. Complete each game and training session with dignity and class.
- iii. Teamwork – realize that you are one member of a full team whose success relies on each member of that team contributing to their fullest potential

All participants are expected to put in the extra time required for training, practicing and playing games, as outlined by the coach. There are additional expenses for travel, tournaments, extra practice and training time/resources, team clothing and other miscellaneous expenses, such as dress clothing to meet the dress code and equipment replacements when items are broken or worn out. Consideration must be given to the extra expenses when making the commitment to play on a representative team.

All participants are required to set a high standard of conduct and good sportsmanship towards referees, other teams/players, team officials, parents and spectators. All participants **must agree to follow the specific codes of conduct and abide by the rules and conditions set out in this policy.**

## 13.2 GENERAL GUIDELINES

### a) JURISDICTION, LEAGUE BOUNDARIES AND DIVISION SUPERVISION

All Representative teams fall under the jurisdiction of KMHA and will follow Policy as set out by KMHA Board of Directors.

Representative teams will play league games in the OMAHA and as such are committed to the rules of that association. The boundaries of the OMAHA are defined by BC Hockey. The boundaries of KMHA are determined by the BC Hockey Executive Committee.

The DHD and/or Executive Director will coordinate the coaches, managers and the affairs of the representative teams.

### b) PLAYER REGISTRATION AND FEES FOR REPRESENTATIVE (REP) LEAGUE

Any player wishing to try out for representative hockey must do so according to year of birth.

**Registration fees** are payable based on the age of the player, not the division in which they play. Female players from outside Kelowna who qualify to play in Kelowna, will be required to pay the full registration fee, tryout fee and fee. All fees must be paid in full prior to Fall Representative tryouts

**Representative tryout fees** must be paid no later than 14 days in advance of advertised evaluation or tryout dates. Representative tryout fees are \$200. These fees are payable regardless of when the player is added to a roster. Representative tryout fees are collected to cover the costs of ice, referees, recruited evaluators and equipment.

**Representative (carding) fees** are set annually. Representative fees are due prior to any player being rostered to a team regardless as to when they are carded. Representative fees are collected to cover the costs of additional ice, referees, equipment and administration incurred by representative teams, over the course of the season. These fees are the responsibility of the player and are not to be paid by the team.

**Monthly dues** to cover the team's operating costs are determined by individual team season budgets. Monthly dues are payable to the team at the beginning of each month – no later than the first ice time of each month.

### c) REFUND POLICY – REPRESENTATIVE FEES

Representative tryout fees will be refunded if the registrar is notified of the player's intention/ability to not participate in the tryout sessions at least 14 days in advance of the first scheduled ice session for that player.

### d) PLAYER ELIGIBILITY REQUIREMENTS FOR KMHA REPRESENTATIVE (REP) LEAGUE

All players trying out for KMHA Representative (Rep) League must meet the established residential and registration requirements for KMHA prior to participating in any of the tryout sessions.

#### e) NUMBER OF TEAMS AND LEAGUE STRUCTURE

Registration permitting, there may be up to four (4) classifications of representative teams, HC Carded Tier 1, HC Carded Tier 2, HC Carded Tier 3 and HC Carded Tier 4 and a Female team, within each division. Representative team designations are subject to the availability of adequately skilled players to be representative in their league and tier, and the availability of ice allotments that provides equal distribution of practice and tournament ice to all representative teams without impacting the ice allotments afforded to the recreational teams.

Tier 1 designated teams will be composed of the “highest skilled” players available, Tier 2 designated teams will be composed of the next “highest skilled” players remaining in the division and so on, as applicable.

Numbers permitting, team designations will be as follows:

**U18** (minimum 1 Integrated – (maximum 4 Integrated) plus one female)

- Teams: 19 players Integrated (14 female) minimum, 17 maximum
- Age: 15, 16 & 17 years old
- Coaches: 1 Head Coach
- 1 or 2 Assistant Coaches
- Manager: 1
- Trainer: 1 HCSP

**U15** (minimum 2 Integrated – (maximum 4 Integrated) plus one female)

- Teams: 19 players Integrated (14 female) minimum, 17 maximum
- Age: 13 and 14 years old
- Coaches: 1 Head Coach
- 1 or 2 Assistant Coaches
- Manager: 1
- Trainer: 1 HCSP

**U13** (minimum 2 Integrated – (maximum 4 Integrated) plus one female)

- Teams: 17 players (14 female) minimum
- Age: 11 and 12 years old
- Coaches: 1 Head Coach
- 1 or 2 Assistant Coaches
- Manager: 1
- Trainer: 1 HCSP

#### **U11 (minimum 2 Integrated – (maximum Integrated)**

- Teams: 17 players (14 female) minimum
- Age: 9 and 10 years old
- Coaches: 1 Head Coach
- 1 or 2 Assistant Coaches
- Manager: 1
- Trainer: 1 HCSP

Any deviation from these numbers will require KMHA Board approval. Representative teams with less than the minimum number of players carded will not be permitted on the ice. Coaches refusing to card the minimum number of players will be replaced.

#### **f) FEMALE REPRESENTATIVE HOCKEY GUIDELINES**

KMHA recognizes the need of some female players wanting to play at a higher caliber and higher representative level. In the case of U13, U15 and U18 aged females the organization will only ice a regularized representative team if the numbers of players that sign up to be a part of the program are at least 12 in nature, including 1 goalie.

If these conditions are not met, players will be notified that KMHA will not be icing a traditional representative team and females will be provided every opportunity to try out for a male representative team.

If no female representative team is iced in a season, players of the same age category will be encouraged to attend tournaments together as a team. KMHA will work towards rostering them together and have them play as a team in the appropriate co-ed recreational division. KMHA will also allow and encourage the players to card as a team, provided there is interest to attend provincials as a representative of KMHA. KMHA will also work towards providing ice time as development ice in the case of this situation.

### **13.3 TEAM STAFF COMPLEMENT**

Each representative team shall fill a minimum of three (3) of the following carded positions with the team:

- Head Coach - mandatory
- Maximum 1 Team Manager - mandatory
- 1 Hockey Canada Safety Person (HCSP) - mandatory

The Head Coach is selected by KMHA Coach Selection Committee. Coach Respect in Sport, CATT online and Coach Level Coach 2, qualifications need to be completed prior to being accepted. The Head Coach in conjunction with the Executive Director will nominate the remainder of team staff to be approved by KMHA Board.

KMHA Board has the authority to deny any nomination of staff that the DHD and Executive Director have brought forward. Reasons for coach selection or denial may be provided if requested, however the Coach Selection Committee's decisions are final. All Criminal Record Checks must be current.

#### **a) HEAD COACH SELECTION AND COACH DEVELOPMENT**

The selection of the Head Coach must be a formalized process that is transparent and unbiased and takes into consideration all available information to ensure that the best candidate is selected.

Coaches are selected based on their ability and willingness to handle the multitude of responsibilities that come with coaching young athletes and should have the following attributes:

- Availability for the time commitments
- A strong interest and commitment to child athlete development
- A strong hockey background in playing, coaching and/or evaluating – this shall include reference to any previous coaching evaluations/observations in KMHA
- The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- The ability to work with fellow coaching personnel and KMHA representatives
- Necessary certifications as determined by Hockey Canada and BC Hockey – completed by predetermined deadline dates.

Individuals accepting coaching positions will do so knowing that they become the most significant individual to the team. Through leadership, the coach establishes a model that players will use to develop a significant portion of their attitude towards the game, and, to some degree, their attitude towards different aspects of personal life. This is especially important for minor hockey players in their formative years.

As such, coaches are encouraged to examine their coaching philosophy. Their philosophy should include:

- Attitude toward winning and losing,
- Attitude toward player development vs. team victory,
- The responsibilities beyond fielding a winning team,
- Balancing team obligations with other facets of life,
- Discipline and player supervision,
- Leadership qualities

These are significant elements when charged with the responsibility of developing players.

#### b) COACH SELECTION COMMITTEE

KMHA will strive to form an independent coach selection committee in conjunction with the Director of Hockey Development (DHD), President or designate(s) and Executive Director. The DHD, in consultation with the Executive Director, will form a Representative Coach Selection Committee. This committee must include the President, or designate(s), to ensure fairness in the screening, interview and final selection of candidates. This committee should consist of a minimum of three (3) people and include those individuals directly involved with the coaches as well as neutral or impartial individuals so as to avoid matters of conflict of interest. Every effort shall be made to make sure all committee members are available, to participate in all coach interviews to ensure consistency in selection standards. Coach Selection Process.

Applicants that apply for a division, or a specific tier will submit an updated coach resume. A short list of candidates will be prepared for each division. Whenever possible Representative teams will be non-parent coaches. KMHA Coach Selection Committee may appoint coaches to selected teams based on interview and application information when all interviews are completed for a division, rather than waiting for the first round of tryouts to be completed. As part of screening for interviews past post season reports will be weighed in conjunction with application and may disqualify applicant from proceeding in interview process.

The Representative team head coach selection process is comprised of four stages.

Stage 1: Application – KMHA will post an expression of interest for the position of representative team head coach in the week following BC Hockey Provincial Championships. The expression of interest will have a deadline that happens before the KMHA AGM and will be posted on the KMHA website and in the KMHA office. All interested parties or individuals will submit an updated coaching resume including all coach certifications.

Stage 2: Interview – Interviews will be held following the KMHA AGM. Selected applicants will be provided an interview with the Coach Selection Committee.

Stage 3: Pre-season Preparation – Non-Parent Coaches that are assigned to a tier following the interviews, shall complete the preseason tasks for their tier that they were assigned to by the Coach Selection Committee.

Stage 4: Tryouts – Non-Parent Coaches will be required to attend all tryout sessions for their division and support the process in a positive manner. Final selection of the remaining head coaches will occur once the Pre-carded rosters have been established.

**Application Process:** Applications for representative team head coaches in the upcoming season must be submitted by a pre-determined date as announced by KMHA. Submitted applications must designate the division being applied for, or a specific tier within a division. The Coach Selection Committee may elect to assign coaches to a selected tier prior to the tryouts being completed.

All coaches, new or returning, are required to submit an updated coaching resume. Consideration will be given to experience within KMHA, individual coach experience, experience working with children, community involvement, certification and training, and references.

**Interview Process:** Only the applications received by the indicated date will be considered for interviews. The Coach Selection Committee will be responsible for screening the applicants. If there are no applicants clearly identified for a division or Tier KMHA will repost the vacant positions.

The DHD will be responsible for setting up interview dates and times with the accepted applicants. The DHD and Executive Director will determine the questions to be asked during the interview. Interviews will be conducted by the independent Committee. Each interview will be as follows:

- i. Each candidate will be asked the same questions in the same order during the interviews.
- ii. Priority may be given to coaching experience, coaching philosophy, approach to teaching and instruction, planned communication with players and parents, previous coach evaluation information and any other information considered necessary.
- iii. Reference checks will be completed on the suitable candidates.
- iv. The Independent Committee will rank the selected candidates in order of preference, all applicants will remain confidential.



- v. Coaches that are assigned to a tier are to complete their pre-season planning with the Executive Director's assistance, as required. They are not to prematurely involve other team staff in the pre-season planning process as this be possibly biasing the player evaluation process.

As part of screening for interviews past post season reports will be weighed in conjunction with application and may disqualify applicants from proceeding in interview process.

- i. The DHO will contact unassigned candidates with their status, approved or not.

#### c) FINAL HEAD COACH SELECTION

Final selection of head coaches will be completed by DHD and/or the Coach Selection Committee. Their decisions will be final with no appeal process. If the selected coach is unable to complete their coaching duties, an alternate applicant (if available) will be offered the position.

Coach Assignment format:

Coaches will be assigned based on suitability and Tier.

- i. The DHD and/or Coach Selection Committee has the ability to recommend coaches they feel would support the Head Coach and team in a positive manner where player development is a priority. This will allow for effective mentoring and coach development.
- ii. For non-parent coaches- upon a successful interview the DHD and/or Coach Selection Committee will consider preferences of team and tier selection from the non-parent applicant.

For parent head coaches intending to coach their child, they will only be considered for the tier that their child was "convincingly evaluated" for "Convincingly evaluated" means that their child was rated in the top half of players specific to their position for that tier. Spring evaluation process will be used to help determine whether the child falls under the definition of "convincingly evaluated" as per KMHA.

- iii. If after tryouts no coach has been selected the "pre carded" team shall be further evaluated to determine if the child of the preferred coach will be able to adequately play at the level without adversely affecting the rest of the team. If the player can play at that specific level, then the parent coach will be assigned. If the player cannot, an alternative will be sought. Exceptions may be made at the discretion of the Coach Selection Committee.

#### d) COACH EVALUATIONS

Evaluation of a coach's performance is valuable for future selection. Information will be gathered from players, their parent/guardians, the coaches themselves, other coaches or by neutral observers. Evaluations will be ongoing and should always be written; written evaluations may be directed to the DHD or KMHA President, these may be shared with coaches in order to further their development.

Parents and players will be asked to complete "Coach Observation" forms at the end of each season. The information gathered from these forms will be considered in future coaching selections. All evaluations are requested to be signed and will be considered confidential. Specific incidents involving coaches can be reported to

KMHA and will be kept on file for reference during future coaching selections. A **Coach/Team Staff incident Reporting Form** can be used for this and are available at the KMHA office.

#### e) SPORTSMANSHIP, SAFETY STANDARDS AND STAFF CERTIFICATIONS

By October 1<sup>st</sup> all staff must comply with the Coach Code of Conduct and must have a current criminal record check for KMHA immediately upon being assigned to their position. All team staff must be “Coach/Volunteer Respect-in-Sports” certified and complete and provide the CATT online certification.

All on-ice personnel must wear CSA approved helmets.

In accordance with BC Hockey Regulation 2.25, all BCH/HC carded assistant coaches must be qualified Development Level 1 (Dev 1) by December 1st of the current season. Only carded staff with Dev 1 and/or approved “associate members” are permitted on the ice with carded teams.

Team officials carded as a Safety person must be HCSP certified. They must be listed on the game sheet to go on the bench or to attend to a player on the ice. If an HCSP person is not listed on the game sheet they must not be on the bench.

All team managers fall under the authority of the Executive Director. Only carded team staff are permitted on the bench with carded representative teams during games and practices. Non-carded personnel are not permitted on the bench during games.

Teams will not be permitted to travel and may not be carded until appropriate team personnel certifications are in place. Proof of registration into the necessary courses will serve as certification until such time as the course that was registered for is completed.

On-ice assistants, paid or not, who are not otherwise members of KMHA must apply to BC Hockey for “Associate Membership” and must be certified as with Respect In Sport for Activity Leaders if 16 years of age or older. Further information about “Associate Membership” is available at the KMHA office or bchockey.net

Coaches are reminded that involvement in the minor hockey system includes the development of referees. Failure to control the bench and/or abuse of officials is not conducive to developing and retaining quality referees. Conduct by any member of a team which is detrimental to the development of officials may be subject to discipline.

### 13.4 TEAM STAFF POSITIONS

Once appointed to the position, the Head Coach will determine who s/he will nominate as supporting staff. Every representative team must have one manager and an HCSP on the team. The head coach may assign up to two additional staff members in the role of assistant coach. Once selected, the Head Coach will provide the names of their nominated staff to the Coach selection committee, for final approval. Supporting staff shall not assume their roles until they are approved by KMHA Board. As such, the manager shall not be a relative (spouse, sibling, parent, etc.) of the Head Coach.

Every team must have a treasurer. It is important that a team treasurer is selected shortly after the manager is selected so that the team bank account can be opened and used for team financial transactions as quickly as possible. As such, the treasurer shall not be a relative (spouse, sibling, parent, etc.) of any of the team staff.

Neither the team manager nor the HCSP may participate as an assistant coach unless they have the appropriate coaching qualifications

a) REPRESENTATIVE TEAM HEAD COACH

The following are the specific duties of the Representative Team Head Coach.

- i.* Report to KMHA DHD
- ii.* Be familiar with HC, BCH, OMAHA and KMHA rules, regulations, policies and procedures
- iii.* Follow Coach Code of Conduct
- iv.* Be familiar with risk management issues as they relate to player injury
- v.* Serve as an official spokesperson on behalf of the team
- vi.* Prepare a season plan/schedule and operating budget.
- vii.* Select and recommend staff to Executive Director for the positions of team manager, HCSP (trainer), treasurer and possibly up to two additional assistant coaches.
- viii.* Determine final roster for season to a minimum of 17 players
- ix.* Organize team and parent meeting to establish introductions and explain coaching philosophy, season expectations and team rules.
- x.* Coordinate the delegation of responsibilities to the assistant coach(s), team manager and/or treasurer. Assist in the selection of parents for specific duties.
- xi.* Provide a list of team players, parent/guardians, addresses, phone number and jersey number to Team Manager
- xii.* Select affiliate players for season by November 1st; ensure all affiliation procedures and rules are followed
- xiii.* Be available to parents/guardians to discuss any of their concerns or observations for the team
- xiv.* Attend all meetings called by the Executive Director, or KMHA seminars as they relate to coaching development; if a coach cannot attend a meeting, they must send a team representative in their place
- xv.* Coordinate the implementation of the on-ice curriculum with the DHO; Design the practice plans in consultation with the Assistant Coaches
- xvi.* Coach all games and practices
- xvii.* Plan, implement, and control pre-game preparation and communication with the team
- xviii.* Uphold authority of game officials and assist them in conducting fair and impartial representative contests
- xix.* Communicate written and signed, rules and responsibilities to players and parent/guardians as applicable
- xx.* Ensure dressing rooms, hotel rooms and buses are left in order following each event
- xxi.* Plan on-ice and off-ice team activities in consultation with the assistant coach(s) and manager
- xxii.* Continue to development knowledge and training in fundamental skills, teaching techniques and the strategies and tactics of hockey
- xxiii.* Assist arena staff whenever called upon in situations relating to a KMHA team, player, official or parent

- xxiv. Submit a year-end report detailing evaluation of team and player performance; outline practice plans and game strategy, and provide recommendations on how the program can be improved
- xxv. Individual player development progress report by mid-season and prior to playoffs, to be signed off following verbal meeting with the parent and player.

From time-to-time minor hockey teams enlist older hockey players or other volunteers to assist with practices, scrimmages and other activities. It is important to ensure that insurance is in place by following the below guidelines: (See 15.0 for more information on volunteer requirements)

- i. On Ice Volunteers will follow BC Hockey rules and regulations for rostering and equipment.
- ii. On ice helpers will be a minimum of 14 years old and have completed the Consent for a Criminal record check in the year they are turning 18, and complete Respect In Sport for Activity Leaders (16 and older). They must be under the direct supervision of the certified team officials.
- iii. A returning player-parent can only be rostered as an on-ice helper once, then must attend the respective coaching clinic to be rostered for another season.
- iv. Any on-ice helpers must be a current registered member of BC Hockey / Hockey Canada or an Associate Member.
- v. All on ice helpers must wear required on-ice equipment per BC Hockey.

#### b) TEAM MANAGER

The team manager is responsible for the completion of team administrative duties. They are responsible for keeping the parent group informed of the team activities and organizing the plans as created by the head coach. They deal with team staff, players, parent/guardians, KMHA representatives, league supervisors and other team managers. They are expected to recognize that all volunteers must be treated with an appropriate level of respect.

The following are specific duties of the Team Manager:

- i. Act on direction of and report directly to the Head Coach for all matter pertaining to the team
- ii. Will organize and facilitate the team schedules and travel arrangements for tournaments and travel games (league or exhibition), organize local games and fundraising events, and prepare itineraries for players and parent/guardians
- iii. Report to Executive Director for all matters pertaining to KMHA; shall communicate disputes or unresolved issues to the Executive Director
- iv. Follow Coach Code of Conduct
- v. Prepare team roster and submit to Executive Director and Registrar; circulate to parent/guardians
- vi. Coordinate the production of a team schedule with the coaching staff and submit to Executive Director and Registrar
- vii. Facilitate communications between coaching staff and parent/guardians. This may include setting up and attending meetings between coaches and parents.
- viii. Organize team meetings and work with team parent/guardians in coordinating events
- ix. Obtain necessary approval from KMHA, BCH, and HC with respect to travel and special events
- x. Arrange for off-ice officials (timekeepers and score keepers). Ensure all are trained in proper completion of score sheets and operations of scoring equipment

- xi.* Ensure Referee assignor is informed if a game is cancelled or changed.
- xii.* Secure team dressing room and check for belongings left behind after team has left
- xiii.* Coordinate team financial matters including player fees, sponsorship, advertising, grants, etc.
- xiv.* Ensure receipts and invoices are provided to treasurer in timely manner, and ensure that treasurer submits financial statements as per KMHA policy
- xv.* Coordinate travel, accommodation, meals and facility rental for the team
- xvi.* Assist with team communication regarding events and travel
- xvii.* Complete all affiliate player documentation. Ensure that all affiliation policies are followed.
- xviii.* Coordinate and oversee fundraising activities
- xix.* Coordinate/assist with team tournaments
- xx.* Coordinate all pre and post-game paperwork and distribute to appropriate authorities
- xxi.* Obtain necessary equipment and supplies for the team
- xxii.* Submit a year-end report detailing observations with respect to team performance and recommendations for improving the program
- xxiii.* Ensure that sponsor recognition is given in any team advertising or promotion
- xxiv.* Communicate team results to media; any communications and/or press release must be approved by the KMHA President and must recognize team sponsor in reference to team name
- xxv.* Attend scheduled meetings
- xxvi.* Act as risk management liaison for the team
- xxvii.* Assist with on or off ice development and/or discipline

d) HCSP (Hockey Canada Safety Person)

Each team must have one designated person that has completed the HCSP training course. Specific responsibilities are identified in the course. These include maintaining player medical information and identifying and maintaining emergency procedures and contacts for the team. The HCSP must have current certification. The minimum age requirement for the HCSP is 19 years of age.

KMHA would like to emphasize that the HCSP must complete and submit injury reports for all injuries, and submit return-to-play approvals, as necessary. In addition to the individual injury reports, the HCSP must complete a running injury log for the team. The monthly injury log must be forwarded to the Executive Director within 5 days of the end of each month. Failure to complete the necessary documentation regarding player injuries will result in travel permission being withheld from the team until such time as all documentation is produced to KMHA Executive Director.

e) ASSISTANT COACH

The following are specific duties of the Assistant Coach:

- i.* Reports to the Head Coach
- ii.* Follow Coach Code of Conduct
- iii.* Act on behalf of Head Coach in their absence
- iv.* Assist with planning, organizing and conducting practices
- v.* Assist with pre-game preparation

- vi. Assist with the formulation of the overall game plan, as well as the game-to-game adjustments
- vii. Assist with the operation of the team during the game
- viii. Assist with post game evaluation
- ix. Assist with scouting and evaluation of opponents
- x. Assist with the supervision of players, both on and off the ice
- xi. Ensure dressing rooms, hotel rooms and buses are left in order following each event
- xii. Submit a year end evaluation report to the head coach detailing observations on player performance, team performance and general recommendations of the program

f) TEAM TREASURER

The team Treasurer is responsible for the preparation of and compliance with an operating budget for the team, the accounting of all team funds, collections and deposits, payment of all bills and submission of monthly statements to KMHA and team parents. All team budget financial documentation (spreadsheets) must comply with approved formats established by the KMHA Treasurer.

Original team budgets must be submitted to KMHA by October 10. Financial statements will be provided to KMHA on a monthly basis (by the 10<sup>th</sup> of the month) and all yearend financial records must be submitted to KMHA no later than May 1st. Noncompliance with deadlines will result in coach suspension or travel permission revoked.

Parent/guardians must be provided with monthly financial statements on a regular basis (by the 10<sup>th</sup> of the month). On a monthly basis, the manager and treasurer should meet with the team's parent group to review the finances of the previous month.

g) OTHER TEAM POSITIONS

In addition to the aforementioned positions, it is recommended that the following positions be filled:

- i. Jersey designate to collect and maintain jerseys after team functions; representative jerseys are not to be taken home by players to be cared for by the players
- ii. Dressing room monitor (female teams must have a female dressing room monitor)
- iii. Fundraising Representatives – coordinate and oversee fundraising events; obtain necessary special event sanctioning from KMHA office
- iv. Food committee – plan and arrange meal schedules during team travel
- v. Volunteer scheduler – schedule parents to the timekeeper, scorekeeper, security and penalty box jobs during home games and tournaments.
- vi. Media Liaison/Webpage administrator – responsible for webpage updates and for notifying the local media of game results and significant events.

vii. Tournament representatives - Each team hosts a tournament. Each team within the division must have at least one Tournament Representative. Duties of the tournament representatives include the following:

- Consult with KMHA office to identify tournament sponsor
- Consult with KMHA Tournament Coordinator & RIC prior to coordinating the event
- Ensure that tournaments are sanctioned by BCH thirty (30) days prior to the start date
- Organize participant teams with respect to scheduling, accommodation information, entry fee collection etc.
- Submit a schedule of events and a tournament budget to administrator within thirty (30) days prior to the tournament
- Ensure that sponsor recognition is given in any team advertising or promotion
- Ensure sponsor recognition advertisement is place in local newspaper
- Organize fundraising activities taking place during the tournament; all fundraising must be approved by KMHA Board to ensure that appropriate application and gaming requirements are met
- Obtain required sanctioning for out-of-province games
- Submit a game schedule to the KMHA office, referee assignor and arena staff two (2) weeks prior to the tournament
- Post the tournament rules in the referee's room before the first game
- Schedule off-ice officials
- Maintain tournament standing board
- Is responsible for trophy presentations and upgrading of trophy
- Notify media prior to event and communicate tournament results on a timely basis throughout tournament; ensure use of sponsor name in all communications
- Submit a final tournament financial statement to the KMHA office within thirty (30) days following the event

#### h) TEAM CAPTAINS

Coaching staff should recognize that the Team Captain and alternates are extensions of the coaching staff and should represent their team philosophy. Captains should be familiar with specific playing rules and possess good communication skills. If team players select their own captain, the coaching staff should inform the players of the qualities that they would prefer.

#### i) COACHES, TEAM PARENTS & MANAGERS MEETING

These meetings are held by November 1<sup>st</sup> after teams have been established and are attended by the DHD and Executive Director. It is mandatory that all teams within KMHA have team representatives in attendance. The meeting will go over KMHA philosophy and operational guidelines for the teams.

### 13.5 AFFILIATION

Coaches should be familiar with the current Hockey Canada Regulation (Teams, Recreational and Affiliations) of the Articles, Bylaws and Regulations of Hockey Canada, and may obtain a copy from the KMHA office. Decisions to have other than "Specialty Affiliated Players" (SAP) rests with KMHA Board of Directors; in most cases, affiliation will occur on a SAP basis.

Affiliation is a means of providing for the absence, injury or illness of a team's regular player while providing an opportunity for lower tier players to play at the "next level". The purpose is not to provide a farm system for the representative team or to allow them to avoid or frustrate the HC regulations with respect to carding. Affiliation

provides an opportunity for representative teams to dress the maximum number of players allowable for a game in accordance with the playing rules. It is not a mechanism for filling unused roster space.

Affiliation is meant to provide development opportunities for players and address unexpected absences of regular players from a roster. Teams can only AP as many players as what they have carded to their team (one AP for each player on a roster).

All representative teams must roster a minimum of 6 affiliate players, one of which must be a goaltender, by November 1.

In order to be affiliated, players must be registered with KMHA, and pay the respective tryout or affiliation fees. Players that did not try out for a representative team are required to pay the affiliation fee prior to being affiliated. Players released from higher teams shall not automatically be affiliated; they must first be released, rostered with another team then affiliated. The lowest place representative team cannot AP a recreational player until he has played a league game with his rostered team. The affiliation order must be followed.

Coaches and players of representative teams agree that the AP process is a vital part of the development of players and should be supported accordingly by the coaches of all tiers including recreational league. Communication and support between coaches of all levels and tiers is vital for this process to be successful. It is expected that all representative teams commit to the AP process by having the AP's attend weekly practices to prepare and develop the skills needed for the to be inserted into the lineups on short notice.

If the coach of the AP team feels that his team would be unnecessarily disadvantaged if the AP's coach did not let the AP play for them, he can appeal to the Executive Director for an appropriate mediation. The Executive Director along with the DHD will acknowledge the appeal from both perspectives and agree on the appropriate decision. Teams compete, player development and player safety based on roster numbers will be equally discussed to determine the outcome of the appeal. League and playoff games for the player's regular team are always the first priority.

An AP may only play for the higher team if there is a regular carded player missing from the higher team's roster due to an injury, illness or other absence. Representative coaches will not use affiliated players to replace healthy, capable and willing carded players, nor to fill unused roster space.

If the higher team requests to card the AP to their team, the player must first be released from their regular team. Carding regulations and roster size limits must be followed.

These affiliation rules do not apply to the BCHL Zone teams as these teams are deemed to fall under BC Hockey jurisdiction.

#### a) AFFILIATION PROCESS

The following process will be followed:

- i. The deadline to name an Affiliate Player to a team is January 10. Each team must roster a minimum of six (6) players, one (1) of which must be a goalie, by November 1.
- ii. Recreational division players cannot be affiliated until after the first official league game in the recreational division.



- iii. All regular team or player lists must be forwarded to the registrar for submission to BCH and by the team manager to OMAHA before any player (carded or AP) is eligible to participate in a league or tournament game.
- iv. Teams will affiliate players in their division in the designated order.
- v. All contact regarding affiliate players (AP) will be made by the Head Coach seeking to AP the player. The coach will communicate their intentions to AP a player to the Executive Director and the AP's regular coach prior to contacting the player.
- vi. All three parties, the parents and both coaches, must sign the KMHA Affiliation Policy form prior to player being affiliated.
- vii. The form must be submitted to KMHA office for the Executive Director's signature, and team lists must be updated before affiliate players are eligible to be on the ice. KMHA office will advise the team.
- viii. If the higher coach wishes to use the AP in a game or a practice, the coach of the AP will be contacted for conflicts prior to contacting the player to move.
- ix. Coaches of affiliated players will not withhold permission unreasonably. Any conflicts between whether a player shall play with their regular team or an affiliate team, can be mediated by the Executive Director.
- x. Affiliate players are permitted to play a maximum of 10 games with the higher team during the season per HC Rules. OMAHA regulations indicate that all games, excluding tournament but including exhibition games, will count as a game played, after the competition weekend.
- xi. Before the 11th game there shall be a meeting involving the two coaches, the player and the player's parents/guardians to discuss the ramifications.
- xii. The player must return to their regular team and will not be able to play for the higher team until such time as the regular team completes its regular season including a scheduled year end tournament and playoffs.
- xiii. If the higher team expects to continue using the player, the player can be carded to the higher team as a regular player. The player must first be released by the lower team and it must be on or before January 10. The higher team must have an available card to use.
- xiv. Playing an 11th game as an AP for the higher team before the regular season is completed, will qualify as the higher team playing an ineligible player. The head coach of the higher team and the AP shall be subject to discipline for doing so. Any games in which an ineligible player is used shall be forfeited.
- xv. AP's must play in the game they are called up for.
- xvi. AP's must return to their regular season team once assignment is completed
- xvii. In the event of a dispute, the Executive Director will serve as arbitrator

xviii. Appeals of Executive Directors decisions must be made in writing to KMHA Board of Directors

xix. Provided there are no local female players willing to be affiliated within KMHA, players from outside Kelowna will be permitted to AP – Out of town females do not need to be registered with KMHA to be affiliated.

b) AFFILIATION ORDER

Unless circumstance dictates otherwise, the following is the order for affiliation:

- i. U18 Tier 1, selects from U18 Tier 2, Tier 2 from Recreational (BC Hockey has adopted a policy that players registered on recreational teams may not affiliate to Senior, Junior or U18 Zone Tier 1 teams (November 2006).
- ii. U15 Tier 1, selects from U15 Tier 2, Tier 2 from Tier 3, Tier 3 from Recreational (no U15 to U18) Teams may not skip over a level in order to affiliate players.
- iii. U13 Tier 1, selects from U13 Tier 2, Tier 2 from Tier 3, Tier 3 from Recreational (no U13 to U15) Teams may not skip over a level in order to affiliate players.
- iv. U18 and 2nd year U15 female players may affiliate to a Female Zone Team.
- v. Female teams will affiliate from their respective divisions. (U18 will not affiliate players from the U15 representative or recreational division, U15 will not affiliate players from the U13 representative or recreational division) Unless exemption from KMHA Board of Directors has been given.

At no time shall teams deviate from this order unless special exemption has been received from KMHA Board of Directors.

Or it is deemed a player safety issue for the parent representative team due to low roster numbers and the unavailability of the regular tier AP process then a special exemption can be granted by the Executive Director to skip over a level to supply a player/s for the designated time frame needed.

## 13.6 ICE ALLOCATION

All representative teams will be provided equal ice allocations for practices based on team scheduling needs and ice availability. Factors to be considered are, but not limited to, the age of the players, AP practice requirements, residency of players (female teams) and coach availability. For practice purposes, every effort will be made to schedule two time slots for an average of two and a half to three hours /week over the season. One of the time slots must be an early morning, with the other in the late afternoon/evening.

Each representative team will be allocated the opportunity to host a tournament. KMHA Board will determine the schedule of tournaments for the upcoming season at the end of the previous season. Two teams may be required to share weekends. Representative teams will be informed at the start of the season the number of teams permitted to attend their tournament.

Coaches must provide 72 hours' notice for any ice time that cannot be used by their team. Teams must return any such ice to KMHA for redistribution. Teams shall not reallocate their assigned ice to any other team without the approval of KMHA.

Additional ice may be available from time to time. Allocations will be done in a fair and equitable manner through the KMHA office. Representative teams will be charged actual ice costs for ice that has been allocated as the result of the regular schedule or a formal request and subsequently goes unused.

## 13.7 TEAM FINANCIALS

All Representative teams must observe KMHA policy with respect to sponsorship, fundraising and finance practices. KMHA will schedule a meeting with the managers and treasurers of all Representative teams to review KMHA expectations with respect to the management of team finances. All team managers and treasurers are expected to attend; coaches are encouraged to attend. Parents will be required to vote on accepting the proposed budget. All voting will be mandatory silent votes (voting by ballot, no proxy votes). A Board member must conduct the vote when the parents vote on the budget. KMHA Treasurer must approve the team budget prior it being presented to the parents.

All teams are to use the financial procedures and formats (spreadsheets) as indicated by KMHA Treasurer. It is the expectation of all teams and specifically all team staff, that every effort shall be made to act in a fiscally responsible manner. Unnecessary expenses should be avoided.

### a) REPRESENTATIVE TEAM ACCOUNTS

There will be one (1) representative team bank account per team. Representative teams shall have one (1) bank account held at the bank approved by KMHA Board. Representative team accounts will be set up by KMHA Administrator with four signatories on each team account including KMHA President and KMHA Treasurer. In the event of a conflict, the Vice President shall sign as an alternate. The Team Treasurer and Team Manager shall comprise the remaining two signatories. In the event of a conflict, the team Head Coach shall sign as an alternate. All changes or additions to a bank account will be made through the KMHA office.

Team signatories must not be related in any manner, nor shall they reside at the same residence as any member of the staff. Team funds are the property of the players' parent/guardians. Management of team funds shall be in accordance with KMHA Policy.

Any travel costs, equipment, ice time, tournament clothing or fundraising items purchased by a team shall be the responsibility of the team; KMHA accepts no responsibility for non-payment of these bills. KMHA is obliged to release the names, phone numbers and addresses of its members to companies or individuals who are owed money relating to KMHA activities.

Any funds remaining in the team account at the end of the season may be disbursed equitably amongst the players and their families to the extent that monthly dues were paid to the team or donated to KMHA. Funds reimbursed to parents will be by cheque from the team account. Since team accounts will not necessarily be the same from year-to-year, any account balance remaining after May 31st will become the property of KMHA. All teams are to leave a minimum balance of \$10 in their account at the end of the season. Each team will start with a balance of \$10 in the next season.

## b) TEAM FUNDS

Parents must pay monthly dues to help cover the cost of team expenses. Monthly dues are to be paid by the first ice time of each month, and payable based on the number of players. Team treasurer will report by the 10<sup>th</sup> of each month on outstanding monthly dues to the Executive Director. The Executive Director will suspend player travel until funds are paid. Consistent nonpayment may result in permanent removal from the team. Parents are also expected to participate in fundraising events to offset the amount of the required monthly dues.

Parents who choose not to participate in fund raising events may be allowed the option of paying their share by donation. Monthly fees collected in lieu of fundraising events shall be decided by a 75% majority in favor of the vote of team parent/guardians. This assessed fee shall be no higher than the average amount between the bottom and top amounts raised by the other parent/guardians.

Affiliated players travelling with the team will be responsible for their travel costs.

If a player is injured for any length of time, the player shall continue to pay monthly dues unless the player's injury is deemed to be a "season-ending" injury. In which case the player will most likely be released and a player will be added to the team in their place.

Parents must realize that the amount of dues for each month is not representative of the expenses for that specific month. Each monthly payment is used to cover the expenses incurred for the entire season. The expenses for each month may vary while the dues received remain consistent. Should the player return to play at some point, the expenses that they did not incur for the team as a result of not participating in certain games/events may be factored into any end-of-season reimbursement that the family will be receiving.

The use of affiliate players to replace the injured player will be a significant factor when considering end-of-season reimbursements.

Where a team surplus exists at the end of the season, parents/guardians may only be reimbursed for dues to the extent that dues were paid. Funds generated by the team by any other means must not be allocated to parents. Representative teams have the right to exclude players and/or parent/guardians that have not participated in team fundraising and/or monthly fees from any financial allocation determined as a result of fundraising and/or monthly fees.

## c) ALLOWABLE TEAM FUNDRAISING/REVENUE SOURCES

Representative teams must apply to KMHA Board for approval of all fundraising events and all applications for lottery licenses must be coordinated through the KMHA office. Teams are responsible for the purchase, sale and payment of any merchandise. KMHA accepts no responsibility for non-payment on fund-raising merchandise. All licensed gaming MUST follow the current rules of the Gaming Policy and Enforcement Branch. Special Event Sanctioning must be obtained for any event, other than hockey, done as a team. Liquor, prohibited or restricted firearms and live animals cannot be offered as prizes. Players cannot be obligated to sell raffle tickets; however, they can be required to pay a fundraising levy and use the raffle ticket sales to offset the levy fees. Levy fees are at the discretion of the team, must be acknowledged and signed off at the team's budget meeting.

Teams are permitted to conduct 50/50 draws at all home league games, playoff games, home tournaments and pub nights, providing they have applied for and received the necessary gaming licenses. Teams are permitted to have one "B" license for a maximum gross profit of \$10,000 and multiple "D" licenses. Failure to obtain relevant licensing as required by BC Gaming may result in the revocation of KMHA licensing, therefore a teams' failure to obtain the required gaming licenses will result in a team fine minimum \$500.00 per infraction.

Teams conducting fundraising events without the necessary special event sanctioning will be referred to the Conduct Committee. Special event sanctioning must be obtained for any event, other than hockey, that is done as a team.

Primary sponsors may provide additional sponsorship to their designated team if they choose. Secondary sponsors may be considered; however, names of such sponsors must not be advertised in any way so as not to conflict with existing sponsors. Any additional sponsorship, whatever the nature, must be pre-approved by KMHA. Unapproved fundraising or solicitation may result in disciplinary action and can include the loss of solicited cash or items.

Representative teams may solicit non-KMHA sponsors for ads in their tournament program. A pre-approved letter must be used and is available at the KMHA office. Funds raised from these sponsors shall be added directly to the team's budget. Teams may not contact KMHA sponsors for additional funds. A 'No Contact' sponsor list is available at the KMHA office.

#### d) ALLOWABLE TEAM EXPENSES

The following items are considered allowable expenses for each representative team. The indicated formulas shall be used by coaches in developing their season budgets. KMHA Board shall review any predetermined amounts on an annual basis.

- Team clothing
- Tournament Entry Fees
- Team Accommodations
- Team Meals and Coach per diem
- Team events and activities – extracurricular activities while on travel, dryland activities, team building events etc.
- Team fundraising initiatives – prize purchases and administration costs.
- Team Gifts

#### d. TEAM BUDGET

The team budget will be drafted during the pre-season based on the travel that the head coach plans to do during the regular season. Non-parent coaches that are assigned prior to tryouts shall complete their finalized budget prior to tryouts starting. For the teams with no coach assigned, the Executive Director will draft a general budget based on the travel lists submitted by the prospective coaches during the coach selection process. The budget must be drafted and submitted to the Executive Director within seven (7) days of the coach being assigned to the team.

The drafted budget shall be distributed to the parent group at the first practice from when it was submitted. Parents are to be provided seven (7) days minimum, to review the budget, discuss it with their peers prior to approving it.

All approval discussion and voting must occur in-person. All voting will be mandatory silent vote, no proxies. The principle of 75% in favor of the motion will apply when parents vote. Parents will be provided one vote per player. Parents shall indicate their approval by marking off their agreement or non-agreement on a ballot available from KMHA. After it is approved by the parent group, the season budget and minutes of the meeting must be submitted

to KMHA Board no later than October 31<sup>st</sup> of the current season. Travel permission will be withheld until such time as the budget is received.

KMHA recommends that the team budget will, at minimum, include the following:

(Specific budget calculation guidelines are outlined in the Representative Team Manager and Finances Handbook).

i. Expenses

a. Estimated tournament travel costs – Each tournament in the coach’s season plan shall include:

- Tournament entry fees – varies from tournament to tournament
- Travel costs – this will identify bus travel or parent travel
- Meal costs – food for players and team staff only.
- Estimated travel expenses for league games
- Use the same formulas as used in tournament travel

ii. Estimated team expenses for clothing, dryland expenses, team events, etc.

iii. Estimated KMHA fees

- Carding fees
- Tournament fees.

iv. Estimated fundraising initiative expenses.

- Season Raffle prizes
- Season Raffle Ticket printing
- Gaming license fees

v. Revenue

vi. Estimated home tournament proceeds

- Raffle Basket table –
- Sponsorship – up to a \$1,500 maximum

vii. Estimated fundraising revenues

- Program Ad Sales –
- 50/50 draws during home league games –
- Season raffle –

viii. Fundraisers– chocolate sales, meat orders, volunteer work crews, bottle drives, etc.

ix. Estimated parent dues

Receipt of an approved budget will secure a KMHA repayable advance of \$6,000. This advance must be repaid in a minimum of four installments November 1, December 1, January 1 and February 1 of the season.

f) REMUNERATION & EXPENSE REIMBURSEMENT FOR TEAM TRAVEL

i. Remuneration/honorarium for non-parent Head Coaches

a. Non-parent head coaches will be provided with a monthly remuneration to offset expenses and income loss. Head coaches are expected to travel with their team on every trip.

b. Remuneration/honorarium for non-parent team staff (excluding head coach)

i. Bus Trip

All expenses are paid by the team as follows and there shall be no further reimbursement for incurred expenses.

## 13.8 DRESS CODE

a) TEAMS

Dress code in effect for all home and away games will consist of dress pants, golf shirt, dress shoes and team jacket or matching track suits. No ball hats are permitted. Team dress code applies to all carded team personnel as well. This dress code applies to all team functions (lunch, dinner, banquets, raffle sales, etc.)

b) COACHING STAFF

All Coaches and Staff must be in KMHA dress code for all home and away games and team functions (lunch, dinner, banquets, raffle sales, etc.). This will consist of dress pants, golf shirt, dress shoes, and team jacket. The only exception is for the team HCSP person, they may be in runners and team tracksuit for games.

c) APPROVED KMHA APPARAL PACKAGE

- Team jacket
- Team pant
- Team golf shirt
- Team Hoody
- Team work out shirt
- Team work out short
- Team hat/toque
- Team pant shell
- Team gear bag
- No names

#### d) TEAM EQUIPMENT

Team equipment will be provided by KMHA and the team will be invoiced for the following items (please account for this in the Team Apparel section of your budget):

- One practice jersey
- Socks - one set of home white and one set of away black
- A's and C's
- Helmet stickers
- Practice bucket, pucks and pylons

Teams will be provided with one (1) set of home (white) and one set of away (black) jerseys. Team manager or designate is responsible for the team jerseys. Jerseys are not to go home with the players.

#### e) REPRESENTATIVE LOGO

The Kelowna Rockets Representative Hockey Logo is the property of the Kelowna Rockets. This logo may only be used by obtaining written consent from KMHA which in turn obtains consent from the Kelowna Rockets.

Coordinating the use of this logo must be done through the KMHA office. Under no circumstances shall members contact the Kelowna Rockets' office directly.

### 13.9 REPRESENTATIVE HOME TOURNAMENT GUIDELINES

Each representative division may host a tournament on a designated weekend. KMHA will provide ice and referees. Unused ice must be returned to the Ice Administrator for redistribution. Scheduled ice not utilized during the tournament will be charged back to the tournament.

Representative tournaments will be organized by the Tournament Coordinator and a committee made up of the parent/guardians of team players, in consultation with KMHA Tournament Coordinator and Referee in Chief. All tournaments will be required to have sufficient volunteers to work the tournament including two people to run the penalty boxes, two security people, a time keeper, scorekeeper, two people running the raffle table, two 50-50 sellers minimum nineteen years old.

Tournament Committees are responsible for the clean up and take down of tournament signs, posters, banners, tables etc. at the end of the tournament and for updating the tournament trophy.

#### a) TOURNAMENT COMMITTEE MEETINGS

The Tournament Coordinator and Referee-in-Chief shall be invited to attend the initial organizational meeting for each tournament. The representative team managers or tournament Chairperson will coordinate with KMHA Tournament Coordinator or designate, to schedule the first meetings. Each tournament committee must hold an initial organizational meeting at least one month prior to the tournament date. These meetings shall be held as determined by the various tournament committees. Representative tournaments will be played under HC, BCH, OMAHA and KMHA rules.



## b) TOURNAMENT GUIDELINES

All tournament fundraising including raffles, 50/50 draws and lottery licenses must be approved by KMHA prior to the collection of prizes. License applications must be made through the KMHA office.

Tournament organizers and/or parent/guardians are not to solicit current KMHA sponsors for donations of cash, merchandise, or other donations without KMHA approval. A complete list of current KMHA sponsors is available at the KMHA office. Unapproved fundraising or solicitation of existing sponsors may result in disciplinary action including the loss of solicited cash or items.

KMHA representative teams have the ability to utilize 50/50 and raffle table proceeds to go towards season expenses.

All teams participating in a tournament hosted by KMHA are required to provide a copy of their HCR roster prior to their first game.

## c) PROVINCIAL TOURNAMENTS/CHAMPIONSHIPS

Provincial Tournaments shall follow the same guidelines as set out for other tournaments with the following exceptions:

- i. The host committee may solicit donations from the business community regardless of whether they are an existing KMHA sponsor.
- ii. All costs, including ice rental and referees, will be the responsibility of the tournament.
- iii. Deficits will become the responsibility of the host team and/or parents.
- iv. Revenue will be deposited into the team account as part of their fundraising revenue.
- v. BC Hockey guidelines supersede KMHA tournament guidelines.

## 13.10 DISCIPLINE

KMHA is committed to providing a safe environment for all hockey players and team staff. Representative division players frequently travel without direct parental supervision. KMHA has established Codes of Conduct outlining the minimum standards of behavior that all players and coaches must adhere to. Each player and team staff must submit a signed copy of their Code of Conduct to KMHA at the beginning of each season.

KMHA expects coaches and team officials to maintain strict discipline among players and parent/guardians. The coach, players and parent/guardians represent not only KMHA and the Kelowna Rockets, but also team sponsors and the City of Kelowna. It is the responsibility of the coach to be aware of the rules and regulations at all levels. Parents shall commit to the BC Hockey Fair Play contract for parents.

Specific team rules should be established at the first meeting of the year with input from all parties including players, parent/guardians, coaching staff and management. These rules must be approved by the Executive Director. Rules should be in writing and distributed to each player and their parent/guardians so that all are aware

of team expectations. These rules are over and above KMHA, OMAHA, BCH and HC rules and must not in any way contradict them. They should include matters such as missed practices, meeting times prior to games, communicating with coaches, parent expectations, etc.

Coaches will make reasonable efforts to ascertain whether a player has a valid reason for failing to show up to practices or games on a consistent basis. If in the opinion of the coach, the player has not demonstrated a commitment to the team, the player may be released.

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches and managers must ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the Executive Director within five (5) days of the incident occurring. Incident reports will be reviewed by the Executive Director and if in the opinion of the Executive Director, coaches, or team officials, suspensions beyond one game are necessary, the circumstances will be communicated to the conduct committee.

Coaches are also responsible for player discipline with respect to dressing rooms, hotel rooms and bus travel. Teams found to be in violation of these expectations may be suspended from league play.

Specific disciplinary actions with respect to league games and/or tournaments shall be administered by the OMAHA, BCH, HC and the Conduct Committee. Suspensions received on the road beyond one game must be communicated to the Executive Director and Vice President.

Players are expected to act responsibly and be ambassadors of their sport. If at any time a player participates in an event or activity while representing KMHA or their sponsors wearing team jerseys, tracksuits, or jackets, they are expected to behave in a manner consistent with demonstrating good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play, as determined by KMHA Conduct Committee.

Minimum suspension guidelines will follow the most recent BC Hockey Bulletin for Minimum suspensions - Minor/Female. Suspensions, in addition to the minimum suspension guidelines can be given, or as KMHA deems necessary for player and coach conduct on the ice and in the stands.

## 14 APPENDICES

### 14.1 DIRECTOR DUTIES AND RESPONSIBILITIES

- a) Duties of the President
  - i. Overall direction of KMHA
  - ii. Preside at meetings of the Board and general or special meetings of the KMHA
  - iii. Act as Chief Executive Officer of the KMHA supervising and directing all Board members in the execution of their duties, including standards of performance, scope of control, and disciplinary action
  - iv. Oversee preparation of agenda for Board meetings
  - v. Oversee the preparation of annual budget and financial statements
  - vi. Maintain contact with other hockey oriented regulatory and resource groups
  - vii. Serve as a member of any active sub-committee with the exception of the Conduct Committee
  - viii. Maintain signing authority
  - ix. Attend or appoint designates to attend HC, BCH, OMAHA, and other relevant meetings
  - x. Prepare/perform press releases through the media as required by the Board
  - xi. Uphold HC rules and regulations
  - xii. Uphold BCH rules and regulations
  - xiii. Uphold OMAHA rules and regulations
  - xiv. Uphold KMHA Policy
  - xv. Maintain power to suspend any team, player, team official, parent/guardian or other member for un-sportsman-like conduct on or off the ice, abusive language to any of the officials, or failure to comply with KMHA Constitution & Bylaws and Policy pending review of the incident by the Conduct Committee
  - xvi. Review report for Annual General Meeting
- a) Duties of Vice President(s)
  - i. Perform duties of President in their absence
  - ii. Perform other duties as designated by the President
  - iii. Act as Chairman of the Conduct Committee
  - iv. Oversee appointment of Conduct Committee, including two Board member, to hear and address formal complaints
  - v. Serve as an alternate in attendance at various regulatory, league and resource groups meetings
  - vi. Uphold HC rules and regulations
  - vii. Uphold BCH rules and regulations
  - viii. Uphold OMAHA rules and regulations
  - ix. Uphold KMHA Policy
  - x. Prepare report for Annual General Meeting
  - xi. Report to the President

c) Duties of the Secretary

- i. Assist Treasurer with reviewing representative team financial statements throughout the season
- ii. Perform such other duties as designated by the President
- iii. Report to the President
- iv. In the absence of the administrator will:
- v. Record the minutes of all meetings and circulate to all Board members
- vi. Maintain and distribute all correspondence
- vii. Update and maintain KMHA Board files and records
- viii. Be available to offer advice on behalf of Board

d) Duties of the Treasurer

- i. Oversee duties of bookkeeper
- ii. Oversee duties of data input and review internal statements
- iii. Review annual T-4 slips and T-4 summary
- iv. Review annual WCB report
- v. Review annual GST filing
- vi. Present financial updates to KMHA Board at monthly Board meetings
- vii. Present financial report at Annual General Meeting
- viii. Provide financial information to membership upon request
- ix. Provide suggestions to the Board on KMHA financial matters associated with the current budget and comparisons to budget
- x. Prepare KMHA annual budget as part of the Finance Committee and make recommendations to Board
- xi. Provide necessary financial information to BC Gaming Commission
- xii. Report to President

## 14.2 DUTIES OF RECREATIONAL DIVISION DIRECTORS

- i. Ensure all teams complete special events forms for activities
- ii. Recruit volunteers who will assist
- iii. Monitor team travel and player relief applications.
- iv. Oversee player evaluations including appointment of on-ice personnel
- v. Oversee session assistants including player sign-in, jersey allocation and collection of evaluation forms
- vi. Make team and coach selections with assistance from the KMHA DHD
- vii. Coordinate player movement with DHD
- viii. Assist administrator with league schedules
- ix. Authorize requests for referees for all exhibition games within their division
- x. Ensure referee assignors are notified of any schedule changes
- xi. Inform coaches when the opposing team will not be in attendance for practices or games due to travel
- xii. Ensure regular communication with coaches
- xiii. Address issues arising from correspondence
- xiv. Ensure that all relevant parties are aware of results of matters brought before Conduct Committee
- xv. Set up Tournament Committees and attend meetings for annual tournaments
- xvi. Update annual trophies
- xvii. Be familiar with KMHA Policy, and BCH, OMAHA and HC Rules and Regulations
- xviii. Prepare report for the Annual General Meeting
- xix. Report to the Executive Director

## 14.3 DUTIES OF RISK MANAGER

The Risk Manager is responsible for administering all mandated Risk Management programs.

The Risk Manager oversees that all coaches, managers or other volunteers of KMHA who may have contact with players have current Criminal Record Check. The Risk Manager and the Registrar are responsible for the adequate follow up and safe keeping of Criminal Record Checks.

KMHA recognizes that risk management does not rest with the Risk Manager alone, but rather is the responsibility of everyone involved both on and off the ice, and encompasses the activities of the Board, the coaching staff, officials, parent/guardians and players.

Specific duties of the Risk Manager include:

- i. Knowledge of BCH Risk Management Guidelines
- ii. Attend Board meetings and advise of any risk management issues
- iii. Ensure all teams have access to Injury Report and Medical forms and information
- iv. Advise teams with respect to injury reports and return-to-play policy
- v. Oversee the distribution all pertinent BCH safety bulletins to teams
- vi. Investigate all safety concerns reported by a team safety person or interested party
- vii. Perform regular drop-ins on practices and games and observe and evaluate safety issues

- viii. Ensure HC, BCH, and OMAHA Rules and Regulations, and KMHA Policy with respect to Risk Management are being followed
- ix. Ensure team HCSP is certified
- x. Prepare report for Annual General Meeting
- xi. Report to the President

#### 14.4 DUTIES OF REFEREE IN CHIEF (RIC)

- i. Advise of referee issues
- ii. Assist BCH in organizing referee clinics; ensure that necessary audio/visual equipment is available
- iii. Attend clinics
- iv. Coordinate list of qualified officials for KMHA
- v. Assist in recruitment of referee assignors for the various KMHA divisions
- vi. Support officials both on and off the ice
- vii. Email Gross Misconduct or Match Penalties to BCH within 24 hours; mail originals and maintain file copy in KMHA office
- viii. Report to the Executive Director

#### 14.5 DUTIES OF FEMALE DIRECTOR

- i. Monitor all-female ice allocations and schedule on-ice facilitators
- ii. Communicate information to coaches with respect to female development
- iii. Communicate female development opportunities to players and/or coaches
- iv. Address correspondence with respect to female players and/or concerns
- v. Be familiar with KMHA Policy, and HC, BCH, and OMAHA Rules and Regulations as it pertains to female hockey
- vi. Act as advocate for female development opportunities
- vii. Oversee special events such as female jamboree, female clinics and female camps
- viii. Assist with coordinating female tournaments
- ix. Attend Board meetings
- x. Perform the same duties as the Division Supervisors if there is a female division
- xi. Prepare report for the Annual General Meeting
- xii. Report to the President

#### 14.6 DUTIES OF THE ADMINISTRATOR(S)

##### a) BOOKKEEPER

- i. Provide necessary cash floats for open registration and/or equipment sales
- ii. Prepare and make all deposits on timely basis
- iii. Reconcile final registration figures with funds deposited
- iv. Record and monitor all NSF cheques and record information for follow-up
- v. Prepare and record all registration refunds
- vi. Pay bills within credit terms
- vii. Prepare monthly Receiver General Remittance
- viii. Prepare invoices to all parties owing funds to KMHA

- ix. Record and monitor all user pay ice (if any) and related payments
- x. Submit gaming reports
- xi. Ensure appropriate BC Gaming Licenses have been obtained prior to all gaming events
- xii. Report to the Treasurer

b) REGISTRAR

- i. Accept, record and organize the registration of players
- ii. Maintain a list of registered players and their parent/guardians
- iii. Determine number of players trying out for representative teams
- iv. Register players/teams and request cards from BCH
- v. Complete BCH data uploads in accordance with BCH policy
- vi. Handle late registrations and withdrawals
- vii. Report to the Treasurer

c) ADMINISTRATIVE/ICE SCHEDULER

- i. Manage the KMHA office
- ii. Assist Division Supervisors when necessary
- iii. Recruit volunteers as needed
- iv. Coordinate sponsors and teams
- v. Prepare or assist with setting league schedules
- vi. Ensure all teams complete special events forms for activities
- vii. Communicate upcoming clinics and requirements to Division Supervisors
- viii. Communicate deadlines to DHD, team coaches and/or team managers
- ix. Assume a lead role in maintaining the KMHA website
- x. Distribute and collect the following forms:
  - Injury Report Forms
  - Return to play forms/notes
  - Policy Manual
  - Photo Packages
  - Report to the President
- xi. Facilitate all ice bookings on behalf of KMHA
- xii. Attend meetings with the City of Kelowna
- xiii. Attend OMAHA scheduling meetings
- xiv. Prepare ice schedule and consult with Board when necessary
- xv. Advise Board with respect to ice allocations
- xvi. Coordinate league schedules
- xvii. Advise Board with respect to ice returned and redistributed
- xviii. Allocate ice for play-offs as required
- xix. Prepare report for Annual General Meeting

- xx. The Administrator(s) are responsible for picking up of the mail at the KMHA post office box and distributing it as required. The current mailing address of KMHA is 1424 Ellis Street, Kelowna, BC V1Y 2A5

## 14.7 DUTIES DIRECTOR OF HOCKEY DEVELOPMENT

- i. Advertise for representative coaches and compile applications.
- ii. Coordinate with the “coach selection committee” and select dates for the coach interviews
- iii. Inform the selected coaches of their interview date and time, complete all required room bookings
- iv. Complete coach selection process and with the support of the “coach selection committee” inform the Board of the selected representative coaches for the upcoming season and which coaching positions are still available.
- v. Coordinate dates for the fall evaluations
- vi. In cooperation with the Executive Director organize and support all aspects of fall evaluations
- vii. Complete fall evaluations and post results on website
- viii. In cooperation with the Executive Director organize and support all aspects of fall tryouts and goaltender evaluations
- ix. Complete tryouts and post “pre carded” rosters on website
- x. Develop evaluation criteria for players and goalies
- xi. Review evaluation criteria and procedures annually
- xii. In cooperation with the Executive Director organize player/goaltender evaluators
- xiii. Oversee player and goalie developmental ice sessions
- xiv. Coordinate skill instructors
- xv. Implement and Coordinate the various development programs.
- xvi. In conjunction with skill instructors, develop and implement skills based programs
- xvii. Implement programs following Hockey Canada’s LTPD
- xviii. Develop evaluation criteria for coaches
- xix. Ensure coaches are aware of mandatory coaching clinics and ensure attendance
- xx. Facilitate early season coaches meetings with the referee in chief, and Executive Director
- xxi. Perform evaluations on coaches during games and practices
- xxii. Recommend coaches for attendance at higher level clinics
- xxiii. Support and assist coaches with clinic post tasks if requested
- xxiv. Substitute for head coach in case of emergency
- xxv. Support head coach or coaching staff in mentorship / practices / games / or travel as requested by the Board
- xxvi. Supervise coach mentor program
- xxvii. Supervise goaltender development program
- xxviii. Support the Executive Director duties where applicable
- xxix. DHD or Executive Director represent KMHA at OMAHA regular meetings
- xxx. Represent KMHA at locally hosted clinics
- xxxi. Perform public relations as required pertaining to KMHA coaches
- xxxii. Coordinate audio / visual equipment for coaching clinics
- xxxiii. Liaise with Board on behalf of coaches
- xxxiv. Liaise with BCH, OMAHA, and OMAHA on behalf of the coaches
- xxxv. Prepare report for Annual General Meeting
- xxxvi. Report to President



## OATH OF OFFICE & CONFIDENTIALITY

# OATH OF OFFICE & CONFIDENTIALITY

Respect for confidentiality is the cornerstone of trust and confidence. Board members must at all times respect the confidentiality of any Board members' names and/or circumstances that might identify them. Similarly, all matters dealt with the Board during in-camera meetings and matters related to personnel must be held in the strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board. Board members shall agree to an Oath of Office and Confidentiality upon joining the Board of Directors of KMHA.

### OATH OF OFFICE & CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ a Director of Kelowna Minor Hockey Association, declare that, in carrying out the duties as a Director, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of KMHA and especially keeping in mind the protection of the children playing hockey with KMHA.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support KMHA's by-laws, policies, code of conduct, and decisions of the Board and membership.
4. Keep confidential all information that I learn about members, personnel, contract negotiation and any other matters specially determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board.
5. Conduct myself in spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interest to the best of KMHA.
6. Immediately declare any personal conflict of interest that may come to my attention.

Signature

Date

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## KMHA Coach Code of Conduct

1. I am responsible for my conduct at all times. I will always be a positive representative of KMHA and the City of Kelowna.
2. I will remember that players need a coach they can respect. I will be generous with praise and set a good example.
  - a. I will treat everyone fairly within the context of activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
  - b. I will abstain from the use of tobacco products or alcohol in the presence of the players, and refrain from using abusive language on the bench, in the rink, or at any team function.
3. I will ensure that all players get fair playing time, equal instruction and equal support from all team staff.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly.
  - a. I will provide positive instruction and support to address performance concerns. I will direct comments or criticism at the performance, not the person.
  - b. I will remember that players play to improve their skills and have fun. They must be encouraged to have confidence in themselves.
5. I will ensure that players receive appropriate medical attention when required, and that the advice of medical practitioners is followed with regards to a player returning to play.
6. I will do my best to prevent any form of recording device to be used in the dressing rooms and prevent players from posting recorded media of team events on the internet or social networking applications without the consent of KMHA Board.
7. I will ensure that players are sufficiently supervised to ensure their safety and that the team members maintain a standard of appropriate behavior representative of KMHA and the City of Kelowna at all times.
8. I will teach my players to play fairly and to respect the rules, officials and opponents.
9. I will work in cooperation with officials for the benefit of the game. I will refrain from lashing out at any official no matter the call. I understand that I can talk with the officials in a respectful manner to fully understand why a call was made and I can pursue a complaint process if I feel the call was incorrect or unreasonable.
10. I will be reasonable when scheduling games, practices or extra activities, remembering that players (and their families) may have other interests and obligations.
11. I will ensure that I maintain open and frequent communication with the parents of the players about the team and the players. Parents have a right to know how the team as a whole is developing and how their child, individually, is developing.
12. I will ensure that the team's budget is being followed at all times. Any over expenditures will immediately be reported to team parent/guardians via the team treasurer or manager.
13. I will ensure that equipment and facilities are safe and match the players' ages and abilities.
14. I will obtain necessary and appropriate training and commit to continue to upgrade my coaching skills.

**Team staff members violating conduct expectations may be subject to disciplinary action.**

**Team staff members who knowingly conceal information or fail to report an incident involving a player or team staff member may be subject to disciplinary action.**

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Team Staff Member Name

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Signature

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Date

## BC HOCKEY CODE OF CONDUCT

As a Hockey player, coach, official, volunteer or parent, each member will be required to complete the current BC Hockey Code of Conduct upon Registration, electronically.

[CODE OF CONDUCT POLICY FORM 09-27-2017.pdf \(bchockey.net\)](#)

## FAIR PLAY

Fair Play contracts can be found on [Hockey Canada's website here](#) or [here](#)

## LIST OF ACRONYMS

AED	<a href="#">Automated External Defibrillator</a>
AGM	Annual General Meeting
AP	Affiliate Player
BC	British Columbia
BCH	<a href="#">British Columbia Hockey</a>
CATT	<a href="#">Concussion Awareness Training Tool</a>
CRC	Criminal Record Check
CSA	<a href="#">Canadian Standards Association</a>
HC	<a href="#">Hockey Canada</a>
HCR	<a href="#">Hockey Canada Registry</a>
HCSP	<a href="#">Hockey Canada Safety Person</a>
NSF	Non-sufficient funds
NSO	<a href="#">National Sport Organization</a>
KMHA	<a href="#">Kelowna Minor Hockey Association</a>
OMAHA	<a href="#">Okanagan Mainline Hockey Association</a>
PSO	Provincial Sport Organization
RCMP	<a href="#">Royal Canadian Mounted Police</a>
RIS	Respect In Sport
WHL	<a href="#">Western Hockey League</a>