

# KAMLOOPS MINOR HOCKEY ASSOCIATION

## U11-U18 Rep Managers Package for 2020-2021

Due to COVID, the Requirements of the Team and Manager are very different this year.  
Regardless we still need teams to abide by these adjusted guidelines.

### KMHA CONTACT INFORMATION:

Director of Hockey Operations – Sandy Bullock – [directorofhockeyoperations@gmail.com](mailto:directorofhockeyoperations@gmail.com)

Ice Scheduler / Office Administrator– Shawna Wark-Johnson – [kmhaicescheduling@gmail.com](mailto:kmhaicescheduling@gmail.com)

Accounting/Registrar – Charmaine Walden – [kamhockey@telus.net](mailto:kamhockey@telus.net)

Operations Coordinator – Riley Woodland – [kmhaoperationscoordinator@gmail.com](mailto:kmhaoperationscoordinator@gmail.com)

Technical Director – Aaron Keller – [kmhatechnicaldirector@gmail.com](mailto:kmhatechnicaldirector@gmail.com)

KMHA Office is Currently Closed. Please email the person you need information from.

All Board Members contact information can be found on the KMHA website at  
[www.kamloopsminorhockey.com](http://www.kamloopsminorhockey.com)

### **Team Meeting / Budget / Parent Requirements**

Team meetings may be held outside while respecting social distancing practices or via Zoom.

The first team meeting should be to introduce the team staff and discuss the season plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financials up-front and before the season commences. Due to COVID, the Director of Hockey Operations will not be required to attend team meetings.

Open a team bank account and arrange a Team Treasurer (2 signatures per cheque). No personal bank accounts are to be used. The two individuals that have signing authority should not have a personal relationship or connection outside of the team.

In order to open a team bank account, please send an email to [kamhockey@telus.net](mailto:kamhockey@telus.net) to request a letter from KMHA stating the information that bank requires at your first bank meeting. Please note: you must set a meeting with the bank in order to open your account.

All teams must submit their **parent approved** budget after their first parent meeting to the Director of Hockey Operations. All bank accounts must have a zero balance at the end of the season and the account is to be closed. A Financial Statement must be sent to the Director of Hockey Operations, by April 15<sup>th</sup>.

Should team fees not be submitted by families, please inform KMHA of who the person/family is and KMHA will further investigate.

You are not allowed to solicit any KMHA sponsors for fundraising (list available on website).

**You can only fundraise 50% of your budget.**

## **Power Skating/Goalie Training**

Rep teams are required to have a minimum of 8 power skating and goalie training sessions throughout the season. These sessions are to be included in your team budget and is up to the head coach/manager to schedule directly with the instructor.

Michelle Pepin – pepinpowerskating@gmail.com  
Michael Hails – onestopgoaltending@gmail.com

## **Team Rosters / Qualifications / Communication**

The method of communicating with your team will be through Team Snap. All teams in KMHA are set up with a Team Snap account. The manager will be named the administrator of the account. **If you have set up your own team snap account please delete it and use the KMHA one.**

Each team MUST have as a minimum - a Head Coach, Safety Person (HCSP) and a Manager. All Team officials must be certified and the course requirements are listed on the KMHA website under volunteers.

## **Jerseys / Socks / Apparel / Dress Code**

Currently KMHA is not handing our jerseys and socks until we get more information about game play.

KMHA Apparel Suppliers are: LN Group, Player's Bench and Dolson's Source for Sports. KMHA logo must be on the left chest. Blazer B can be on the shoulder. Due to COVID, teams should consider ordering minimal apparel. At this time, teams are required to arrive fully dressed therefore may not need certain apparel items.

The KMHA Dress Code policy applies to all Atom Development and Rep teams. The intent of the Dress Code is to have players looking uniform and respectable while being easily recognized as Kamloops Minor Hockey Association members. Both players and coaches are required to adhere to the following for off-ice/game day apparel (no hats):

- Dress Pants/Dress Shoes/Dress Shirt
- Tie (excluding females)
- Official KMHA Jacket
- Team tracksuits are recommended for practices, pre-game dry land and travel.

KMHA team colors must be used: Navy/orange/white

## **Dressing Rooms / Ice Rules / Co-Ed Dressing Room Policy**

Please see the KMHA Return to Play plan. Facility guidelines must be adhered to. It will be the teams responsibility to communicate with game opponents regarding facility guidelines.

Dressing Room are being used in some arenas with restrictions. Females must dress in a separate dressing room, if they are on a co-ed team if we move past coming to the arena fully dressed other than skates.

Mouth guards are MANDATORY in KMHA for Atom aged players and above. Mouth guards are not mandatory for goaltenders

### **Dressing Room / Rules**

KMHA has a zero tolerance HORSEPLAY Rule. Please make sure all your players/parents are aware of this rule, and enforce when necessary.

\* The "Two Deep" method must always be utilized. This is for your protection, as well as the players.

The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey or KMHA sanctioned event (practices, games, tournaments, etc.). Any failure to comply will result in disciplinary action.

KMHA recognizes that there are many social media outlets that are used by players/parents/coaches. It is strictly prohibited for anyone to photograph inside dressing rooms occupied by KMHA teams. Should KMHA become aware of any situation of cyber bullying or abuse of any KMHA member by another member on a social media outlet the offending member(s) will face disciplinary action and possible suspension. KMHA has zero tolerance for alcohol, drugs, vaping and tobacco products.

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### **Game Reports**

KMHA will be using Hi Sports for scoring once game play resumes.

Game numbers and referees are required by request to KMHA's Ice Scheduler for all exhibition games.

### **Medical / Injury Report / Return to Play Procedure**

Possible COVID Incident: If a participant misses a team function due to illness they are asked to take the self assessment (<https://bc.thrive.health/>). The results will either say "you don't appear to have symptoms of COVID-19" or it may ask to follow up with 811. If the results are negative, parents are asked to take a screenshot of the results and send them to you. This will be used as the return to play. If the results recommend to contact 811, parents should follow those steps. If 811 determines that a test is not required, players are permitted to return once any symptoms have passed. If it is determined that a player requires a COVID-19 test and you are made aware, please inform [kmhaoperationscoordinator@gmail.com](mailto:kmhaoperationscoordinator@gmail.com) as soon as possible. Once players receive the test results, we ask that they screenshot the results to you. This will be used as the return to play. Please also forward the negative results to [kmhaoperationscoordinator@gmail.com](mailto:kmhaoperationscoordinator@gmail.com) to keep on file. In the event a player tests positive, the BC Center for Disease Control will contact us regarding contact tracing. We will follow any steps outlined at that time.

An injury report form needs to be completed when an injury occurs. The form needs to be completed by the family and the physician and submitted to BC Hockey, [info@bchockey.com](mailto:info@bchockey.com). This form must be submitted to BC Hockey within 90 days. BC Hockey will return the form to us if it is not signed by the parent and completed in full (including the HEALTH INSURANCE INFORMATION portion).

The Return to Play form MUST be completed for any player that returns to play after an injury or serious injury., whether the injury occurred while participating in hockey or any other incident. A copy of this form needs to be sent to the KMHA Office for the Director of Hockey Operations (do NOT send to BC Hockey).

### **Travel Procedures / Special Event Sanctions**

At this time no tournaments are permitted, however teams may be required to travel for exhibition games and possibly league games. No travel permits are required for this. Special Event Sanction Requests must be submitted online to the BC Hockey office at least 7 to 10 business days prior to the start of the scheduled event. The processed form will be returned to the contact person listed on the form and the Association.

A Special Event Sanction must be obtained for dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for sanctioning. Please see the Special Event Sanction Guideline, BC Hockey for more info.

### **Extra Ice Requests & Cancellations**

Teams are responsible for informing the Director of Hockey Operations and the Ice Scheduler of cancellation of exhibition games by Wednesday at 3:00 pm preceding the weekend game or games; or the team will be responsible for the referee costs, as well as ice costs (if the ice is not used).

Referees must be booked or cancelled by Wednesday at the latest.

Available ice will be handed out as fairly as possible.

The City of Kamloops requires our permits to be locked down at the beginning of the month for the following month, so essentially 60 days in advance or we are charged for that ice. If you know you will not be using an ice time please inform the Ice Scheduler at least 65 days in advance. Any ice that has been assigned to a team, but can not be used and has not been given back to see if another team can use will be billed to the team. This is especially important for early morning practices as we will not have other users for this ice.

Any OMAHA regular season games that have to be rescheduled will be done at a cost of \$100 per game. This cost will be assessed to the team responsible for the game being rescheduled.

Failure to appear for a scheduled league game could result in a \$250 fine and possible costs incurred for ice and officials. Per bylaw 4000. If there is a travel advisory in place an AM game can be cancelled after 900pm on the night previous. A game can be cancelled at 900am for a

pm game due to travel advisory. It is up to the local teams to still utilize the ice time that was assigned to them for the game.

Please check weekend games for any "OPEN ICE". Any open ice can be requested by emailing the ice scheduler.

Teams may book ice elsewhere ie: Chase or Logan Lake. This cost will be the teams responsibility to cover.

### **Photos**

At this time, we do not have photos booked for the 2020-2021 season.