



MINOR HOCKEY ASSOCIATION

U11 / U13 / U15 / U18 Recreational Managers Info Package

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

Ice Scheduler / Office Administrator– Shawna Wark-Johnson – kmhaicescheduling@gmail.com

Accounting/Registrar – Charmaine Walden – kamhockey@telus.net

Operations Coordinator - Riley Woodland - kmhaoperationscoordinator@gmail.com

Technical Director - Aaron Keller - kmhatechnicaldirector@gmail.com

The KMHA office is temporarily closed to the public. If you need assistance please email the person you need information from.

All Board Members contact information can be found on the KMHA website at www.kamloopsminorhockey.com

This KMHA Recreational Managers information package, along with various forms and other information can be found on the RESOURCE page of the KMHA website - <http://www.kamloopsminorhockey.com/>

BC Hockey Bulletins can be found on the BC Hockey website - <http://www.bchockey.net/Administration/Bulletins.aspx>

Team Meeting/Budget/Parent Requirements

Once your team is solidified you should call a team meeting with the parents to discuss the season and the budget. **Team meetings need to be held outside socially distant or by Zoom.**

- You can only fundraise 50% of a team budget. Your team budget **must** be approved by the parents and a copy given to your Division Lead. **NO SOLICITING** OF KMHA Sponsors (list is available on the KMHA website).
- **Determine if you need to open a Team account. As you are not travelling to tournaments and might not have any expenses, other than hoodies, evaluate if a team account is necessary. If it is, Open a team bank account (personal bank accounts are NOT to be used for team funds) and arrange a Team Treasurer (2**

signatures per cheque). The two individuals that have signing authority should not have a personal relationship or connection outside of the team. You will need a bank letter from the office to open an account. Resource page of the KMHA website is where the online form for the bank letter can be found.

- <https://www.cognitoforms.com/KamloopsMinorHockeyAssociation/BankLetterRequestForm>
- **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 Lead by April 15th.** Failure to comply could result in the loss of the teams jersey deposits. **If you did not open a Bank Account for your team please advise your Division Lead and ensure financial information is still reported to them at the end of the season.**
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- **Player fees cannot exceed \$250 per player.**
- Should team fees not be submitted by families, inform KMHA of who the person/family is and then action will be taken.

TEAM ROSTERS/QUALIFICATIONS/COMMUNICATION

- KMHA will Not provide your team with a HC Roster this year.
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- **The method of communicating with your team will be through Team Snap.** All teams have been rostered into Team Snap. Any additional players will be added through the KMHA office.
- Each team MUST have as a minimum - a Head Coach, Safety Person (HCSP) and a Manager.
- U15 and U18 teams MUST have at least 1 designated Goaltender. A designated Goaltender can only play that position and cannot play out as a player.
- **Only Coaches and HCSP (Hockey Canada Safety Person) persons and players rostered to your team are allowed on the bench.**
- Look under Volunteers on the KMHA Website to determine what qualifications are required for each position.
- * At this time, parents are not permitted into the arenas during practices or game play. Should this change we will advise you immediately.
- Membership contact lists are not to be used outside of KMHA.
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- The Two Deep Method must always be used. This means 2 Adults present when addressing any individual player or the team.

JERSEYS/SOCKS/ TEAM APPAREL

- Home team wears White. Away team wears Dark. Practice jerseys do not require stop signs and are to be used for Practices ONLY – NOT Games.
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- Jerseys are only to be worn during games, with the exception of an approved sanctioned event (i.e. fundraising). **EACH Player will take care of their own jersey this season due to Covid.** All jerseys must be returned in the shape you were originally given. Jerseys must be washed in cold water and hung to dry.

- KMHA Socks are supplied for each team and are to be kept by the players and are not to be returned.
- All recreational teams are allowed to apply C's and A's to jerseys if they are sewn on professionally and not ironed on. Any damage to a jersey from improperly applied letters will be charged back to the team. All letters must be removed prior to the return of jerseys. Atom Recreation will rotate their Captains and Assistants and must use tape for their letters.
- Jersey and Equipment pick-up return dates will be sent to teams via email and posted on the KMHA website. **There will be no exchanges this year on jerseys and socks supplied by KMHA.**

The official KMHA apparel suppliers are listed on our website under apparel and below. They are the ONLY companies authorized to do KMHA apparel. We encourage teams wear KMHA colours (navy blue jackets and track suits) and have our logo on their apparel. KMHA logo must be on the left chest. If you are soliciting donations to help with the cost of your apparel and want to use a company's logo, approval from the Director of Hockey Operations.

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LN Group Branding & Promotions
Dolson`s Source for Sports
Players Bench
Winners???

DRESSING ROOM/ICE RULES/ SOCIAL MEDIA

- * **Dressing rooms are now open with limited occupancy. All participants in the dressing room must wear a mask. Players must come partially dressed until advised otherwise. Arenas open 10 minutes prior to your ice time.**
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* Please see the KMHA Return to Play Plan. Facility guidelines must be adhered to.
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- Throughout the hockey season appropriate player supervision should be a priority for all minor hockey associations (MHAs) and BC Hockey member teams. As such, to protect yourself and KMHA, BC Hockey endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. It is recommended that these guidelines are followed by all MHAs.
- 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.
- 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 sanctioned event (practices, games, tournaments etc.).

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:

- Male players will not undress to less than a minimum of shorts while females are present.
 - Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b) 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. When separate facilities do not exist for both male and female participants:
- Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

GAME REPORTS / MEDIA REPORTS

- KMHA will be using an electronic score sheet system this season as per OMAHA and BC Hockey. Upon completion of a game, scores will be automatically updated on the OMAHA website.
- * Coaches are the only ones who can verify their team list on Hi Sports, not Managers.
- * Managers can not be on the bench under any circumstances.
- * Home team will provide the scorekeeper and timekeeper.
- * Scorekeepers and Timekeepers must load Hi Sports on to their phones this season.

Tablets will not be used this year due to Covid. Information on Hi Sports can be found on the KMHA page under Resources.

MEDICAL / INJURY REPORT / RETURN TO PLAY

·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 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 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. 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

No travel is permitted this season outside of your cohort. There are no sanctioned tournaments that teams can attend and teams are not permitted to attend non-sanctioned events.

- **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.** A Special Event Sanction must be obtained for dryland training, fundraisers, and other activities outside of regular hockey programming. Please see the Special Event Sanction Guideline, BC Hockey for more info.

KMHA Photos: Due to Covid, no photo date has been selected this year. If this changes we will notify you at once.

ICE / PRACTICES AND GAMES

- Please note that due to the ice restrictions some game length times may vary.
- Weekend Games are posted on the KMHA website under Resources by the Ice Scheduler – make a point of checking the website for your scheduled ice time and report any discrepancies to the Ice Scheduler and your Division Lead as soon as possible.

*** Any open ice will be posted on the KMHA website under weekend games. If you would like to use some posted open ice, please email kmhaicescheduling@gmail.com to request.**

Only players, 3 coaches, manager and safety person, and your covid parent are permitted in the arenas during practices. During games, home team will supply a timekeeper and scorekeeper. Please rotate through your parents for this.

Each team must keep a thorough list of who was present in the arena during the ice times, in case the City of Kamloops requests this information. Please use your team snap function and keep track of the parents who are scorekeeping and timekeeping.

Official rules have been altered due to Covid. Please familiarize yourself with them before game play begins.

Finally, use caution, and keep your players, coaches and yourself safe!