



**KAMLOOPS MINOR HOCKEY
ASSOCIATION
POLICY & PROCEDURES**

Adopted June 2021

This Policy & Procedures document is to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Kamloops Minor Hockey Association (KMHA). This Policy & Procedures is intended to be a living document that supersedes any/all prior versions and requires review and revision on a regular basis as the needs of the Association evolve. Any section(s) of this document can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. Any contradiction, dispute, or difference between the contents of this document and the Association's Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws. The Kamloops Minor Hockey Association shall operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH), and the Okanagan Mainline Amateur Hockey Association (OMAHA). Any errors or omissions in this document referring to Hockey Canada, BC Hockey, OMAHA or the KMHA Constitution and Bylaws shall be superseded by the By-Laws, Rules and Regulations of those bodies.

KMHA PHILOSOPHY

1. To promote, govern and improve organized hockey by authority of Hockey Canada (HC), BC Hockey (BCH) and the Okanagan Mainline Amateur Hockey Association (OMAHA).
2. To foster among its members, supporters and teams a general community spirit.
3. To maintain and increase interest in the game of hockey.
4. To have and exercise the general care, supervision and direction over the playing interest of its teams and players.
5. To promote and partnership the highest level of sportsmanship, pride and community spirit while ensuring fair and safe competition to all our members. Our commitment is to foster "A Game for Life" experience.

Proudly supporting Kamloops Youth since 1945

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LIFE MEMBERS

Caroline Bissat (May, 2007)

Sandy Bullock (May, 2007)

Marilee Hermiston (May, 2008)

EXECUTIVE/STAFF STRUCTURE

KMHA is a volunteer driven Association. Our Executive Board Members and Elected Officers are all volunteers that work closely with our paid Staff to create a fun and safe hockey program for the youth of Kamloops.

The following are Elected Directors of the Association: A Chair and Eight (8) Directors.

The following are paid Staff positions:

- Director of Hockey Operations
- Operations Coordinator
- Accounting/Registrar
- Ice Ambassador/ Office Administrator
- Technical Director

While OMAHA is the governing body for our Association, they too are a Volunteer Board. It is imperative that KMHA members do not contact our governing body directly. Any issues that are to be addressed with OMAHA Board Members are to be done by our Chair and/or Director of Hockey Operations.

KMHA WEBSITE/PRIVACY POLICY

Each KMHA team has its own teamsnap page. A signed parental consent form MUST be obtained prior to posting any photos of players.

Membership contact lists are not to be used outside of KMHA.

SOCIAL MEDIA

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.

CAMERAS, CAMERA PHONES, PERSONAL DIGITAL ASSISTANT

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.).

MEMBERSHIP CODE OF CONDUCT

KMHA is committed to providing a hockey environment in which all individuals are treated with respect. Members of KMHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated by KMHA.

All players, coaches, managers, officials and members, including parents/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 HCR, BCH, OMAHA or the KMHA rules and regulations will result in disciplinary action.

In the interest of all of our athletes, profanity and the use of alcohol, drugs, tobacco and tobacco products are prohibited during all games and practices under the jurisdiction of the KMHA. During the course of all KMHA activities and events, members shall avoid behaviour which brings KMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

KMHA recognizes the Canadian policy on penalties for doping in sport. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods.

RESPECT IN SPORT (PARENT)

All players registered with KMHA are required to have Parent/Guardian take the Respect in Sport (Parent) course, which will link to their HC profile, prior to participation.

MEDIA RELATIONS

The Chair shall be responsible for all news releases from the Association with the exception of individual game and tournament reports.

All comments with regards to the Association and any interaction with the news media concerning any business with the Association should be referred to the Chair, or their designate, for comment.

KMHA LOGO

The KMHA logo (crest) is the property of the KMHA. The logo (crest) can only be used by members of the Executive in the course of carrying on the KMHA business. No other parties will be permitted to use the KMHA logo (crest) for any purpose without the consent of the Director of Hockey Operations.

PRACTICE JERSEYS

Practice jerseys are not supplied by KMHA. If a team wishes to purchase practice jerseys they are to be worn for practices ONLY. Practice jerseys do not need stop signs.

TEAM SPONSORS

As part of our agreement with our Sponsors, teams are to use the Sponsor name that is on the back of their jerseys in their team name and when reporting to any media outlets. Some jerseys have incorrect sponsor bars still attached, please check with the association to see what should be used.

REGISTRATION

KMHA will make all reasonable efforts to ensure players wishing to register and play hockey in Kamloops shall be permitted to do so.

Returning (currently registered) player registrations begin in March using the TeamSnap online registration. The Early registration for Returning players to register is July 1st after which a \$100 fee will be charged.

Returning players are players that were registered in the prior season. Players that did not register in the prior season are not considered as returning players for the registration deadline and late fee.

KMHA reserves the right to limit the number of Goaltenders per division. Players in U13 and above wishing to participate as a goaltender MUST register as a goaltender.

New player registrations are accepted at the beginning of July and include all players transferring from other minor hockey associations.

No player shall be allowed on the ice until he/she is properly registered with the Association, has Respect In Sport (Parent) showing on their HCR profile and registration fees are paid in full.

Players are required to wear full equipment including a CSA approved helmet and BNQ approved neck guard. Mouth guards are mandatory for players in Atom and above, with the exception of Goaltenders.

Overage (18 year old) players will be accepted in the midget recreational division if there is room. A maximum of 2 overage players will be allowed per team. We have a zero-tolerance policy with regard to the behaviour of overage players in the midget division and behaviour will be monitored.

FEES/REFUNDS

Registration, tryout and carding fees are calculated by the KMHA Board prior to the start of returning player registrations in March. Registration fees are due in full by July 1st. KMHA will charge a \$40 fee on all returned cheques.

All new players are required to pay a \$100 jersey deposit with their registration fees. The jersey deposit is a one-time fee that stays on the players HC profile until he/she no longer registers with KMHA and provided that the jersey(s) are returned in acceptable condition at the end of each season.

Registration fee refunds are pro-rated and less a \$50 administration fee. No refunds are given after December 1st. Tryout and carding fees are non-refundable.

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

There will be an additional charge of \$50 for Rep Tryouts for those participants that did not register and pay before July 1st deadline. This does not include new and transferring players to KMHA.

For players who tryout to play on a Development or Rep team and quit to play elsewhere, their fees will be forfeited for the entire registration.

U7

The objective of the Initiation program is to have fun, stimulate an interest in hockey, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, discipline, sportsmanship, leadership, encourage initiative and prepare players for further participation in Kamloops Minor Hockey programs.

Players in the Initiation program will be evaluated at the beginning of the season and divided into two groups (Blue and Orange) based on their skill and ability. Teams will then be formed in each of the two groups. Players do not need to know how to skate prior to joining the Initiation program.

U9

The objective of the Novice program is to have fun, stimulate an interest in hockey, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, discipline, sportsmanship, leadership, encourage initiative and prepare players for further participation in Kamloops Minor Hockey programs.

Players in the Novice program will be evaluated at the beginning of the season and divided into two groups (Blue and Orange) based on their skill and ability. Teams will then be formed in each of the two groups.

When possible, KMHA will have a female only U9 team.

RECREATION U7, U9, U11, U13, U15 & U18

The KMHA Recreation program encompasses mixed teams in U11(9 - 10 year olds), U13 (11 - 12 year olds), U15 (13 - 14 year olds) and U18 (15 – 18 year olds). The majority of HC players play Recreational hockey.

Where players play on a mixed team, both male and female players must adhere to the Co-Ed Dressing Room policy.

The objectives of the KMHA Recreational leagues are:

- To promote a game that fits the needs of its participants
- To be open to all male or female players
- To allow players equal ice time
- To emphasize the importance of having fun while improving skills
- De-emphasize the importance of winning
- To allow enjoyable participation
- To assist in an individual's physical development
- To create a pleasant social environment
- Allow an individual to participate freely in other sports and activities

All players go through an evaluation process before any team selections are made. All players shall participate in the evaluation process in accordance with the schedules provided by KMHA. Players shall then be listed in order of their evaluations and these lists shall be used in the selection of teams.

The objective of selecting teams is to obtain evenly balanced teams. Recreational hockey is to be fun. This requires parity amongst the teams.

Absolutely no carpool requests will be accepted.

Teams shall be selected on a draft basis using the evaluations as a guide. All recreational teams are drafted on the same date after evaluations.

KMHA Recreational teams are allowed to travel to two (2) out of town tournaments per season.

All recreational teams U11 and above 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.

Only players officially rostered to a team are allowed to participate in any on and off ice activities with that team.

KMHA reserves the right to move players after team selections. Affiliate players (AP), excluding goaltenders, for recreational teams are ONLY to be used as a last resort for Tournaments and only if the team is missing a number of players due to injury or sickness. Affiliate players for recreational teams must be from the division below. Teams are NOT allowed to use affiliate players or have them attend any of their team practices unless permission has been obtained from their Director of Hockey. All affiliate players must be listed on your roster.

FEMALE ONLY

The hockey program offered to girls registered with KMHA may vary each year depending on the following factors:

1. The actual number of female registrants within each division
2. The specific request of each female registrant regarding their placement on either a co-ed (mixed) team or a female only team
3. The skill level of each female registrant

While all attempts will be made to form an "all-female" recreational team within each division after the U7 division, the above factors will influence whether this is possible, who is on the teams and in which division the teams will play. This decision will be made after evaluations by the Female Hockey Committee and the Director of Hockey Operations.

It is KMHA's intention to have the following female only rep teams each season – (1) Female Midget A, U19 Female A (1) Female U15 Female A and (1) Female U13 Female A .

CO-ED DRESSING ROOM POLICY

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:

1. Male players will not undress to less than a minimum of shorts while females are present.
2. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
3. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
4. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

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

U11 DEVELOPMENT

The total number of players that choose to try out for development will determine the number of teams that we will have. There will be two goalies per team. Goalies can evaluate as both a goalie and any other player position, but they must declare their final position of choice by the end of evaluations. Players trying out for development teams are required to pay a try out fee. Players that are rostered to a development team will be required to pay an additional fee in September to cover the extra ice expenses affiliated with these teams.

REP PROGRAM

The intent of the KMHA Rep program is to allow the maximum number of players to play at the highest level of competition available to them and to establish and maintain rep team opportunities for higher level, sustained competition for those players demonstrating above average levels of skill, ability and attitude. The objective being to

out of town tournaments. Permission to travel to tournaments must be given by the Director of Hockey Operations. Any Rep team wishing to travel outside of Western Canada must be given permission from the Chair and/or Director of Hockey Operations.

All teams must submit a pre-season budget, monthly financial statements and all accounts must be closed at a zero (0) balance at the end of the season. A Financial statement shall be sent to the Director of Hockey Operations at the end of the season. The team budget is to be presented to the parents of the players at a team meeting at the start of the season for their approval.

Rep Player Selection Criteria

1. SKATING
2. PUCK SKILLS - PUCK CONTROL, PASSING AND SHOOTING
3. TACTICAL SKILLS AND POSITIONAL PLAY
4. SHOOTING/SCORING
1. COMPETE AND WORK ETHIC

Goalie Criteria

1. BALANCE , AGILITY AND MOVEMENTS
2. POSITIONING AND ANGLES
3. REBOUND CONTROL & PUCK STOPPING
4. TRACKING & ANTICIPATION
5. COMPETE & WORK ETHIC

Rep reassignments are not negotiable. Coach selection decisions are final in consultation with the Director of Hockey Operations.

The purpose of affiliate players on Rep teams is to allow a team to meet its commitment for league/playoff games.

KMHA team selection will be done by choosing the best players, not necessarily by position. The coach will have the final say on what position players will play.

DRESS CODE

The KMHA Dress Code policy applies to all U11 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 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 out of town at the coaches discretion.

TEAM FINANCES

Team finances and team financial management are the sole responsibility of the team, not KMHA.

A member's registration fees cover Association assigned ice times, referee fees and uniforms. KMHA teams do not pay a fee to enter their own home tournaments.

Where a team turns back a scheduled ice slot with less than 30 days' notice, that team will be billed for ice costs when another user cannot be scheduled into that ice slot.

At the first coach/parent meeting the team budget should be discussed and approved. The team has the right to exclude players/parents that have not participated in team fundraising or paid team fees from any activity not paid for by Association registration fees.

No teams or persons associated to any team shall solicit funds on behalf of their team by indicating that they are doing so on behalf of the Kamloops Minor Hockey Association.

The Association accepts no responsibility whatsoever for any lack of payment in which the team is responsible for.

Any equipment, ice time, tournament clothing or fundraising items purchased by a team shall be the responsibility of the team; the KMHA accepts no responsibility for non-payment of these bills. The 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 only to the extent that monthly dues were paid to the team, the remaining funds must be donated to the KMHA or a charity of the teams choice.

Any teams wishing to host 50/50 sales, raffle fundraising or any other “game of chance” are required to apply for a Class D gaming license from the BC Gaming Branch. Licensing from the Gaming Branch is the sole responsibility of the team. Any applications made for gaming licenses MUST be done so under the official team name and NOT under the Kamloops Minor Hockey Association name. Teams are required to ensure that all follow up paperwork for said licenses is completed in a timely manner prior to the close of the season.

DISCIPLINE

The Discipline Committee shall include the Conduct Committee Chair as the Chairperson and four members as appointed by the Conduct Committee Chair. The Chair of KMHA will not serve on the Conduct Committee.

Each case of discipline will be dealt with on an individual basis. There will be no appeals process for Discipline.

A Coach can discipline a player up to one game. Any suspension of more than one game must be applied by the Conduct Committee, Chair or Director of Hockey Operations.

Any incident to be handled by the Conduct Committee must be in the form of a written submission or official time sheet handed in to the Chair or Director of Hockey Operations within seven (7) days of the alleged incident.

BCH suspensions are minimum suspensions and may be added to by the Conduct Committee.

All infractions during a game or when the players are under the direct control of a Referee will be dealt with as per Hockey Canada and BC Hockey rules.

All written records other than the final decision of the Conduct Committee shall be held in confidence on file. Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure..

Discipline Guide for Team Officials

Team Officials (Coaches, Assistant Coaches, Trainers and Managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each game. Failure by Team Officials to control the conduct of their players before, during or after each game (i.e. dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary

action to the player(s) and Team Official(s) responsible. In addition, the cost of any damages shall be paid by those involved.

COACHING

Coaches are selected based on their ability and experience and should have the following attributes:

- A strong hockey background in playing, coaching and evaluating
- A strong interest and commitment to child athlete development
- The ability to work with fellow coaching personnel
- The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- Availability as to time requirements
- NCCP certified at level indicated by Hockey Canada, BC Hockey, and KMHA policy
- Respect in Sport (Speak Out) certification
- Do RCMP Criminal Records Check

Honorariums will be in place for Rep, U11 Development, and Female Recreation teams for Non-parent Coaches only. \$500 for Rep and \$250 for U11 Development and Female Recreation.

U7 and Recreation team coach selections will be made and approved by Division Leads with assistance of Director of Hockey Operations and Operations Coordinator.

COACH SELECTION PROCESS – REP TEAMS

Invite Applications -

- Applications for rep coaches must be submitted online.

Committee Selection -

- The KMHA Chair in consult with the Director of Hockey Operations and Operations Coordinator & Technical Director will form a Committee, to ensure fairness in the screening, interview and final selection of candidates.
- This committee should consist of no more than five (5) people and should include those directly involved with the coaches as well as neutral or impartial individuals so as to avoid matters of conflict of interest.

Review Applications -

- The applications and resumes will be reviewed by the committee.
- If a large number of applications are received, it may be necessary to establish a short list of applicants to be interviewed.

Contacting Candidates -

- All applicants whether successful or not will be contacted.

