

**MINOR HOCKEY ASSOCIATION**

U11 Development,

U13, U15, U18 and Female

REP MANAGERS

INFORMATION PACKAGE

The team manager is a central figure in creating the flow of communication - not only within the team (players, parents and coaches), but between the team and all support systems such as the minor hockey association, ice scheduler, other teams and officials.

The team manager is also the first line of communication should there be an issue with the coach of the team, should a resolution not be resolved, the manager or parent could then take the matter up with the Director of Hockey Operations.

Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

This package provides information to aid Team Managers in the smooth operation of the team.

The Kamloops Minor Hockey Association (KMHA) operates under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH) and the Okanagan Mainline Amateur Hockey Association (OMAHA).

KMHA CONTACT INFORMATION:

Executive Director – Zac Carnelley -- [executivedirector@kamloopsminorhockey.com](mailto:executivedirector@kamloopsminorhockey.com)

Technical Director – [technicaldirector@kamloopsminorhockey.com](mailto:technicaldirector@kamloopsminorhockey.com)

Director of Coach & Player Development – Darryl Sydor - [coachplayerdevelopment@kamloopsminorhockey.com](mailto:coachplayerdevelopment@kamloopsminorhockey.com)

Ice Scheduler / Tournament Coordinator – Rob Fryer – [scheduling@kamloopsminorhockey.com](mailto:scheduling@kamloopsminorhockey.com)

Reception / Registrar – Dawn Woodland – [kamhockey@telus.net](mailto:kamhockey@telus.net)

Social Media – [kmhasocialmedia@gmail.com](mailto:kmhasocialmedia@gmail.com)

Referee In Chief – Brendan Martin -- [kamloopsmha.ric@gmail.com](mailto:kamloopsmha.ric@gmail.com) – 250-318-2707

Assistant Referee-In-Chief – Katy Thorne – [kamloopsaric@gmail.com](mailto:kamloopsaric@gmail.com) – 778-214-0579

KMHA Office – Phone: 250-376-1788

Office Hours - Monday to Friday 1100-500pm

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

This KMHA Rep Managers information package, along with various forms and other information can be found on the FORMS 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>

**REVISED Sept 2023 RF**

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* **TEAM MEETINGS:**
* Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting must be set up shortly following the formation of the team. The KMHA Executive Director can attend your meetings if requested should time permit.
* 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 financial (including tournaments) up-front and before the season commences. Other topics to be discussed at the first parent meeting: team schedule, tournaments, dress code, parent committees, jersey person, scheduler for time clock, etc., home tournament coordinator.
* Inform parents of mandatory duties in time clock, etc. Failure to comply may result in disciplinary actions.
* The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the season with both the players and the parents.
* **BANKING:**
  + - **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 (ie husband/wife) or connection outside of the team.**
    - Please note: you must set a meeting with the bank in order to open your account.
    - If the bank requires a letter to open the account, please send an email to [kamhockey@telus.net](mailto:kamhockey@telus.net), include the team name on the account, and the names of the people who will have signing authority.
    - **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 executive director** [executivedirector@kamloopsminorhockey.com](mailto:executivedirector@kamloopsminorhockey.com), **by April 15th.**
* **BUDGET and FUNDRAISING:**
* All teams must submit their parent approved budget to the Executive Director [executivedirector@kamloopsminorhockey.com](mailto:executivedirector@kamloopsminorhockey.com) for review.
* The team budget is to be presented to the parents at a team meeting at the start of the season for approval of the parents. Voting on the team budget is to be conducted by secret ballot if requested by the parents.
* You are only allowed to fundraise 100% of a team budget.
  + Only to the extent of the team fee that were paid throughout the season, should any surplus of fundraising occur those funds must be donated to the KMHA or charity of the team’s choice.
  + Budget items that must be accounted for in your team budget are as follows: (1) First Aid Kit and First Aid Supplies ($50-100) (2) any other items such as practice jerseys, tournament fees, apparel, team get togethers, power skating, goalie training etc.
* You are not allowed to solicit any KMHA sponsors for fundraising (list available on website).
* Any teams wishing to engage in 50/50 or raffle ticket draws are required to apply for a **Class D gaming license** - <http://www.gaming.gov.bc.ca/licences/classD.htm>
* Licensing from the BC Gaming Branch is the sole responsibility of the teams.
* When applying for a gaming license you MUST use your team’s name, **DO NOT APPLY FOR A LICENSE USING 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.
* Check with Michelle Pepin but plan to budget Approx $1500
* Check with Michael Hails but plan for $450 a month
* **JERSEYS:**
* Each team **MUST** have a Jersey Parent that takes care of the jersey maintenance. Jerseys must be washed in cold water and hung to dry. Jerseys are only to be worn during games, with the exception of an approved sanctioned event (i.e. fundraising). C’s and A’s are to be sewn on, NOT ironed on and will be the responsibility of the team. All name bars and As and Cs must be professionally installed and removed at the expense of the team at the end of the season.  
    
  + **TEAM APPAREL:**
* The official KMHA apparel suppliers will be listed on our website under apparel. They are the ONLY companies authorized to use the KMHA logo. Teams are required to wear KMHA colours (navy blue jackets and track suits) and have our logo on their apparel. If you are soliciting donations to help with the cost of your apparel and want to use a company’s logo, approval from the Executive Director will be required. Team jackets must have the Blazer B logo on the left chest. KMHA logo may be on the sleeve or collar.
* The logo should be Navy blue and orange,
* Rep Team Jackets must be Navy Blue this is MANATORY.
* **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 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. This must be in KMHA colors.
* **CARDING:**
* **Each rep team player must pay the $450 carding fee at the time of carding.** Cheques, dated no later than October 8th, or debit or credit cards or cash (exact amount please), will be accepted. Cheques payable to Kamloops Minor Hockey Association or KMHA please. E-transfers can be sent to [kamhockey@telus.net](mailto:kamhockey@telus.net) . Must be paid by Sept 30.
* U11 Development players are required to pay **$350** for extra ice, etc. for the season.
* Players will sign a player commitment agreement.
* Each team will be allowed to roster 8 team officials - 1 Head Coach, up to 4 Assistant Coaches, up to 2 Hockey-Canada Safety Person (HCSP or HU – Safety) and 1 Manager. **ALL TEAMS MUST ROSTER A HOCKEY CANADA SAFETY PERSON AND MANAGER. Team officials cannot be added to a roster unless they are fully qualified.**
* **Any additional team staff must be approved by the Executive Director.**
* Notify the KMHA Office by email of all coaches **and on-ice helpers** that need to be insured. All players, coaches, managers and other team and association officials must be registered in the BCH office. Failure to do so will forfeit insurance coverage for those participating.
* It will be the responsibility of the team officials (coaches and/or managers) to ensure all rostered players are eligible during league and playoff games.
* Your Hockey Canada official team roster will be available from the KMHA Office once your team has been finalized. Teams are required to carry an up-to-date official team roster at all times. If any additions/deletions are made to your roster it is the team's responsibility to request an updated version.
* Membership contact lists are not to be used outside of KMHA.
* **TEAM QUALIFICATIONS:**
* All Hockey Canada teams shall have properly qualified/certified Coaches and qualified Safety People prior to OMAHA league participation. CATT, Respect in Sport and Criminal Records Checks must all be completed prior to going on the ice.
* **COACHES** – all Rep coaches, Head and Assistants MUST be certified at the Developmental 1 Level and have completed Respect In Sport (for team officials), the CATT (Concussion Awareness Training Tool) and have a current Criminal Record Check on file. Head Coaches at the U11, U13 and U15 levels also require the “Checking” component.
* **SAFETY PERSON** – requires up to date HCSP (or HU – Safety) plus Respect In Sport (team officials version), CATT and a Criminal Record Check.
* **MANAGER** – requires Respect In Sport (team officials version), CATT and a Criminal Record Check.
* **On**-**Ice Helpers** – require Respect In Sport (team officials version), CATT and a Criminal Record Check.
* **CRIMINAL RECORD CHECKS** CAN NOW BE SUBMITTED ONLINE THROUGH THE FORMS PAGE ON THE KMHA WEBSITE AND ARE VALID FOR 3 YEARS.

**Please note:** the Respect In Sport (team officials version) now has an expiry date of 5 years. The HCSP course has an expiry date of 3 years.

* **PLAYER HEALTH INFORMATION RECORD:**
* KMHA will be using HEADCHECK to collect player health information. All medical information is kept in the online app. Managers or HCSP will be given online access to their player’s information. This access will be revoked at the end of the season.

* **HOCKEY CANADA INJURY REPORT:**
* This form is to be completed if an injury occurs during play. (Not Required)
* If an injury report form is completed, **the form is to be dropped off at the KMHA office** where it will then be emailed to BC Hockey (**this form must be sent to BC Hockey within 90 days**). Please ensure the form is signed by the parent.

* **RETURN TO PLAY FORM:**
* The Return to Play form needs to be completed for any player that returns to play after an injury or serious illness. A copy of this form needs to be sent to the KMHA Office for the Executive Director **(do NOT send to BC Hockey).**
* **DRESSING ROOM/ICE RULES:**
* KMHA has a zero tolerance HORSEPLAY Rule. There is to be no horseplay either on the Ice, in the hallways or in the Dressing rooms. Please make sure all your players/parents are aware of this rule, and enforce when necessary.
* Please read the attached Hockey Canada Information Bulletin – “Important Message Regarding Hazing”.
* Mouth guards are optional but recommended in KMHA for U11 aged players and above.
* 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 mandatory that these guidelines are followed by all MHAs. Please refer to the BC Hockey website - <http://www.bchockey.net/Administration/BulletinItem.aspx?id=217> to access this bulletin.
* **Coaches are RESPONSIBLE for the supervision of their dressing room at all times. The room MUST be monitored at all times.**
* **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.). Failure to comply will result in disciplinary action.
* **GAME REPORTS (SCORE SHEETS):**
* KMHA will be using an electronic score sheet system as per OMAHA and BC Hockey.
* The electronic score sheet system will be effective as of the beginning of league play.

Please go to [www.bchockey.net/HMP](http://www.bchockey.net/HMP) (HMP for Hockey Management Platform) for more information.

**Any exhibition and tournament games played out of the Province or Country –** Game Reports are to be sent to BC Hockey Task Group Member – Mrs. Nonie Miyazaki, 1822 Pineridge Drive, Merritt BC V1K 1J6 – [okmho@bchockey.net](mailto:okmho@bchockey.net) **The Executive Director shall also be provided with an emailed copy of out of Province or Country Game Reports.**

* Only the team official verifying the eligibility of each player shall be allowed to sign the Game Report.
* Failure to submit your game report / scoresheet within 24 hours of completion of that game the team will be fined $25 by OMAHA and the team is responsible to pay this fine.

All team members on the player’s bench must be listed on the Game Report. **Players not in uniform are not permitted on the players’ bench. A maximum of 5 officials are allowed on the score sheet/bench. Managers are not allowed on the bench, therefore should not be listed on a game report or sign the game report.**

* Once the players’ jersey numbers are assigned they **cannot** be changed.
* Denote on the score sheet “C” and “A”.
* Denote on the score sheet any “AP”’s.
* Do not list injured players on the score sheet.
* Suspended players must not be listed on a score sheet.
* **SOCIAL MEDIA UPDATES:**
* The Home team may send a media update to the email listed for Social Media. The following platforms used by KMHA are Twitter, Instagram and Facebook. If you wish to share a team update or results from a tournament or game please send to [kmhasocialmedia@gmail.com](mailto:kmhasocialmedia@gmail.com)

* **TRAVEL PROCEDURES:**
* All teams must follow these procedures regarding travel and all exhibition games:
* A Permission to Travel form must be **completed online** and it will automatically be forwarded to the Executive Director and once reviewed, approval or denial will be sent via email.
* The Online form must be **completed in full** or it will not go through.
* There are 3 types of Permission to Travel forms, dependent on the type of travel your team is participating in.
  + **TRAVEL FORM** – this form needs to be completed for exhibition games and tournaments within **OMAHA.**
    - Cities within OMAHA are as follows: Clearwater, Ashcroft, Lillooet, Merritt, Princeton, Logan Lake, Chase, Salmon Arm, Sicamous, Revelstoke, North Okanagan, Vernon, Lumby, Winfield, Kelowna, West Kelowna, Summerland, Penticton, South Okanagan.
      * **Travel to Sun Peaks** requires a travel form filled out and additional approval via Email from Director of Hockey Operations.
      * Usually returned to the manager within 24-48 hours
  + **INTERDISTRICT TRAVEL** – this form is for tournament and exhibition games outside of our District, but within our Province. You will get permission and a number back which is what you need to present to Pacific Coast (Lower Mainland) to participate in their tournaments.
    - * Usually returned to the manager within 3-5 days
  + **OUT OF PROVINCE & USA HOCKEY TOURNAMENT**: Any Tournament travel outside the province or to the United States. Game Reports are to be sent to BC Hockey Task Group Member – Mrs. Nonie Miyazaki, 1822 Pineridge Drive, Merritt BC V1K 1J6 – [okmho@bchockey.net](mailto:okmho@bchockey.net) and KMHA . and Director of Hockey Operations
    - * Usually returned to the manager within 10-14 days
  + Email all forms to [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)
* **All teams participating in Exhibition Games or Tournaments Out of Country, Out of Province and Out of District must complete an Inter-district & USA Hockey Tournament Travel/Exhibition Game Form and submit it to** [**kmhatravel@gmail.com**](mailto:kmhatravel@gmail.com) **A fillable pdf version of this form is available on the PERMISSION TO TRAVEL page on our website. Must allow 7 days for this to be processed.**
* If you are travelling to the coast PCAHA (Lower Mainland), you will need a Permission to travel form submitted to – [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com). The form can be found on the KMHA website under forms.
* For a team to travel to the US or invite a team from the US to play in BC, permission must first be obtained from the BCH Operations Task Group Member for the District. For this please email – [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)

CONDITIONS FOR TRAVEL:

* Local league and playoff commitments have been met.
* The tournament or exhibition game is sanctioned.
* All opposing teams are appropriately registered members of a Hockey Canada/BC Hockey recognized organization.
* **SPECIAL EVENT SANCTIONS:**
* 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.

* **EXHIBITION GAMES AND TOURNAMENTS:**
* KMHA U18, U15 and U13 Rep teams may go to a maximum of six (6) out of town tournaments. U11 Development teams may go to a maximum of three (3) out of town tournaments.
* Submit requests for an exhibition game by email to the Ice Scheduler if it is for a home game. The Ice Ambassador will check for ice availability.
* Referees will be booked by the Ice Scheduler as soon as games are confirmed (coaches will be copied so they know officials have been assigned).
* Exhibition games prior to the start of the season require a game number from OMAHA. Please submit your game sheets to OMAHA with this game number.
* Exhibition games and tournaments need Executive Director approval granted from the Ice Scheduler (a Permission to Travel form must be completed online for travel to tournaments – see previous page).
* Ensure that the tournaments you are attending are SANCTIONED.
* Game Reports must be submitted as per previous information.
* **HOME TOURNAMENT:**
* Coaches are responsible for notifying teams of acceptance and non-acceptance for rep tournaments.
* Organizing package will be distributed to all team managers at pre-season Managers meeting (also available online under Tournament tab on KMHA website).

* **EXTRA ICE REQUESTS CANCELLATIONS and GAME RESCHEDULING :**
* 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 48 hours at the latest.
* All extra ice requests are tracked. Available ice will be handed out as fairly as possible.
* The City of Kamloops requires us to cancel ice 30 days prior 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 35 days in advance. **Any unused ice that has not been returned will be billed to the team.**
* **Any OMAHA regular season games that have to be rescheduled will be done at a cost of $50 per game. This cost will be assessed to the team responsible for the game being rescheduled.**
* **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. Please contact KMHA Ice Scheduler for more information. It is up to the local teams to still utilize the ice time that was assigned to them for the game.**
* **All games that need to be rescheduled please fill out the appropriate Game rescheduling form with all pertinent information. Form can be found on resource page by the travel request forms.**
* **Any game Change required by your team after the third week of October is subject to a $50 fine by OMAHA and the team will be required to pay this fine.**
* **Any team forfeiting a game may be subject to a $250 fine from OMAHA depending on the circumstance but that is decided by OMAHA this is in addition to the ice and officiating costs.**
* **TEAM PHOTO’S:**
* A scheduling link will be sent out to the KMHA teams.
* All teams are expected to participate in the team photos.
* If your team is going to be out of town on the photo weekend you will be scheduled during retakes.

**2023-2024 TEAM PHOTOS – November 24-25, 2023, schedule available in October**

**2023-2024 PHOTO RETAKES – TBD usually January**

* **AWARDS**
* **Margie Moss Award** that may be presented to the most valuable **Female U18 A or Female U18 Recreation** player. Female U18 A and Female U18 Recreation teams shall submit the name of one player for their team as a nominee for the trophy to OMAHA Central Office by March 15th.
* **Jack Koteles Memorial Award** may be presented to **one player or team in each division of U13, U15, U18 and Female.** Rep or Recreation participants or teams inclusive. The award will go to deserving individuals or teams who show a strong commitment to community service. Nominations outline the player’s or team’s community service contributions will be forwarded to OMAHA Central Office no later than March 15th for consideration.

Team List

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| Division: |  | Team #: |
| Coach: |  | DOB: |
| Assistant Coach: |  | DOB: |
| Assistant Coach: |  | DOB: |
| Safety Person: |  | DOB: |
| Safety Person: |  | DOB: |
| Manager: |  | DOB: |
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Player Name Number

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