

KAMLOOPS MINOR HOCKEY



POLICIES & PROCEDURES

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1 INTRODUCTION

1.1 MISSION STATEMENT

Kamloops Minor Hockey, in partnership with members and their families, is committed to:

- Providing a safe and positive minor hockey experience for all members regardless of gender, ethnicity, ability, or age.
- Fostering the love of the game by encouraging work ethic, sportsmanship, and teamwork.
- Building competitive Rep and Development programs with a wrap-around approach for excellence.
- Developing and attracting dynamic leadership throughout the organization

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 Chair of the Board by January 15th. The KMHA Chair of the Board 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.kamloopsminorhockey.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, 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.Kamloopsminorhockey.com/resources

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 behavior.

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 behavior is inappropriate and requires further action, please contact KMHA Staff, 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 chair. The Conduct Committee chair will appoint a minimum of 2 other members providing that there is no conflict of interest. Committee members may be directors of the board. 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:

- KMHA cannot guarantee anonymity and complete confidentiality.
- 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.
- 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 KMHA Staffs of results and/or status of the process.

g) 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 Chair of the Board, including any committee involvement, until the complaint is resolved. This will not preclude the KMHA Chair of the Board from convening an urgent meeting with the Executive, should they consider it advisable. If the Chair of the Board is the subject of a formal complaint, the complaint shall be referred to a member of the Executive.

h) 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 Chair of the Board 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 Chair of the Board is the subject of a conflict of interest, a member of the Executive shall act in their plac

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. Officials
- iii. Coaches
- iv. Parent/Guardians of all players registered with KMHA
- v. 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 Chair of the Board, Representative Hockey, Recreation Hockey, Human Resources, Finance, Conduct, Hockey Development, Female Hockey, Risk Management and Safety Directors. The Directors elected serve a term of two (2) years.

3.3 GENERAL CONDUCT

The Executive and paid staff must submit to a "Criminal Record Check" every three years through the RCMP and complete the Coach/Volunteer Respect In Sport online clinic every five 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 Chair of the Board 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.

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 Confidentiality agreement 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.* Kamloops Minor Hockey Association Annual General Meeting
This meeting shall be held in June 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 July 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 Kamloops 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 August 31st.

4.2 FEES & REFUNDS

Regular season registration shall commence April 1 and run until such predetermined date as established by the Executive. Registration dates and fee structure will be communicated via the KMHA website prior to April 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.

A jersey fee of \$100 shall be paid at the time of registration.

Please be advised that effective April 1, 2023, the Kamloops Minor Hockey Jersey Deposits that were paid previously are now considered a "Jersey Fee".

From April 1, 2023 forward, any new participants that register with Kamloops Minor Hockey Association will need to pay a non-refundable Jersey Fee.

b) REFUNDS

Requests for refunds must be made in writing to KMHA and submitted prior to November 30th. 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 30th 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.

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.

Any player who has been rostered that decides to no longer play will forfeit their Hockey Canada Insurance Fee of \$23.80 plus a \$50 administration fee.

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 3.25% + \$1.50 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 10th. 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 kmha.executivedirector@gmail.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 \$50.00. 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.

6 COMMUNICATIONS

6.1 TEAMSnap & WEBSITE

TeamSnap and KMHA website www.Kamloopsminorhockey.com are used as the main source of communication with our members.

TeamSnap Chat Etiquette Policy:

1. Respect others: Treat others with respect and dignity. Do not engage in hate speech, harassment, or bullying.
2. Be professional: Maintain a professional tone in all interactions. Avoid using foul language or making inappropriate jokes.
3. Stay on topic: Keep conversations focused on the relevant topic and avoid off-topic discussions.

4. Protect sensitive information: Do not share sensitive personal information or confidential information in the chat.
5. Keep it clean: Avoid posting explicit or graphic content.
6. Avoid spam: Do not spam the chat with irrelevant or repeated messages.
7. Seek help: If you have a problem or need assistance, reach out to a moderator or administrator for help.
8. Follow rules and guidelines: Adhere to all rules and guidelines set by TeamSnap and the Kamloops Minor Hockey Association.

By following these guidelines, we can create a positive and productive chat environment for all users in the Kamloops Minor Hockey Association.

6.2 CORRESPONDANCE

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

6.3 MEDIA

The Chair of the Board 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 Chair of the Board 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.

Guiding Principles:

1. Respect the privacy and confidentiality of others, including players, coaches, referees, and staff.
2. Abide by all laws and regulations, including those relating to copyright, trademark, and defamation.
3. Avoid any online behavior that is disrespectful, bullying, or harassment.
4. Be mindful of KMHA's image and brand when using social media.
5. Avoid engaging in political or religious discussions on KMHA's social media pages.
6. Refrain from making negative comments about KMHA, its members, or other hockey organizations.

Responsibilities: Individuals representing KMHA on social media are responsible for:

1. Adhering to this policy and KMHA's Code of Conduct.
2. Refraining from making unauthorized or false statements on behalf of KMHA.
3. Reporting any incidents of harassment, bullying, or other inappropriate behavior to the KMHA Board of Directors.

Consequences: Any individual who violates this policy may face disciplinary action, up to and including termination of their relationship with KMHA. KMHA reserves the right to remove any posts or comments that violate this policy. Conclusion: KMHA is committed to promoting a positive and collaborative working environment, both in person and online. By adhering to this social media policy, individuals representing KMHA can help maintain KMHA's reputation and promote a positive image of the organization to the public.

6.4 LETTERHEAD

Blank KMHA letterhead will not be given out to anyone other than the Executive or KMHA staff. 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 1665 Island Parkway, MacArthur Island Park, Kamloops. KMHA's letterhead must not be photocopied or used without the written permission of the Chair of the Board 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 Kamloops Blazers logo will be exclusive to KMHA representative teams with prior approval from KMHA Executive Director and the Kamloops Rockets. Any unauthorized use of the KMHA logo or Kamloops Blazers logo may result in discipline and/or legal action.

6.6 MEETING SPACE

KMHA board room located at McArthur Island 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) Kamloops Minor Hockey Association - www.kamloopsminorhockey.com
- b) Okanagan Mainline Hockey Association (OMAHA) – <https://page.spordle.com/omaha-hockey>
- c) BC Hockey - www.bchockey.net
- d) Hockey Canada - 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 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 Headcheck 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 Kamloops arena's have AED's on site.

Kamloops Arena locations:

Arena	Street Address	AED Location
Brock Arena	2470 Fleetwood Ave	Lobby
Mac Island NHL	1655 Island Pkwy	Lobby
Mac Island Olympic	1655 Island Pkwy	Lobby
Memorial Arena	740 Victoria Street	Inside of the time keeper box
Valleyview Arena	353 Highland Rd	Lobby
Sandman Center	300 Lorne St.	Near front entrance & first aid room

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 team safety person. The team safety person is responsible for contributing all information about the injury on the Headcheck app. Hockey Canada Injury Report forms must be completed by the injured players' parent/guardians, and submitted to KMHA registrar. 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 Kamloops 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

h) 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). 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>) Any parents in a locker room supervisory role must have a completed criminal record check on file with KMHA.***

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.

k) HARASSMENT AND BULLYING

Kamloops Minor Hockey Association is committed to providing a safe and respectful work environment for all employees, volunteers, players, and families. Harassment and bullying of any kind will not be tolerated.

1. Definitions: Harassment refers to any inappropriate conduct or comment that is known or ought reasonably to be known to be unwelcome, including but not limited to:
 - Verbal abuse, threats, or intimidation
 - Physical assault or bullying
 - Racial slurs, sexist or homophobic jokes
 - Derogatory comments about a person's appearance, beliefs or personal life
 - Sexual harassment, including unwanted physical touching, comments, or gestures
2. Responsibility: All employees, volunteers, players, and families have a responsibility to respect the rights of others and to avoid engaging in any form of harassment or bullying. The Executive Director, coaches, and board members have a particularly important role to play in ensuring a respectful workplace.
3. Reporting: Any person who experiences or witnesses harassment or bullying is encouraged to report it immediately to the Executive Director, a coach, or a board member. The report can be made verbally or in writing and will be treated with confidentiality and sensitivity.
4. Investigation: All reports of harassment or bullying will be investigated promptly and thoroughly. Where appropriate, the investigation may include interviews with witnesses, the person who experienced the harassment or bullying, and the alleged harasser.

5. Consequences: Any person found to have engaged in harassment or bullying will face appropriate consequences, up to and including termination of employment or termination of membership.
6. Support: The Kamloops Minor Hockey Association will provide support to any person who has experienced harassment or bullying. This may include counseling services, assistance in finding alternative work or volunteering arrangements, or assistance in making a complaint to the relevant authorities.
7. Review: The Kamloops Minor Hockey Association will review this policy annually to ensure its effectiveness in promoting a respectful workplace free of harassment and bullying.

By adhering to this policy, the Kamloops Minor Hockey Association will foster a positive, safe, and respectful work environment for all employees, volunteers, players, and families.

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 event 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 1st every year.

b) RESPECT IN SPORT ACTIVITY LEADER

Before November 1st, 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 <https://bch.respectgroupinc.com/>. 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. 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 1st
- ii.* HCSP clinics are now available only as an on-line E-Learning course. Register at 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 U7 & U9 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 1st.

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 1st. 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 1st. 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).

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 fees 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 Chair of the Board. 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
60 Min Slot	5 min	15 min run time	15 min run time	15 min run time	2 mins between periods
75 min slot	5 min	20 min run time	20 min run time	20 min run time	2 mins between periods
90 min slot	5 min	20 min run time	10 min run time 10 min stop	20 min stop time	2 mins between periods
105 min slot	5 min	20 min run time	10 min run time 10 min stop	20 min stop time	flood halfway 2nd period
120 min slot	5 min	20 min stop time	20 min stop time	20 min stop time	flood halfway 2nd period
135 min slot	5 min	20 min stop time	20 min stop time	20 min stop time	flood after each period
150 min slot	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

KMHA recognizes the importance of qualified and trained coaches to promote the development and safety of our youth hockey players. 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:

- i. A strong hockey background in playing, coaching and evaluating
- ii. A strong interest and commitment to child athlete development
- iii. The ability to work with fellow coaching personnel
- iv. The ability to communicate on-ice and off-ice requirements to players and parent/guardians
- v. Availability as to time requirements
- vi. NCCP certified at level indicated by HC, BCH, and KMHA policy
- vii. "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.

Compensation for Non-Parent Coaches Non-parent coaches will be compensated by stipend or honorarium, based on the following criteria:

- i. Level of Team: The amount of the stipend or honorarium will vary depending on the level of the team (e.g. U11, U13, U15, Recreational, Representative etc.).
- ii. Number of Practices and Games: The amount of the stipend or honorarium may also depend on the number of practices and games scheduled for the season.
- iii. Other Factors: The KMHA may consider other factors when determining the amount of the stipend or honorarium, such as the coach's experience and qualifications.

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. To receive reimbursement all receipts must be submitted by March 31st.

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.kamloopsminorhockey.com/wp-content/uploads/sites/720/2018/10/E-Gamesheet-Instructions-BYOD.pdf>

- i. The home team provides the timekeeper/scorekeeper positions.
- ii. Division and team number are to be used on game sheets.
- iii. 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
- iv. 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.

- v. Designated goaltenders must be on game sheet
- vi. The addition or deletion of players may only be made until the commencement of the game (no changes after game starts)
- vii. Suspended players missing the game will not be listed on the game sheet
- viii. 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
- ix. Out-of- province or country game sheets must be submitted to the OMAHA office OMAHAED@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/applications/special-event-sanction>

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 Kamloops 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.

- i. Manager/Coach completes the travel request form and turns it in to the KMHA office
- ii. All team staff must have required qualifications in place prior to the team applying to travel.
- iii. KMHA Executive Director approves the travel and the form is forwarded on to OMAHA
- iv. BC Hockey approves the travel and returns the signed form to the KMHA office
- v. Manager/Coach takes a copy of the signed approval with him when the team makes the trip.
- vi. If not using e-gamesheets, within 2 days upon return, the Manager/Coach must email the sheets to OMAHA OMAHAED@hotmail.com
- vii. 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

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 31st 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 Staff and OMAHA. KMHA Staff 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.

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 Scheduler 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 KMHA Staff for recreation teams with any ice changes. Ice will be redistributed to KMHA teams or will be returned to the City of Kamloops. 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 KMHA Staffs 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.

- i. When 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.

- i. 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. 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 KMHA Staffs 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 KMHA staff. 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:

- i. Ensure consistency between all divisions
- ii. Optimizes player development by ensuring players are placed with teammates of equal caliber
- iii. 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 KMHA staff 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 KMHA staff 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.

KMHA Staff will identify on-ice personnel and ensure that they have session plans.

The KMHA Staff will organize sessions including player sign-in, jersey allocation and the collection of evaluations. Evaluations must be forwarded to the KMHA staff. 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:

- i. To provide uniformity and consistency in the evaluation process so that players and parent expectations are consistent from year to year
- ii. To provide a fair and impartial assessment of a player's total hockey skills during the skating sessions
- iii. 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
- iv. To facilitate the formation of teams that maintain balanced and representative play where the athletes can develop and participate equitably
- v. To provide feedback to players that promotes future development

- vi. 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 KMHA Staff 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 KMHA Staff will complete team selections for the entire U7 and U9 Divisions. The balance of team selections will be drafted and overseen by the KMHA Staff.

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 KMHA Staffs 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 and in consultation with the KMHA Staff coaching groups can be split up.
- iii. Numbers will be drawn to determine order. KMHA uses a live draft.
- iv. KMHA Staff can allow the goalies to be part of the draft or assign them to teams themselves

11.7 PLAYER MOVEMENT

Upon the recommendation of KMHA Staff, or upon their own initiative, the KMHA Staff 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 KMHA Staff and team coaches 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 KMHA Staff. The KMHA STAFF 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 KMHA STAFF. 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.kamloopsminorhockey.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 KMHA Staff before teams can compete across divisions (i.e. U13 Recreational 1 vs. U15 Tier 2 or Recreational). KMHA Staff may wish to consult with KMHA Risk Manager and/or KMHA STAFF 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 31st 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 KMHA STAFF will establish a coach selection committee which will consist of the KMHA STAFF, The Chair of the Board (or designate), 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 KMHA STAFF 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 KMHA STAFF, 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 KMHA Staff will schedule team selection meetings as early as possible

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 two (2) out of town tournament and their home tournament/jamboree. Teams with open weekends may request permission to attend an extra tournament to the KMHA Staff.

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 KMHA STAFF
- 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 KMHA Staff is required. Teams must poll the parents (in an anonymous vote) and receive a majority decision in order to make an application to the KMHA Staff 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 KMHA Staff 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 Kamloops.

Tournaments hosted by KMHA teams outside of Kamloops 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 Kamloops. 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 KMHA Staff within five (5) days of the incident occurring. Incident reports will be reviewed by the KMHA Staff. If in the opinion of the KMHA Staff, 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 Chair of the Board who will pass on to the Discipline chairperson who will contact any standing members of the Discipline committee.

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 KMHA Staff 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 offers spring hockey programming.

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 Kamloops 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 have input 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:

- i. If a player's injury prevents the player from completing the tryout process, the player will be assessed by KMHA staff and the Dev/Rep Coaches for that division after earliest medical approval date.
- ii. The KMHA staff 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 KMHA staff must consult the situation with KMHA Board.
- iii. 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.
- iv. 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.
- v. 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 staff. The KMHA staff shall determine whether to approve the request via written (email) communication.

12.4 THE DEVELOPMENT/REPRESENTATIVE TRYOUT PROCESS

Between 3-5 independent evaluators, chosen by the KMHA STAFF, will assist 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. During KMHA Development & Representative try outs, we ask that all player and goalies not wear their previous years Rep or Jr Blazer socks or practice jerseys.

- i. 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.
- v. If a parent signs up a player for tryouts and that player makes a Rep or Development team then decides they do not want to play, they will forfeit their ability to try out for a rep hockey team in the following season, except under special circumstances.
- vi. If a player makes a Rep or Development team and then decides to leave to play for another association their fees will be forfeited for their entire registration.

12.5 U11 DEVELOPMENT

The intent is to have as many players play development hockey as possible. We anticipate that we will form three U11 Development teams, an A, B & C team. While this is the intent, the actual number of teams and the tier of the team(s) will be determined at the end of the evaluation process

KMHA reserves the right to adjust the divisions of teams based on talent and competitive level up to and after Competition Weekend.

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.

12.6 U11 DEV TRYOUT PLAN & CALENDAR

The evaluation process will have 3 phases;

1. fundamental & advanced skills evaluation and game evaluation in mixed groups
2. game evaluations in tiered groups
3. exhibition game evaluations in preliminary teams

Phase 1 – This will consist of 1 practice focused on fundamental & advanced skills and 1 game evaluation in mixed groups.

Phase 2 - Players will participate in 2 game play evaluations. The players will be placed into tiered teams and players may be re-grouping in between games based on their performance and/or to improve competitiveness. After the game play has concluded in Phase 2, players will be assigned to preliminary development teams and some players may be re-assigned to recreation.

Phase 3 - The preliminary development A, B & C teams will carry additional players and will host regular practice sessions during the week and play exhibition game(s) against other associations teams on the weekend. These exhibition games may be scheduled out of town.

Player evaluations will conclude after the exhibition game(s) and the U11 Development teams will be finalized and some players will be re-assigned to recreation.

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 Dev teams.

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 KMHA Staff or Evaluators.

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.Kamloopsminorhockey.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

Players will be selected based on performance during evaluations. Past player performances will not be included in player decisions. We want the best players playing at the highest level. Each player is guaranteed four ice times.

The players will be evaluated using Hockey Canada evaluation guidelines & principles with coach evaluators and independent evaluators. Players will be evaluated on both technical and non-technical elements. This evaluation includes, but are not limited to; effort, attitude, skating, passing, shooting, checking, angling, puck control, puck protection, communication, goaltending technique, tactics, play anticipation, positional play, decision making, and team fit.

We anticipate that we will form three U13 Rep teams, Tier 1, Tier 2 and a Tier 3 team. While this is the intent, the actual number of teams and the tier of the team(s) will be determined at the end of the evaluation process.

Coaches and KMHA Staff will have the ability to move players within the groups so that players are appropriately evaluated.

Reassignments will be posted on the KMHA website under the Rep Tryout page, listed by Hockey Canada ID number.

12.12 U13 REP TRYOUT PLAN & CALENDAR

The evaluation process will have 3 phases;

1. fundamental & advanced skills evaluation and game evaluation in mixed groups
2. game evaluations in tiered groups
3. exhibition game evaluations in preliminary teams

Phase 1 - Will consist of 1 practice focused on fundamental & advanced skills and 1 game evaluation in mixed groups.

Phase 2 - Players will participate in 2 game play evaluations. The players will be placed into tiered teams and players may be re-grouping in between games based on their performance and/or to improve competitiveness. After the game play has concluded in Phase 2, players will be assigned to preliminary teams and some players will be re-assigned to recreation.

Phase 3 - The preliminary Tier 1, Tier 2 and Tier 3 teams will carry additional players and will host regular practice sessions during the week and play exhibition game(s) against other associations teams on the weekend. These exhibition games may be scheduled out of town.

Player evaluations will conclude after the exhibition game(s). The U13 Rep teams will be finalized and some players will be re-assigned to recreation. Any player released in Phase 3 will receive a player feedback form from KMHA.

While it is KMHA's intention within U13 Rep to form one Tier 1 team, a Tier 2 team and two Tier 3 teams, results from the competition weekend could result in moving a team into a higher/lower tier.

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 KMHA STAFF.

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

The players will be evaluated using Hockey Canada evaluation guidelines & principles with coach evaluators and independent evaluators. Players will be evaluated on both technical and non-technical elements. This evaluation includes, but are not limited to; effort, attitude, skating, passing, shooting, checking, angling, puck control, puck protection, communication, goaltending technique, tactics, play anticipation, positional play, decision making, and team fit.

We anticipate that we will form two U15 Rep teams, a Tier 2 and a Tier 3 team. While this is the intent, the actual number of teams and the tier of the team(s) will be determined at the end of the evaluation process.

Coaches and KMHA Staff will have the ability to move players within the groups so that players are appropriately evaluated.

Reassignments will be posted on the KMHA website under the Rep Tryout page, listed by Hockey Canada ID number.

12.18 U15 REP TRYOUT PLAN & CALENDAR

The evaluation process will have 2 phases;

1. Fundamental & advanced skills evaluation and game evaluation in mixed groups
2. Exhibition game evaluations in preliminary teams

Phase 1 - Will consist of 1 practice focused on fundamental & advanced skills and 3 game evaluation in mixed groups. After the game play has concluded in Phase 1, players will be assigned to preliminary teams and some players will be re-assigned to recreation.

Phase 2 - The preliminary Tier 2 and Tier 3 teams will carry additional players and will host regular practice sessions during the week and play exhibition game(s) against other associations teams on the weekend. These exhibition games may be scheduled out of town.

Player evaluations will conclude after the exhibition game(s). U15 Rep teams will be finalized and some players will be re-assigned to recreation. Any player released in Phase 2 will receive a player feedback form from KMHA.

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 KMHA Staff or Evaluators.

12.22 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.Kamloopsminorhockey.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

The players will be evaluated using Hockey Canada evaluation guidelines & principles with coach evaluators and independent evaluators. Players will be evaluated on both technical and non-technical elements. This evaluation includes, but are not limited to; effort, attitude, skating, passing, shooting, checking, angling, puck control, puck protection, communication, goaltending technique, tactics, play anticipation, positional play, decision making, and team fit.

We anticipate that we will form one U18 Tier 2 Rep team. While this is the intent, the actual number of teams and the tier of the team(s) will be determined at the end of the evaluation process.

Coaches and KMHA Staff will have the ability to move players within the groups so that players are appropriately evaluated.

Reassignments will be posted on the KMHA website under the Rep Tryout page, listed by Hockey Canada ID number.

12.24 U18 REP TRYOUT PLAN & CALENDAR

The evaluation process will have 2 phases;

1. Fundamental & advanced skills evaluation and game evaluation in mixed groups
2. Exhibition game evaluations in preliminary teams

Phase 1 - Will consist of 1 practice focused on fundamental & advanced skills and 3 game evaluation in mixed groups. After the game play has concluded in Phase 1, players will be assigned to preliminary teams and some players will be re-assigned to recreation.

Phase 2 - The preliminary Tier 2 and Tier 3 teams will carry additional players and will host regular practice sessions during the week and play exhibition game(s) against other associations teams on the weekend. These exhibition games may be scheduled out of town.

Player evaluations will conclude after the exhibition game(s). Any player released in Phase 2 will receive a player feedback form from KMHA.

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 KMHA STAFF.

Rosters will be set by the KMHA STAFF. At the U18 level, final roster decisions will be a group decision, combining the input of the KMHA STAFF and coach. If consensus cannot be reached, the KMHA STAFF 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.Kamloopsminorhockey.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

The players will be evaluated using Hockey Canada evaluation guidelines & principles with coach evaluators and independent evaluators. Players will be evaluated on both technical and non-technical elements. This evaluation includes, but are not limited to; effort, attitude, skating, passing, shooting, checking, angling, puck control, puck protection, communication, goaltending technique, tactics, play anticipation, positional play, decision making, and team fit.

We anticipate that we will form three Female Rep teams U13FA, U15FA and U18FA,. While this is the intent, the actual number of teams and the tier of the team(s) will be determined by the number of registrations.

Depending on registration levels, we hope that each team will be composed of 15 skaters and two goalies.

U15 and U18 are now OMAHA regional teams.

12.30 FEMALE REP TRYOUT PLAN & CALENDAR

The evaluation process will have 3 phases;

1. fundamental & advanced skills evaluation and game evaluation in mixed groups
2. game evaluations in tiered groups
3. exhibition game evaluations in preliminary teams

All players will then participate in three try-out sessions, which are skewed towards scrimmages. All age groups will play 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 there won't be goalie only sessions scheduled. KMHA will have goalie specific evaluators rating the goalies at all 3 evaluated skates.

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 KMHA STAFF.

At the Female level, coaches will have a say in final roster decisions. Rosters will be set by the KMHA Staff (U13 & U15). Final roster decisions will be a group decision, combining the input of the KMHA STAFF, and coaches. If consensus cannot be reached, the KMHA STAFF 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.Kamloopsminorhockey.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 Kamloops 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 KMHA STAFF 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 Kamloops who qualify to play in Kamloops, 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. 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.

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 KMHA STAFF 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 (KMHA STAFF), Chair of the Board or designate(s) and Executive Director. The KMHA STAFF, in consultation with the Executive Director, will form a Representative Coach Selection Committee. This committee must include the Chair of the Board, 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 KMHA STAFF will be responsible for setting up interview dates and times with the accepted applicants. The KMHA STAFF 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. KMHA Staff will contact unassigned candidates with their status, approved or not.

c) FINAL HEAD COACH SELECTION

Final selection of head coaches will be completed by KMHA STAFF 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 KMHA STAFF 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 KMHA STAFF 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 KMHA STAFF or KMHA Chair of the Board, 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 1st 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 KMHA STAFF
- 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 Chair of the Board 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 November 15th. Financial statements will be provided to KMHA on a monthly basis (by the 10th 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.

g) OTHER TEAM POSITIONS

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

- i. Dressing room monitor (female teams must have a female dressing room monitor)

- ii. Fundraising Representatives – coordinate and oversee fundraising events; obtain necessary special event sanctioning from KMHA office
- iii. Food committee – plan and arrange meal schedules during team travel
- iv. Volunteer scheduler – schedule parents to the timekeeper, scorekeeper, security and penalty box jobs during home games and tournaments.
- v. Media Liaison/Webpage administrator – responsible for webpage updates and for notifying the local media of game results and significant events.

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 1st after teams have been established and are attended by the KMHA STAFF 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).

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 KMHA STAFF 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.
- 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

b) AFFILIATION ORDER

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

- i. U18 AA selects players 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 AA selects players 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 players 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. KMHA Staff must approve the team budget prior it being presented to the parents.

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. It is suggested that each team have two (2) treasurers as the bank account will require two signatories.

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, 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 fees were paid to the team or donated to KMHA. Funds reimbursed to parents will be by cheque or e-transfer from the team account. Team accounts must be closed with an balance of \$0.

b) TEAM FUNDS

The Executive Director can 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 fees.

Parents who choose not to participate in fund raising events may be allowed the option of paying their share by donation. 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 pay fees 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.

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

c) ALLOWABLE TEAM FUNDRAISING/REVENUE SOURCES

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, cannabis, 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 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.

Funds raised from 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. The budget must be drafted and submitted to the Executive Director by October 31st for approval.

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.

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 31st 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
 - Registration 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 fees

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 or dress 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 or dress 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

d) TEAM EQUIPMENT

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

e) REPRESENTATIVE LOGO

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

Coordinating the use of this logo must be done through the KMHA office. Under no circumstances shall members contact the Kamloops Blazers 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

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. Deficits will become the responsibility of the host team and/or parents.
- iii. Revenue will be deposited into the team account as part of their fundraising revenue.
- iv. 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 Kamloops Blazers, but also team sponsors and the City of Kamloops. 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 Chair of the Board.

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 BOARD MEMBERS

As per the Kamloops Minor Hockey Association (KMHA) Constitution, as governed by the Societies Act of British Columbia, the Board of Directors (the Board) are volunteer positions. They shall retain overall responsibility for overseeing and managing the activities and affairs of the Society.

- i. The Kamloops Minor Hockey Board Members (the Board) will act in accordance with KMHA Policies and Procedures, Bylaws, Constitution, and Confidentiality Agreement.

- ii. The Board shall consist of nine (9) Directors, inclusive of the Chair of the Board, all elected by the members for a two (2) year term.
- iii. Minutes will be taken at every meeting, distributed, and filed at the KMHA office in a secure on-line storage system.
- iv. The Board will review all financial statements and records prior to each meeting.
- v. The Board wants to promote a good working relationship with KMHA staff and contract employees while maintaining oversight.
- vi. Director roles should be clearly documented to ensure the Board can set clear and objective performance and behaviour standards.
- vii. The Board may involve the Director of Hockey Operations in setting goals and providing feedback.
- viii. The Director of Hockey Operations manages the organization, and the Board is responsible for managing the Director of Hockey Operations. A Board that does not properly discharge this responsibility could be seen as failing to exercise its fiduciary duty to oversee management.

BOARD MEETINGS

- a) The Board shall meet a minimum of one meeting per month.
- b) A meeting of the Board may be called by the Chair or any other three (3) Directors.
- c) An agenda for the meeting will be provided to Board members prior to the meeting,
- d) Board meetings follow Robert's Rules of Order.
- e) At all Board meetings, a quorum shall consist of a majority of the Directors.
- f) Each Director is authorized to exercise one (1) vote. The Chair of the Board shall vote only in the event of a tie. Proxies are not accepted at any Board meeting.

Regular attendance is critical to good governance. Failure to attend regularly may lead to concrete consequences and will be addressed by the Chair of the Board. Impacts of absenteeism include dereliction of duty, lower engagement levels, director turn over, erosion of quality leadership, impacts quorum and our ability to motion important items. Attendance is tracked.

Director portfolios shall be appointed by the Chair of the Board. Portfolios include:

- i. Human Resources
- ii. Hockey Development
- iii. Female Hockey Development
- iv. Representative Hockey
- v. Recreation Hockey
- vi. Finance
- vii. Conduct
- viii. Risk Management

14.2 DUTIES OF THE PRESIDENT

- i. Ensure a Board of Directors work plan is developed annually.
- ii. Ensure meeting agendas are focused on Board of Directors responsibilities.
- iii. Ensure meetings are efficiently managed and decision making is transparent.
- iv. Proof and authorize the Board of Directors meeting minutes for distribution.
- v. Ensure Directors do not interfere in operations.

- vi. Ensure Directors comply with Board of Directors Terms for Reference and all Bylaws, Policies, and Procedures.
- vii. Ensure conflict of interest issues are addressed sensitively and resolved constructively.
- viii. Ensure the Board of Director's work and authority, to the extent feasible, is evenly distributed among the Directors.
- ix. Provide opportunities for Directors to develop skills, understand the organization's culture and programs, and be trusted by staff so they might be prepared to consider the position of Chair of the Board.
- x. Appoint Portfolio and Work Group chairs in consultation with the Board of Directors.
- xi. Ensure communications and accountability to Members and other key stakeholders and the public are adequate.
- xii. Represent KMHA at all local and regional hockey events and or meetings.
- xiii. Suspend or take other disciplinary action or delegate to others the power to suspend.
- xiv. Be a signing officer of KMHA.
- xv. Presides as the Chair of the Annual General Meeting.
- xvi. Appoint a Credentials Committee in advance of each annual or special general meeting.
- xvii. The Chair of the Board shall preside at all meetings of the Board and annual and special general meetings. In the absence of the Chair of the Board, the Board shall designate a Director to serve as acting chair for that meeting, who for the purpose of that meeting only, will serve as Chair of the Board.
- xviii. Represent KMHA, in conjunction with the Director of Hockey Operations, on matters involving the Government, Members, Registered Participants, external agencies, the media, and OMAHA and BC Hockey.
- xix. Exercise all duties and powers of the Board of Directors when, in the case of emergency, it is impractical for the Chair to obtain a vote of the Board of Directors.
- xx. The Chair of the Board is a Director elected in the even numbered years for a two (2) year term. The candidate must have served on the Board for one of the two (2) previous years.
- xxi. The Chair of the Board is elected by the Members.
- xxii. The Chair of the Board reports, on behalf of the Board of Directors, to the Member

14.3 DUTIES OF RISK MANAGER

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

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. Form a Risk Management Committee.
- ii. Oversee and monitor the development and implementation of a comprehensive risk management program.
- iii. Consider Operational/Program Risks, Compliance Risks, Communication Risks, External Risks, Governance Risks, and Financial Risks.
- iv. Make recommendations to the Board of Directors on identifying, evaluating, and mitigating risks, using a combination of methods to retain, reduce, transfer and avoid risks. Provide expertise to enhance the quality of Board discussions on risk management and facilitate effective Board decision-making.

- v. Advise the Board of Directors on the adequacy and effectiveness of key risk management policies and documents and the impact on Kamloops Minor Hockey Association (KMHA).
- vi. Review and ensure implementation of risk management policies and procedures.
- vii. Review policies for which they are responsible a minimum of every two (2) years.
- viii. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

14.4 DUTIES OF FEMALE DIRECTOR

- i. Form a Female Hockey Development Committee.
- ii. Be a member of the Hockey Development Committee.
- iii. Provide input related to the development of female hockey and the “female game”.
- iv. Encourage participation in female hockey.
- v. Promote female hockey events within Kamloops Minor Hockey Association (KMHA).
- vi. Assist the Board of Directors in identifying goals and objectives within KMHA to enhance female hockey.
- vii. Assist staff and the Board of Directors with Female Hockey Committees / personnel with the promotion and delivery of female hockey programs, if required.
- viii. Make recommendations based on female hockey best practices to build operational standards for female hockey program development opportunities.
- ix. Assist with preparing and recommending budget components specific to female development.
- x. Review and ensure implementation of female hockey policies and procedures.
- xi. Review policies for which they are responsible a minimum of every two (2) years.
- xii. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

14.5 DUTIES OF DIRECTOR OF HOCKEY DEVELOPMENT

- i. Form a Hockey Development Committee.
- ii. Provide advice and recommendations to the Board of Directors on the Kamloops Minor Hockey Association (KMHA) Bylaws, Policies and Procedures as they pertain to hockey development.
- iii. Review and ensure implementation of hockey development policies and procedures.
- iv. Review policies for which they are responsible a minimum of every two (2) years.
- v. Provide advice and recommendations to the Board of Directors on the annual budgets.
- vi. Provide advice and recommendations to the Board of Directors on the organizations Strategic Plan (**to be developed*).
- vii. Provide advice and recommendations to the Board of Directors for operational programs.
- viii. Communicate Board of Directors strategic direction and design implementation strategies to Committees and any relevant working groups.

14.6 DUTIES OF REPRESENTATIVE DIRECTOR

- i. Form a Rep Committee.
- ii. Act as the Chair of the Rep Committee meetings.
- iii. Provide recommendations to the Board on any matters relating to rep hockey.
- iv. Promote positive behaviours in recreation players, coaches, volunteers, parents, and spectators.
- v. Ensure excellent communication between KMHA and rep hockey stakeholders.
- vi. Make recommendations to the Board to develop a communication plan for distributing consistent and relevant information to rep hockey stakeholders.
- vii. Identify inappropriate behaviours on and off the ice.
- viii. Attend rep try-outs as time permits.
- ix. Recommend and ensure the implementation of policies and procedures related to Rep Hockey.

- x. Review policies for which the Rep Hockey Committee is responsible a minimum of every two (2) years.
- xi. Act as a resource for coaches, managers, and parents throughout the season.
- xii. Ensure rep teams and coaches follow all rep hockey policies, i.e., dress code and discipline procedures.
- xiii. Ensure manager's package content is current and relevant.
- xiv. Attend manager's meetings and carding night.
- xv. Be current and share best practices for rep hockey with the Board and any key issues affecting the divisions.
- xvi. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

14.7 DUTIES OF RECREATION DIRECTOR

- i. Form a Recreation Committee.
- ii. Act as the Chair of the Recreation Committee meetings.
- iii. Provide recommendations to the Board on any matters relating to recreation hockey.
- iv. Promote positive behaviours in recreation players, coaches, volunteers, parents, and spectators.
- v. Ensure excellent communication between Kamloops Minor Hockey Association (KMHA) and recreation hockey stakeholders.
- vi. Make recommendations to the Board to develop a communication plan for distributing consistent and relevant information to recreation hockey stakeholders.
- vii. Identify inappropriate behaviours on and off the ice.
- viii. Recommend and ensure the implementation of policies and procedures related to Recreation Hockey.
- ix. Review policies for which the Recreation Hockey Committee is responsible a minimum of every two (2) years.
- x. Act as a resource for coaches, managers, and parents throughout the season.
- xi. Recruit Division Leads.
- xii. Ensure manager's package content is current and relevant.
- xiii. Attend manager's meetings and recreation draft night.
- xiv. Be current and share best practices for Recreation Hockey with the Board and any key issues affecting the divisions.
- xv. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

14.8 DUTIES OF HUMAN RESOURCES DIRECTOR

- i. Form a Human Resources Committee.
- ii. Review and ensure implementation of human resource management policies and procedures. Policies and procedures such as reviewing/updating job descriptions, remuneration, succession planning, attracting, and retaining future and current employees, job postings, interviews, recruitment strategies, and enhancing engagement and satisfaction.
- iii. Provide advice and recommendations to the Board of Directors on the Kamloops Minor Hockey Association (KMHA) Bylaws, Policies and Procedures as they pertain to Human Resources.
- iv. Recommend to the Board of Directors the adoption and or revision of policies for human resource policies and procedures.
- v. Review employee benefit plans. Recommend to the Board of Directors the adoption and/or revision of employee benefit plans.

- vi. Monitor trends in human resource management areas.
- vii. Ensure compliance with relevant legislative and common law.
- viii. Monitor and evaluate relevant professional development opportunities for employees and volunteers.
- ix. Review policies for which they are responsible a minimum of every two (2) years.
- x. Examine, recommend, implement, and revise policies relevant to the recruitment, screening, orientation, and retention of staff and volunteers.
- xi. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

14.9 DUTIES OF FINANCE DIRECTOR

- i. Form a Finance Committee.
- ii. Provide advice and recommendations to the Board of Directors on the Kamloops Minor Hockey Association (KMHA) Bylaws, Policies and Procedures as they pertain to financial management.
- iii. Determine the procedures for financial reporting to the Board of Directors and Members.
- iv. Review and oversee the implementation of financial policies and procedures to safeguard KMHA's assets and revenue streams.
- v. Recommend to the Board of Directors the adoption and or revision of policies for financial management policies and procedures.
- vi. Review policies for which the Finance Committee is responsible a minimum of every two (2) years.
- vii. Work closely with KMHA's designated Bookkeeper and / or Accountants to advise the Board of Directors on financial compliance with legal and regulatory requirements including those outlined in the BC Society Act, the Income Tax Act, the BC Gaming Authority and by the Canada Revenue Agency.
- viii. Review monthly financial statements provided by the designated KMHA Bookkeeper.
- ix. Review the annual financials as provided by the KMHA designated accounting firm.
- x. As required, receive reports, and advise the Board of Directors on any government investigations, litigation, contractual dispute, or legal matter.
- xi. Advise the Board of Directors on financial risk management.
- xii. Work with the KMHA staff to review and assess budgets and advise on budget recommendations to the Board of Directors.
- xiii. Provide expertise to enhance the quality of the Board of Directors discussion on financial matters and facilitate effective Board of Directors financial decision-making.
- xiv. Such additional duties as may be delegated to the Finance Committee by the Board of Directors from time to time

14.10 DUTIES OF CONDUCT & DISCIPLINE DIRECTOR

- i. Form a Conduct Committee.
- ii. Act as the Chair of the Conduct Committee in formal meeting capacities.
- iii. Investigate all incidents or reports of misconduct.
- iv. Consult with coaches and determine when suspensions of more than one game are warranted.
- v. Reviewing BC Hockey suspensions as required, add additional suspensions if deemed necessary.
- vi. Provide written recommendations or disciplinary actions to all parties involved in conduct matters.

- vii. Recommend to the Board of Directors Codes of Conduct (statements of standards of behaviour) for players, coaches, officials, administrators, volunteers, parents, and spectators.
- viii. Work with other Committees to ensure standards are adequate and review processes are in place to promote Kamloops Minor Hockey Association's (KMHA) guiding principles on behaviour and standards of conduct.
- ix. Promote positive behaviors and recommend to the Board of Directors a communication plan for distributing information and promoting positive behaviours around the game.
- x. Identify inappropriate behaviors on and off the ice.
- xi. In collaboration with the Director of Hockey Operations and Chair of the Board, recommend to the Board of Directors minimum suspension guidelines and recommend the mechanism(s) for dealing with individuals who qualify for minimum or indefinite suspensions.
- xii. Recommend and ensure the implementation of policies and procedures related to Conduct and Discipline.
- xiii. Review policies for which the Conduct Committee is responsible a minimum of every two (2) years.
- xiv. Such additional duties as may be delegated to the Committee by the Board of Directors from time to time.

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 Kamloops 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

KMHA Code of Conduct
KMHA Coach Code of Conduct



Kamloops Minor Hockey Association Code of Conduct

Introduction: The Kamloops Minor Hockey Association (KMHA) is committed to promoting a safe, positive, and inclusive environment for all participants, including staff, volunteers, members, and Board Members. This Code of Conduct outlines the expectations for behavior and conduct in all KMHA activities, including but not limited to practices, games, events, and meetings.

Purpose: The purpose of this Code of Conduct is to promote a positive, safe, and inclusive environment for all participants in the KMHA. The KMHA requires that everyone involved in the organization, including staff, volunteers, members, and Board Members, demonstrate respect, fairness, and professionalism at all times.

Expectations: All participants in the KMHA are expected to adhere to the following standards of conduct:

1. **Respect and Fairness:** All participants are expected to treat each other with respect and fairness at all times. This includes avoiding disrespectful, discriminatory, or harassing behavior, and treating others with dignity and respect, regardless of race, religion, gender, age, sexual orientation, or ability.
2. **Professionalism:** All participants are expected to conduct themselves in a professional manner, and to avoid actions or behavior that may bring discredit to the KMHA. This includes avoiding unprofessional language, behavior, or gestures, and avoiding the use of alcohol, drugs, or tobacco products in any KMHA activity or event.
3. **Responsibility:** All participants are responsible for their own behavior and must take responsibility for their actions. Participants must comply with all KMHA policies, including the Code of Conduct, and must not engage in any activities that may harm the KMHA or its participants.

Consequences: Any participant who violates the KMHA Code of Conduct may be subject to disciplinary action, including but not limited to, verbal or written warnings, suspension, or termination of their involvement in the KMHA. The severity of the disciplinary action will be determined by the circumstances of the violation and the participant's previous conduct.

Conclusion: The KMHA is committed to promoting a safe, positive, and inclusive environment for all participants, and requires that all participants adhere to the standards of conduct outlined in this Code of Conduct. By adhering to these standards, we can ensure a safe and enjoyable environment for everyone involved in the KMHA.

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.

Team Staff Member Name

Signature

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