



U11 / U13 / U15 / U18
RECREATIONAL
MANAGERS
INFORMATION PACKAGE

The team manager is the central figure within the team who manages the off-ice operations of the team. The head coach is responsible for the entire operation of the team. The manager will work with the head coach to enable the coach to focus on the on-ice experience for the players. The team manager will delegate responsibilities within the team to ensure tasks are shared by all members of the team.

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

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

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

KMHA CONTACT INFORMATION:

Executive Director – Zac Carnelley – executivedirector@kamloopsminorhockey.com

Director of Skills and Performance – Jared Aulin – skillsandperformance@kamloopsminorhockey.com

Coach & Player Development – Darryl Sydor – coachplayerdevelopment@kamloopsminorhockey.com

Ice Scheduler – Rob Fryer – scheduling@kamloopsminorhockey.com

Reception / Registrar – Dawn Woodland – kamhockey@telus.net

Social Media – kmhasocialmedia@gmail.com

Referee In Chief – Brendan Martin – kamloopsmha.ric@gmail.com – 250-318-2707

Assistant Referee-In-Chief – Katy Thorne – kamloopsaric@gmail.com – 778-214-0579

KMHA Office – Phone: 250-376-1788

Office Hours - Monday to Friday 11:00am-4:00pm

All Board Members contact information can be found on the KMHA website at

www.kamloopsminorhockey.com

This KMHA Recreational Managers information package, along with various forms and other information can be found on the RESOURCE page of the KMHA website -

<http://www.kamloopsminorhockey.com/>

BC Hockey Bulletins can be found on the BC Hockey website -

<http://www.bchockey.net/Administration/Bulletins.aspx>

CONTENTS:

- ❖ Team Meetings/Budget /Parent Requirements

- ❖ Team Rosters /Qualifications / Communication
- ❖ Jerseys / Socks / Apparel
- ❖ Dressing Room /Ice Rules
- ❖ Co-Ed Dressing Room Policy
- ❖ Game Reports /
- ❖ Social Media Updates
- ❖ Medical/ Injury Reports / Return to Play
- ❖ Travel Procedures / Special Event Sanctions
- ❖ Extra Ice Requests /Cancellations
- ❖ Tournaments
- ❖ Fundraising
- ❖ Photos
- ❖ FAQ's

- ❖ **Team Meeting/Budget/Parent Requirements**

Once the team is assembled, meet with the head coach to come up with a plan for the season. Call a team meeting with the parents to discuss the season plan and the budget. The first team meeting should be to introduce the team staff, discuss the season plans, and review the preliminary budget. This helps to ensure that all parents understand the financial and time commitment before the season begins. This is a good time to go over any potential sponsorships within the team and to discuss any fundraising plans for the season.

Every parent on your team should have duties that need to be fulfilled throughout the season, assign these duties at your first parent meeting. Team staff should not be assigned these positions as they already have volunteer positions on the team.

- Jerseys parent
- Team treasurer
- Two tournament representatives
- Fundraising organizers
- Team event planners
- 1 Score clock + 1 Time Keeper for each home game

Budget/Banking

Open a team bank account with the team manager and treasurer as the signees for the account. Personal bank accounts are NOT to be used for team funds. This is to protect the team manager and treasurer. The two individuals that have signing authority should not have a personal relationship (ie husband/wife) or connection outside of the team. You must set a meeting with the bank in order to open your account.

- You must get a bank letter to open an account. Please send an email to kamhockey@telus.net, include the team name/number on the account, and the names of the people who will have signing authority. If your bank doesn't need a letter, you must follow this for tracking purposes.
- Submit the parent approved budget to the Executive Director by October 15th for approval.
- All bank accounts must have a zero balance at the end of the season and the account is to be closed. A Financial Statement must be sent to the Executive Director by April 1st.

You can fundraise up to 100% of a team budget. You cannot fundraise more than the team budget. Team fees cannot exceed \$300 per player. All team sponsorships and fundraising must be pre-approved by the Executive Director.

NO SOLICITING OF KMHA Sponsors (list is available on the KMHA website).

Budget items that to account for in your team budget are as follows:

- First Aid Kit and First Aid Supplies (\$50-100)
- Home Tournament (\$400)
- Away Tournament fees
- Team apparel
- Other items such as practice jerseys, coach supplies, team functions, additional training etc.

Should team fees not be submitted by any families, inform KMHA . Failure to comply could result in player participation being suspended.

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. KMHA's letterhead must not be photocopied or used without the written permission of the President 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. A 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.

❖ **TEAM ROSTERS/QUALIFICATIONS/COMMUNICATION**

- KMHA will provide your player roster to the coach and manager once your team is completed.
- Membership contact lists are not to be used outside of KMHA.
- Each team must have the following on your team roster.
 - Head Coach
 - Safety Person (HCSP)
 - Team manager
- Team staff can also include assistant coaches and on-ice helpers.
- Team staff qualification information can be found on the KMHA website under "volunteers".
- Managers require Respect In Sport (team officials version), CATT and a Criminal Record Check.
- Team staff must have their qualifications completed by November 1st.
- Only the head coach, assistant coaches, safety person and players rostered to your team are allowed on the bench.
- Only qualified team officials and on-ice helpers are allowed in the dressing room, this includes dropping off and picking up jerseys, tying skates. The exception is for younger players who need help with their gear. Always have two or more adults in the room at the same time.
- U15 and U18 teams must have at least 1 designated Goaltender. A designated Goaltender can only play that position and cannot play out as a player.

❖ **JERSEYS/SOCKS/ TEAM APPAREL**

Home team wears white, away team wears dark. In U11 the home team wears orange and the away team wears blue. Practice jerseys do not require stop signs and are to be used for Practices ONLY – NOT Games. Each team must have a jersey parent that takes care of the jersey maintenance. Jerseys must be washed in cold water and hung to dry. Jerseys are only to be worn during games, except for an approved sanctioned event (i.e. fundraising). All recreational teams are allowed to apply C's and

A's to jerseys if they are sewn on professionally and not ironed on. Any damage to a jersey from improperly applied letters will be charged back to the team. All letters must be removed prior to the return of jerseys. U11 Recreation must rotate their captains and must use tape for their letters.

KMHA Socks are supplied for each team and are to be kept by the players at the end of the season

U11 Recreation Atomic Jerseys, one set is kept by the players each season. Alternating years for colors. 22/23 – Blue, 23/24 – Orange, 24/25 – Blue... and so forth

Jersey and Equipment pick-up return dates will be sent to teams via email and posted on the KMHA website. It is the responsibility of the team manager to make sure all jerseys are collected at the end of the season and returned together. We do not have extra jerseys to swap sizes so please make sure the jerseys are handed out to players based on sizes that match. If you need to exchange socks for a different size, please contact the KMHA office.

U13-U18 Recreation teams can design and create their own jerseys as long as this fits within the team budget. To be eligible for game use, the jerseys must have a KMHA logo as the main logo on the chest of the jersey (11"x11") and a stop sign on the back. The team logo goes on the shoulders (4"x4"). The jersey numbers must match what is in the official team roster. Teams must get approval from the Executive Director before ordering the jerseys. If these steps are not followed, a severe suspension will be given to the head coach and team manager.

U11 cannot create their own jerseys due to the sponsorship with McDonalds.

The official KMHA apparel suppliers are listed on our website under apparel. They are the ONLY companies authorized to do KMHA apparel. We encourage teams to wear KMHA colors and have our logo on the apparel. KMHA logo must be on the left chest. If you are soliciting donations to help with the cost of your apparel and want to use a company's logo, it is required to get approval from the Executive Director. Suspensions will be given to the head coach and manager for any team who purchases apparel anywhere outside of a KMHA sponsor.

❖ DRESSING ROOM/ICE RULES

Throughout the hockey season appropriate player supervision should be a priority for all minor hockey associations (MHAs) and BC Hockey member teams. As such, to protect yourself and KMHA, BC Hockey endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. It is recommended that these guidelines are followed by all MHAs.

The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event (practices, games, tournaments etc.). **KMHA strongly encourages** all teams to have a "Phone Box" for the players to place their phone when they walk into the dressing room and return once they leave.

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

❖ CO-ED DRESSING ROOM POLICY

- a) In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - Male players will not undress to less than a minimum of shorts while females are present.
 - Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
- b) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities to change to the point that they can adhere to the co-ed dress code noted above. When separate facilities do not exist for both male and female participants:
 - Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - Players of the under-represented gender shall be granted access to the shower facilities after the balance of the other gender.

❖ GAME REPORTS

KMHA will be using an electronic score sheet system as per OMAHA and BC Hockey. Each arena has a tablet to be used for scorekeeping. Upon completion of a game, scores will be automatically updated on the OMAHA website. The home team is responsible for designating a scorekeeper and timekeeper for each game. Failure to submit your game report / scoresheet within 24 hours of completion of that game the team will be fined \$25 by OMAHA and the team is responsible to pay this fine

Only coaches are qualified to verify their team roster on SPORDLE PLAY, not managers. The game roster is the responsibility of the head coach. An error could result in disciplinary action. Once a player's number is assigned, it can't be changed.

❖ SOCIAL MEDIA UPDATES

The Home team may send a media update to the email listed for Social Media. The following platforms used by KMHA are Twitter, Instagram and Facebook. If you wish to share a team update or results from a tournament or game, please send to kmhasocialmedia@gmail.com

❖ MEDICAL / INJURY REPORT / RETURN TO PLAY

KMHA will be using HEADCHECK to collect player health information. All medical information is kept in the online app. Managers and HCSP will be given online access to their players' information. This access will be revoked at the end of the season.

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

The Return to Play form needs to be completed for any player that wants to return to play after any injury or serious illness, whether the injury occurred while participating in hockey or any other incident. A copy of this form needs to be sent to the KMHA Office for the Executive Director.

❖ TRAVEL PROCEDURES / SPECIAL EVENT SANCTIONS

A Permission to Travel form must be completed for all events outside of KMHA scheduled events. There are 3 types of Permission to Travel forms, depending on the type of travel your team is participating in. Email all forms to kmhatravel@gmail.com

TRAVEL FORM – this form needs to be submitted for practices, exhibition games and tournaments within OMAHA. Cities within OMAHA are as follows: Clearwater, Ashcroft, Lillooet, Merritt, Princeton, Logan Lake, Chase, Salmon Arm, Sicamous, Revelstoke, North Okanagan, Vernon, Lumby, Winfield, Kelowna, West Kelowna, Summerland, Penticton, South Okanagan. Travel to Sun Peaks is also included in this travel form.

INTERDISTRICT TRAVEL – this form is for tournament and exhibition games outside of our District, but within our Province. You will get permission and a number back which is what you need to present to Pacific Coast to participate in their tournaments.

OUT OF PROVINCE & USA HOCKEY TOURNAMENT: Any Tournament travel outside the province or to the United States. Game Reports are to be sent to BC Hockey Task Group Member – Sherry Wakelin – swakelin@omahahockey.com and KMHA.

Special Event Sanction requests must be submitted online to the BC Hockey office at least 7 to 10 business days prior to the start of the scheduled event. A Special Event Sanction must be obtained for dryland training, fundraisers, and other activities outside of regular hockey programming. Please see the Special Event Sanction Guideline, BC Hockey for more info.

❖ EXTRA ICE REQUESTS/ CANCELLATIONS / TOURNAMENTS / GAME RESCHEDULING

- Please note that due to the ice restrictions some game length times may vary.
- Notify the Ice Scheduler of all ice cancellations (going out of town for tournaments, etc.). Teams failing to cancel practice ice will be billed accordingly.

- Where a team turns back a scheduled ice slot with less than 35 days' notice, that team may be billed for ice costs when another user cannot be scheduled into that ice slot.
- Regular seasons games and practices are posted your Teams TeamSnap Account and on SPORDLE PLAY by the Ice Scheduler – make a point of checking TeamSnap and SPORDLE PLAY for your scheduled ice time and report any discrepancies to the Ice Scheduler.
- All games that need to be rescheduled please fill out the appropriate Game rescheduling form with all pertinent information. Form can be found on resource page by the travel request forms.
- Any game Change required by your team after the third week of October is subject to a \$25 fine by OMAHA and the team will be required to pay this fine.
- Any team forfeiting a game may be subject to a \$250 fine from OMAHA depending on the circumstance but that is decided by OMAHA.

❖ TOURNAMENTS

AWAY TOURNAMENTS

- Each team is allowed to attend up to two out-of-town tournaments per season.
- KMHA will pay for one tournament for each team. This must be paid back by December 1st once team fees are collected.
- If you or the head coach has not applied for tournaments, you must apply ASAP to ensure that you get in to one. All sanctioned tournaments are posted on the BC Hockey website.

HOME TOURNAMENTS

- Each KMHA recreation team will co-host a home tournament. There is no entry fee for Kamloops teams, each team will contribute \$400 for the tournament, and it should be included in your budget. This fee is typically returned through tournament fundraisers.
- Dates and size of tournaments have been set by KMHA, based on ice availability.
- Each team will be required to designate 2 people for the Tournament Committee. Parents must participate in volunteer duties to host the tournament.
- Tournament Coordination meetings will be held early in the season.

❖ FUNDRAISING

- Any teams wishing to engage in 50/50 or raffle ticket draws MUST apply for a Class D gaming license - <http://www.gaming.gov.bc.ca/licences/classD.htm>
- Licensing from the BC Gaming Branch is the sole responsibility of the teams.
- When applying for a gaming license you MUST use your team name. DO NOT APPLY FOR A LICENSE USING KAMLOOPS MINOR HOCKEY ASSOCIATION NAME.

- Teams are required to ensure that all follow-up paperwork for said licenses is completed in a timely manner prior to the close of the season.

KMHA Photo's will be November 22-23, 2023. You will need to sign up for a photo time. There will be an opportunity for retakes if you are unable to attend in November. Retakes typically happen in January.

PHOTOS

KMHA Photo's will be November 22-23, 2023. You will need to sign up for a photo time. There will be an opportunity for retakes if you are unable to attend in November. Retakes typically happen in January.

TEAM LIST

Division:		Team #:
Coach:		DOB:
Assistant Coach:		DOB:
Assistant Coach:		DOB:
Safety Person:		DOB:
Safety Person:		DOB:
Manager:		DOB:

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