



Kamloops Minor Hockey Association
Rep Team Manager
Information Package
2024/2025

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>

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Team Meeting/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

Team Budget/Fundraising

The team budget is to be presented to the parents at the start of the season for approval. A minimum of 80% approval must be reached for the budget to be approved. Voting on the team budget is to be conducted by secret ballot if requested by the parents.

All teams must submit their parent approved budget to the Executive Director executivedirector@kamloopsminorhockey.com for approval, no later than October 15th.

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 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 still follow this for tracking purposes.

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

- First aid kit and first aid supplies (\$50-100)
- Home tournament (\$500)
- Away tournament fees
- Team apparel
- Practice jerseys
- Coach supplies
- Team functions
- Skills & power skating coaching
- Goaltender coaching
- Coach jackets

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

Teams can fundraise up to 100% of their team budget. If you fundraise over your total budget, the additional money must be donated to KMHA or the charity of the team's choice.

- 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.

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

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.

Special Events

The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming. Special Event Sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming.

To request coverage for such events, a Special Event Sanction Request Form should be submitted to the BC Hockey office **at least 7-10 business days** prior to the start of the planned event.

<https://www.bchockey.net/applications/special-event-sanction>

TEAM ROSTERS

All Hockey Canada teams shall have properly qualified/certified team staff prior to OMAHA league participation. CATT, Respect in Sport and Criminal Records Checks must all be completed prior to going on the ice. All team staff requirements can be found on the KMHA website under the "Volunteers" section.

Each team must have the following on your team roster.

- Head Coach
- Assistant Coach
- Safety Person (HCSP)
- Team manager
- Team staff can also include on-ice helpers.

KMHA requires all team staff must have their qualifications completed by November 1st. If a coach is unable to complete a course by this date, they must inform the KMHA staff.

- 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 / TEAM APPAREL / DRESS CODE

It is recommended that each team 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 and approved sanctioned event. C's and A's are to be sewn on, NOT ironed on and will be the responsibility of the team. All name bars and As and Cs must be professionally installed and removed at the expense of the team at the end of the season. Each player will receive a set of home and away socks. These socks are only to be worn for games. Players must wear other socks for practices. If a new set is needed, they can be purchased through the office.

Home team wears white, away team wears dark. Practice jerseys are not provide by KMHA, Practice jerseys do not require stop signs and are to be used for Practices ONLY – NOT Games

All rep players will receive the same jacket, t-shirt and shorts. Teams will pay KMHA for the pre-assigned apparel. If teams would like additional apparel, they must use the official KMHA apparel suppliers. These suppliers will be listed on our website under "sponsors". They are the only companies authorized to use the KMHA logos. Rep teams are required to wear KMHA

colours (navy blue jackets and track suits) and have our Blazer logo on their apparel. If you are soliciting donations to help with the cost of your apparel and want to use a company's logo, approval from the Executive Director will be required.

All KMHA rep teams will follow the same dress code U11-U18. There are no exceptions. The intent of the Dress Code is to have players looking uniform and respectable while being easily recognized as Kamloops Minor Hockey Association members. Both players and coaches are required to adhere to the following for game day.

- KMHA assigned jacket
- Dress Pants
- Dress Shoes
- Dress Shirt (can be a polo for U11 only)
- Tie (excluding females)
- No hats allowed by coaches or players. (Coaches can wear a Fedora or Beret style hat if they choose)

DRESSING ROOM RULES / CO-ED DRESSING ROOM

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.

CARDING NIGHT

Carding Night will be replaced by a Welcome Back BBQ
All carding fees have been added to Team Snap and are due by October 7th.

GAME REPORTS

KMHA will be using an electronic score sheet system as per OMAHA and BC Hockey. The electronic score sheet system will be effective as of the beginning of league play. Please go to www.bchockey.net/HMP (HMP for Hockey Management Platform) for more information.

Any exhibition and tournament games played out of the Province or Country – Game Reports are to be sent to BC Hockey Task Group Member – Sherry Wakelin swakelin@omahahockey.ca. The Executive Director shall also be provided with an emailed copy of out of province or country game reports.

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. The head coach must verify the eligibility of each player and sign the electronic game sheet. If the head coach is absent, the coach in charge of that game must sign.

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

- Once the players' jersey numbers are assigned, they cannot be changed.
- Denote on the score sheet "C" and "A".
- Denote on the score sheet any "AP"s.

- Do not list injured players on the score sheet.
- Suspended players must not be listed on a score sheet.

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.

SOCIAL MEDIA UPDATES

If you wish to share a team update or results from a tournament or game, please send to kmhasocialmedia@gmail.com

HEADCHECK HEALTH / RETURN TO PLAY

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

Injuries must be reported through the Headcheck app. The Return to Play form needs to be completed for any player that returns to play after an injury or serious illness. A copy of this form needs to be sent to the KMHA Office for the Executive Director.

TRAVEL PROCEDURES

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.

TOURNAMENTS / ICE

KMHA Rep teams (U11-U18) may go to a maximum of three (3) out of town tournaments. Special permission is required for any teams who would like to attend additional tournaments.

Each KMHA rep team will host or co-host a home tournament. There is no entry fee for Kamloops teams, each team will contribute \$500 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.

Submit requests for an exhibition game by email to the Ice Scheduler if it is for a home game. The Ice Ambassador will check for ice availability.

Exhibition games prior to the start of the season require a game number from OMAHA. Please submit your game sheets to OMAHA with this game number.

Ensure that the tournaments you are attending are SANCTIONED. 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.

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.

PHOTOS

KMHA Photo's will be November 22-23, 2024. 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:

