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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 Representative and Development programs with a wrap-around approach for excellence.
- Developing and attracting dynamic leadership throughout the organization at all levels.

## 1.2 OBJECTIVES

This Policy Manual will guide those responsible for the operating needs of the Kamloops Minor Hockey Association: Staff and Board members. This document also serves as a resource for our membership including players, coaches, parents and guardians, volunteers, officials and community members who have a vested interest in Minor Hockey in Kamloops 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 of the year of revision. The KMHA Chair of the Board is obliged to present proposed revisions to the Board of Directors by way of a notice of motion. The proposed revision will be voted upon in accordance with the KMHA Constitution & Bylaws document.

## 1.4 TRANSPARENCY & ACCOUNTABILITY

### a) RECOGNITION CLAUSE

The Board of Directors are the democratically elected representatives of the membership for KMHA and as such are expected to act in the best interest of KMHA members and players.

### b) DUTY TO COMMUNICATE

Individual KMHA Board members are expected to respond to reasonable questions and inquiries from the membership 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 by the Executive Director, the Director of Human Resources, and the Chair of the Board. 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), the Okanagan Mainline Hockey Association (OMAHA), the Societies Act of BC and the Policies set forth in this manual.

## 2.2 MEMBERSHIP

Membership in KMHA includes all registered players, parents and guardians, coaches, officials, team officials, volunteers and KMHA Board members and Staff. 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 KMHA 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.

[Hockey Canada Fair Play Code](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair_play_codes_e.pdf)

[https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair\\_play\\_codes\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/fair_play_codes_e.pdf)

### Fair Play Principles

KMHA believes in the development of all players. Player development comes from playing and experiencing all game situations. A focus on player development is more important than winning a hockey game.

Players must follow the player code of conduct and/or the representative player agreement to be included in the fair play policy.

### Fair Play Policy

All players must have the opportunity to play in all game situations, regardless of their skill level.

Lines should rotate evenly throughout the game.

All players should have the opportunity to play power play and penalty kill situations.

Goaltenders will rotate every second game evenly throughout the season unless another situation is agreed upon by both goalies and their families. Any other agreement must be sent to the Executive Director for approval.

KMHA will allow coaches to “shorten the bench” only in situations with less than 5 minutes remaining in a game where winning the game will have a direct result of an additional game for the team (tournament or playoffs). This must be communicated very

well to the team and any players who miss playing time. This is not to be used for league games or any game where the direct result does not impact an additional game.

KMHA supports coaches to use playing time as a discipline tool for players who are in breach of the team rules as well as the player code of conduct and/or the rep player agreement. If a player misses playing time for this reason, it is the responsibility of the head coach to discuss this matter with the player and their family. If the issues continues, the head coach will take it to the KMHA Conduct Director for further discipline.

KMHA understands that every player will not play the exact same minutes during a game. Hockey is a fluid game where it is impossible to give every player the exact same playing time. Players will take shorter/longer shifts for various reasons. Some occasions will occur where there is an uneven lineup, and some players may receive more playing time. Please do not use a stopwatch to calculate fair playing time.

## 2.4 CODE OF CONDUCT

### a) GENERAL GUIDELINES

Yearly, upon registration, all parents/guardians will be required to read and sign the current BC Hockey Code of Conduct.

All coaches and team staff will sign and adhere to the KMHA Coach Code of Conduct. KMHA requires members: officials, volunteers and KMHA Board members and Staff to sign the current BC Hockey Code of Conduct at the beginning of each hockey season.

KMHA Player Code of Conduct and KMHA Parent/Guardian Code of Conduct contracts must be reviewed and signed at the start of each season. The Team manager will provide, collect and upload these documents into a shared folder with the KMHA Conduct Director. Any breach of these contracts will 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 KMHA Board 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 KMHA 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 the 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 events. 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 at all KMHA related events.

All players, coaches, managers, officials and members, including parent/guardians, bus drivers, other team officials, volunteers, and Board 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, Board 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. The link is available on the KMHA website under the Volunteer tab, and must be renewed every three (3) years.

[www.Kamloopsminorhockey.com/resources](http://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 be sent to the Conduct Committee for an investigation. There will be a minimum 14-day suspension from all games and practices after a validated report of abuse has been filed. If it is deemed necessary, a further suspension may be given 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 behaviours, 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:

- 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 undermine 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. \*For expanded list see BC Hockey description:

[https://cdn-ca.aglty.io/bc-hockey/image-gallery/bcehl-section-images/about-section/BC%20Hockey%20Policy%20Manual%202024%20Combined%20Policies%20\(1\).pdf](https://cdn-ca.aglty.io/bc-hockey/image-gallery/bcehl-section-images/about-section/BC%20Hockey%20Policy%20Manual%202024%20Combined%20Policies%20(1).pdf)

[https://cdn-ca.aglty.io/bc-hockey/HC\\_BCH%20Maltreatment\\_Policy.pdf](https://cdn-ca.aglty.io/bc-hockey/HC_BCH%20Maltreatment_Policy.pdf)

It is the responsibility of **all** KMHA members to report any form of abuse, bullying or harassment to the KMHA Conduct Director or any member on the Board of Directors immediately using the incident reporting form

(<https://kamloopsminorhockey.com/wp-content/uploads/sites/1962/2024/10/KMHA-Incident-Reporting-Form-1.pdf>). The 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 by its membership, including on social media. KMHA is committed to provide a safe environment and behaviour interpreted as bullying and harassment will be treated seriously. 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 concerning encounter or behaviour 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 use the Incident reporting tool

(<https://kamloopsminorhockey.com/wp-content/uploads/sites/1962/2024/10/KMHA-Incident-Reporting-Form-1.pdf>) to submit your concern to the KMHA Director of Conduct, and follow the KMHA protocols of reaching out to the Team Manager and Coach.

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 Director of Conduct 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 KMHA 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. Disciplinary actions stemming from the Conduct Director/Conduct Committee's investigation must be followed by players and coaches.

## e) GRIEVANCES

All grievances must be submitted to the KMHA Conduct Director, KMHA Executive Director and the Chair of the Board of Directors in writing, the 24-Hour Rule applies and will be strictly enforced. Grievances submitted within 24 hours, will not be reviewed and must be resubmitted after the expiration of 24 hours. Continued violation of the 24 hour rule 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 of the outcome of these discussions and the next steps, which may include escalating the complaint formally to the Conduct Committee.

#### f) FORMAL COMPLAINTS

The Chair of the Board of Directors shall appoint a Director of Conduct who will act as the 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:

- Immediate temporary suspensions may be imposed by the Conduct Committee.
- The Conduct Committee will provide the respondent (individual who is the subject of the complaint) with a written description of the complaint(s) (identifiers removed) and the policy contravention
- Depending on the complaint, the respondent **may** 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 hearing date agreed to by all parties, within a reasonable timeframe after the receipt of the written complaint; the respondent must agree to a hearing date within seventy-two (72) hours of complaint notification. Failure to do so will result in immediate suspension until the Conduct Committee Review.
- The Conduct Committee shall strive to provide a written decision within a reasonable timeframe to both the complainant(s) and the respondent. The documentation will be filed with KMHA.
- The Conduct Committee shall notify KMHA Staff and Board Chair of results and/or status of the process.
- The Conduct Committee will notify team staff of any disciplinary actions affecting their players or teams.
- KMHA cannot guarantee anonymity and complete confidentiality, but will work diligently to do so when able.

#### g) CONDUCT OF BOARD OF DIRECTORS

When the conduct of a KMHA Board member is subject to a formal complaint, at the discretion of the Board Chair, they may be required to step down from the Board and any committee involvement, until the

complaint is resolved. This will not preclude the KMHA Board Chair from convening an urgent meeting with the Board, should they consider it advisable.

If the Chair of the Board is the subject of a formal complaint, the complaint shall be referred to the Director of Conduct and their committee, and the Chair may be required to step down from the Board, including any committee involvement, until the issue has been resolved.

## **h) CONFLICT OF INTEREST**

No coach, manager, player, official or Board 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 the KMHA Board Chair and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members will be expected to remove themselves from the discussion and or meeting for the duration of the discussion and vote. Any Board member in a conflict of interest will submit in writing their recusal for documentation purposes. Fair Play conduct will always be expected. If the Board Chair is the subject of a conflict of interest, a member of the Board shall act in their place.

## **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 Board of Directors and Staff
- ii. Officials
- iii. Coaches
- iv. Parent/Guardians of all players registered with KMHA
- v. Players

## **3 KMHA BOARD OF DIRECTORS STRUCTURE**

### **3.1 INTRODUCTION**

In accordance with KMHA Constitution & Bylaws, the Board of Directors (Board) of KMHA governs KMHA and all activities within it. Any matter not covered in this Policy Manual remains subject to the Board.

### **3.2 COMPOSITION**

The Board of Directors consists of the Board Chair, 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. Each year there are four outgoing directors, and four remaining directors to ensure the maintenance and integrity of KMHA's policy, strategic planning and goals.

### 3.3 GENERAL CONDUCT

The KMHA Chair, KMHA Board of Directors and KMHA Staff shall sign and follow the KMHA Oath of Office and Confidentiality Agreement. See the appendix section for details.

The Board and paid staff must submit to a Criminal Record Check every three years through the BC Services App and complete the Coach/Volunteer Respect In Sport online clinic every five years (expiry date per Hockey Canada), the clinic costs will be reimbursed. The Board Chair 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 questions or concerns raised to the Board of Directors for discussion. Board members are responsible for ensuring the policies of KMHA are followed, and are encouraged to answer KMHA membership questions and provide guidance, when necessary.

Board members and staff have a fiduciary duty of confidentiality to the Board of Directors and KMHA members, and must sign the KMHA Confidentiality agreement annually. Under no circumstances are Board members and Staff to discuss KMHA business or matters pertaining to members brought before the Board of Directors for discussion with anyone other than the 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 Board, or special resolution of the members passed by a general meeting in accordance with the Societies Act of BC.

*KMHA Constitution 4.36* A Director may be removed from office by the members in accordance with Part 5, Section 50 of the Act.

*KMHA Constitution 4.37* The Board shall provide that Director with a statement of the reason(s) for the proposed suspension, at least thirty (30) days prior to the Board meeting at which the proposed suspension is to be voted on. The statement shall include a notice of the place and time when the Board will be meeting to vote on the suspension. The Director shall be given an opportunity to be heard and the matter will be considered by the Board at the time cited in the notice. The motion by the Board to suspend a Director requires no less than a seventy-five percent (75%) majority of those entitled to vote to pass. The Director whose suspension is proposed shall not be entitled to vote on the motion. In exceptional circumstances, a Director may be indefinitely suspended by the Chair of the Board pending a Board hearing.

Expelled members are barred from seeking re-election, to any position on the Board of Directors, for at least two years following their expulsion. Additionally, they must complete restitution obligations

corresponding to the specifics of their offense. The amount and manner of restitution are to be decided by the KMHA Board of Directors.

## 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. Formal structures must exist to ensure the effective governance of the organization to maximize the ultimate success of our athletes, whether recreational or competitive, and provide them with the opportunities necessary to reach their potential. 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 established at the Annual General Meeting, where Directors are elected according to the organization's Constitution & Bylaws. Elections are designed to ensure continuity, objectivity, and accountability while selecting suitable candidates through a formal nomination and recruitment process. Nominees should be informed of portfolio responsibilities and provided with necessary information for an informed decision. Effective Board members must possess honesty, integrity, respect, strong organizational and leadership skills, and the ability to work well within a group. While Board members bring a variety of skills, experience, interest and social backgrounds, they should also be knowledgeable and interested in learning more about KMHA operations, hockey, and their fiduciary duties, ensuring proper oversight and decision-making.

Ideally, the Board should consist of individuals with diverse skills, who are representative of the membership to ensure the decision-making scope accommodates the variety of experiences and viewpoints needed to facilitate adequate discussion. It will also prevent the efforts of special interest groups from overpowering due process. For continuity, Board elections will be structured so half of the available Board 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

## 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 annually in June. 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 annually in May. 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

Held annually in June, all Board members are expected to attend. The membership is urged 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 and the review and revision of the Policy Manual.

v. Board Meetings

These meetings are attended by the Board of Directors to address KMHA business. Meetings are held monthly during the regular season, and as required during the off season. Special meetings may be called, as necessary.

vi. Tournament Committee Meetings

These meetings shall be held as determined by the various tournament committees. The Tournament Coordinators shall be invited to attend the initial organizational meeting for each tournament. The Tournament Coordinators, or designate, will coordinate with Tournament Leads to schedule these meetings.

## 4 REGISTRATIONS

### 4.1 PARTICIPATION

KMHA will make reasonable efforts to ensure all players 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 players in good standing, players returning to the association, or players new to KMHA will be permitted to register. All players should register with KMHA prior to registration with the BC hockey zone program, or the OMAHA AA program. Indication of trying out for zone and regional programs on the KMHA registration will hold a player's spot until:

- a. they indicate rostering in one of these programs, or
  - b. their release from either of these programs, at which time they must join the KMHA tryout process.
- Those KMHA eligible players registered with BC Hockey zone programming will only be required to complete the KMHA Representative Tryout registration process by paying the fee at such time as they are released from BC Hockey zone or OMAHA programming, or they are participating in KMHA tryouts.

Beginning in 2025, OMAHA has created sub zones for Representative players in U13, U15, and U18 divisions. These sub zones will allow players from neighboring associations to try out for KMHA Representative teams in the tier 2, 3 and 4 level, where applicable.

KMHA reserves the right to limit goalie registration to a maximum of two (2) per Representative team and maximum of two (2) per Recreational team. Season registration will close August 31st of each year.

## 4.2 FEES & REFUNDS

Registration dates and fee structure will be communicated via the KMHA website prior to May 15th of each year. For the 2025-2026 season, registration will begin June 2. While KMHA will make reasonable efforts to ensure all players wishing to register and play are permitted to do so, registration may be limited based on ice restrictions; early registration is encouraged.

### a) FEES

Registration fees, Representative tryout fees, and Representative carding fees are determined annually by the Board based on the player's age and division, with payment details available on the KMHA website. Representative tryout fees must be paid before evaluations, and carding fees are due regardless of when the player joins the roster.

A non-refundable \$100 jersey fee is paid when a player first registers. If a jersey is returned in poor condition, the fee will cover replacement costs, and the player may need to pay the fee again the following season.

No player shall be permitted on the ice until all the following points are met:

- Players are registered with KMHA,
- Registration fees are paid in full (or the player has entered into a payment plan with KMHA)
- Player is in good standing
- Players are required to wear full equipment including a CSA approved helmet.

i) KMHA approved third party payments:

If a player's registration fee is covered by a KMHA-approved third party, the payment must be received before the player participates in tryouts or evaluations.

It is recommended to register as soon as possible after registration opens to allow time for processing financial support.

b) REFUNDS

Refund requests must be submitted in writing to KMHA by November 30th of the given season. If approved, refunds are prorated, minus HC insurance and a \$50 processing fee. No refunds shall be given after November 30th, unless approved by the Board. Players transferring out of KMHA will be refunded per this policy.

Representative tryout fees are refundable if cancellation is requested a minimum of 14 days before tryouts.

Representative carding fees are non-refundable unless the player is carded to a higher team outside KMHA, in which case, they are prorated. All outstanding financial obligations must be paid, and equipment returned before issuing refunds.

Any player who has been rostered that decides to no longer play will forfeit their Hockey Canada Insurance Fee of \*\$53.73, an OMAHA membership of \$16, plus a \$50 administration fee. Hockey Canada and BC Hockey player fees of \$53.73. This includes:

-Hockey Canada Insurance \$26.73 (AD&D \$4.62, D&O \$5.44, Liability \$11.58, MMD \$2.15, Safe Sport \$2.94)

-Hockey Canada Player Assessment Fee \$3.00

- BC Hockey- Membership Fee \$14.00

- BC Hockey- Grass Roots Initiative Fee \$1.00

- BC Hockey-Safety & Risk Management Fee \$0.50

- BC Hockey- Administrative Fee \$7.00

- BC Hockey- Mentorship Fee \$1.50

This invoice information is based on final HCR numbers for the 2024-2025 season. The number includes players 1125, coaches 189, and bench staff 213. \*Note that this fee is subject to change year to year.

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 above. Refunds will not be given to injured players who maintain their spot on a roster.

c) CREDIT CARD PAYMENTS



All credit card payments completed over the phone (tournaments only) or taken over the counter in the office are subject to a 3.5% fee. Credit card payments completed through the Team Snap App will incur fees of 3.5% and an additional \$1.50 charge. EFT payments made to the registrar (kamhockey@telus.net) will not incur extra fees.

## 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, KMHA facilitated training, jerseys, socks, specialized 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

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. The membership is strongly urged to support the businesses that sponsor KMHA, these businesses can be found on our website under the "Sponsors" tab. KMHA sponsors are not to be solicited for individual team sponsorship.

## 5.3 NSF CHEQUES

Members who issue NSF cheques will be contacted by the Registrar and must replace the cheque with an e-transfer or certified cheque within two days, incurring a \$50 NSF fee. Failure to comply will result in the cancellation of the player's registration and a "not in good standing" status. Additionally, a \$20 fee will be charged for any stop payments requested on cheques issued by KMHA.

## 6 COMMUNICATIONS

### 6.1 TEAMSNAPE & WEBSITE

TeamSnap and KMHA website [www.Kamloopsminorhockey.com](http://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.
9. The Parent and player code of conduct extend to the TeamSnap chat.

Adhering to these guidelines will foster a positive and productive communication environment for all users in the Kamloops Minor Hockey Association. Non-compliance may lead to disciplinary action by the KMHA Director of Conduct and their committee.

### 6.2 CORRESPONDENCE

The Chair of the Board and the Executive Director 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 their 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 hockey related topics 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 Conduct Director.

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.

KMHA is dedicated to fostering a positive and collaborative environment both in-person and online. Adhering to this social media policy helps maintain KMHA's reputation and promotes a positive public image.

## 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. Teams found abusing the logo will be reported to the Director of Conduct for disciplinary action.

## 6.5 LOGO

All KMHA logos are the property of KMHA and may only be used by Board members for official KMHA business. Any other use requires prior written consent from the Executive, with approval from the majority of the Board. The Kamloops Blazers logo is exclusive to KMHA representative teams with prior approval from both the KMHA Executive Director and the Kamloops Blazers. Unauthorized use of either logo may result in disciplinary and/or legal action.

## 6.6 MEETING SPACE

The KMHA board room located at McArthur Island arena, and the meeting rooms at Sandman Centre are available for booking through the KMHA office to facilitate coach, team or parent meetings. Reservations are on a first-come-first-served basis. Teams must provide at least 72 hours notice. Please note that a fee may be incurred for this rental.

## 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](http://www.Kamloopsminorhockey.com)
- b) Okanagan Mainline Hockey Association (OMAHA) – <https://page.spordle.com/omaha-hockey>
- c) BC Hockey - [www.bchockey.net](http://www.bchockey.net)
- d) Hockey Canada - [www.hockeycanada.ca/en-ca/home](http://www.hockeycanada.ca/en-ca/home)

# 7 RISK MANAGEMENT

## 7.1 INSURANCE

All players, coaches, assistant coaches, managers, and safety personnel must have HC Insurance coverage, provided through KMHA via BC Hockey. KMHA-sanctioned ice is for the exclusive use of its registered members and cannot be shared or used by others.

- a) Return to play forms - Any player removed from play, requiring a doctor's visit due to injury, or seeing a doctor after a game or practice due to an injury sustained either on the ice, or in the community, must have a completed return to play form on file with their team HCSP before attending practices or games. Players returning without documentation are NOT covered by Hockey Canada insurance.

- b) Private ice rentals - Members skating on privately rented ice are not covered by KMHA insurance. Any teams renting ice outside of allocated KMHA ice times must purchase their own insurance for these ice times. KMHA does not take responsibility for any claims made outside of KMHA/BC Hockey sanctioned events.

Special event sanction applications can be made through:

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

Players, coaches, and officials must wait until the ice cleaning equipment has left and the access door is closed before entering the ice. Players must also be supervised at all times during practices and games, and coaches must ensure that doors to the ice surface remain closed to prevent injuries, including during BCHL or WHL intermissions. Coaches, assistant coaches and on ice helpers must wear CSA approved helmets on the ice.

## 7.2 HOCKEY CANADA SAFETY PROGRAM

The Hockey Canada Safety Program emphasizes a proactive, preventative, common sense approach to player safety both on and off the ice. This role is not a first aid position, but involves implementing risk management programs with player safety as the first priority at all times.

All KMHA teams must have one (1), but preferably two (2), volunteers with a current Criminal Record Check, Coach Respect In Sport certification, and HCSP certification, with HCSP certification requiring a minimum age of 19. The team safety person must renew HCSP certification every three years, even if they are a medical professional.

Players who are knocked unconscious or black out cannot return to play without medical clearance.

The team HCSP person has the authority to prevent players from returning if they deem the injury serious.

Any player leaving the ice as a result of an injury, and not returning to play during practice or game must have a return to play form filled and submitted by a medical professional. A medical doctor must sign the KMHA Return to Play form for all head injuries or fractures, available on the KMHA Resources page.

The team safety person at every practice and game:

- 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
- logs into the HeadCheck App at every practice and game and records all player injuries

- implements an Emergency Action Plan at every arena the team visits 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 as outlined by Hockey Canada during all KMHA on-ice activities. Coaches, team officials, and parents/guardians must ensure that equipment is properly fitted, age-appropriate, and in good condition.

Equipment specifics can be found at:

[https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety\\_teamwork\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety_teamwork_e.pdf)

CSA certified helmets and face protection must be worn at all times and cannot be removed while on the bench or ice. **CSA certification stickers must remain intact.** Hockey Canada requires all players and goaltenders to wear helmets that are CSA-certified from the manufacturer. It is the responsibility for the equipment user to ensure that throughout the life of the helmet, the CSA certification is maintained. KMHA strongly recommends that helmets be replaced when they reach the HECC expiry date, or 6.5 years from the date of manufacture found on the CSA sticker. Hockey Canada strongly suggests that helmets that have sustained damage or cracking, have loose fitting or missing liner pieces, or have been subjected to a severe impact, be replaced.

Hockey Canada advises that prior to applying anything to the helmet, including stickers, that they refer to the manufacturer's instructions and, if applicable, the manufacturer to confirm the type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty. It is the sole responsibility for the equipment user to ensure they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or manufacturer's warranty.

Neck guards must be worn and unaltered.

Composite sticks must have the hollow end plugged before taping.

Players not complying will be asked to leave the ice for repairs, which should be done in a protected area away from potential hazards.

## **b) COACHES**

In accordance with BC Hockey, all coaches, assistant coaches, guest coaches, and on-ice helpers must wear CSA-approved helmets during KMHA on-ice events, with chin-straps securely fastened. KMHA strongly recommends that helmets be replaced when they reach the HECC expiry date, or 6.5 years from the date of manufacture found on the CSA sticker. Hockey Canada strongly suggests that helmets that have sustained damage or cracking, have loose fitting or missing liner pieces, or have been subjected to a severe impact, be replaced.

Failure to comply in a BC Hockey sanctioned event will result in the withdrawal of BC Hockey's sanction and insurance coverage for the event.

KMHA enforces a zero-tolerance policy for helmet infractions, as violations void insurance for everyone on the ice. The head coach is responsible for ensuring compliance, and failure to do so will result in disciplinary action. Board members who witness violations must report them to the Conduct Committee for investigation.

## **7.4 MEDICAL INFORMATION**

KMHA utilizes Headcheck for all player's medical information. This is to be updated by parents annually, an email will be sent to members once rosters 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. Team officials are reminded that this medical information is confidential and must not be released to anyone other than medical staff. Any sensitive medical information on paper must be destroyed at the conclusion of the season.

## **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 arenas have AEDs 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

KMHA expects coaches to take precautions to prevent injuries and follow "prudent parent" procedures if an injury occurs. Coaches must inform players and their guardians of inherent risks and the potential for serious injury, including the dangers of checks 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.

In case of a neck or back injury, do not move the injured individual; call 911 immediately and notify the rink attendant, player's guardians, KMHA Risk Manager, and Executive Director, as soon as possible.

Coaches must enforce that if players are hurt and experiencing back or neck pain, or any buzzing or tingling in their neck, back, arms or legs, they must not move and medical professionals will be called immediately. Players must also report symptoms of nausea, dizziness, headache, or vision issues to their coach immediately and will be removed from the ice for medical evaluation.

Officials or players taken off the ice by ambulance cannot return without medical clearance.

Players with non-hockey-related injuries or illnesses must also have a doctor's clearance before returning to play, and while no injury report is required, recording injuries on the HeadCheck App helps track eligibility and return-to-play status.

## 7.7 INJURY TREATMENT

The safety person should avoid treating injuries out of sight of others. Use the 'Rule of Two' supervision system.

## 7.8 INJURED PLAYERS ON THE BENCH

Hockey Canada Playing Rules 2.2(m), 2022-2024 V2 revised July 2023 states:

In Minor and Female [hockey divisions], a player that is registered to a team roster but unable to participate in a game due to injury is permitted to take a position on the bench during the game, as long as they are listed as a player in uniform on the official game report and wearing the minimum equipment of a BNQ throat protector (minor and female), CSA approved Helmet and CSA facial protector, in accordance with the requirements for their registered category of play.



## 7.9 REPORTING INJURIES

All injuries, regardless of severity, must be reported immediately to the team safety person, who is responsible for documenting the injury on the HeadCheck app, KMHA's injury reporting tool. The app generates injury reports and notifies parents/guardians.

Hockey Canada Injury Report forms (if applicable) must be completed by the player's parent/guardian and submitted to the KMHA registrar within 90 days to access HC insurance. The registrar will forward the forms to BCH, and the KMHA office will retain a copy.

Injury reports must be followed up by the team HCSP, Head Coach, or Manager. Both the HeadCheck App injury report and the Permission to Return to Play letter (if applicable) are required and will be logged in the HeadCheck App.

## 7.10 DRESSING ROOM ETIQUETTE

Rink attendants will schedule dressing rooms accordingly. One designated female dressing room will be held for ALL tournaments and Representative/Recreation games. Sandman Centre is the only local arena that does not have a permanent room designated for females, but one can be provided.

It is the responsibility of team staff to ensure that dressing rooms are locked. Neither the City of Kamloops nor KMHA accepts any responsibility for lost or stolen items.

KMHA will provide all female players on integrated teams with access to the female dressing rooms.

## 7.11 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 team staff 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 'Rule of Two' supervision system.

The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.

Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

## b) SMART PHONES & OTHER MOBILE RECORDING DEVICES

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 not tolerate any violations to this rule. For the safety of our players, using these devices in dressing rooms will result in immediate suspension of players/team staff. All violations will be sent to the Director of Conduct for investigation.

## c) 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 t-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 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).

c. 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 above.

ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the other gender.

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

## d) FEMALE TEAMS

Recommend that when using the 'Rule of Two' with female hockey teams, there shall be 2 female supervisors (coaches, and/or parents with criminal record checks on file with KMHA) with the players where possible, to be responsible for team supervision.

## e) PARENTS IN DRESSING ROOMS

Naturally, for younger age groups, parents/guardians are needed to help players get dressed. We encourage teaching players to dress independently as soon as possible.

Except for players at the younger age groups (up to and including U11 division) we discourage parents from entering dressing rooms unless it is absolutely necessary. If a player needs assistance with their 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 they will be helping the player. When parents/guardians are allowed in the dressing room, coaches may ask them to step out briefly before and after games to address the players. As players grow older, coaches may choose to restrict parental access to the dressing room. Generally, parents/guardians should not enter if players are undressed to less than shorts and t-shirts.

**\*\*Please note that KMHA requires that any parents/guardians entering the dressing rooms must have a valid parent Respect in Sport certification.**

<https://www.bchockey.net/riskmanagement/parentprogram.aspx>

Any parents in a dressing room supervisory role must have a completed criminal record check on file with KMHA.

## f) ROAD TRIPS

Team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. Exceptions made for team personnel and players who share the same household.

## g) PHYSICAL CONTACT

Team personnel should avoid touching a player. Use the "Rule of Two" 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. Safety personnel should always have a second team staff or the player's parent with them when assessing injuries.

## h) 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 Rule of Two supervision system).

## i) SPORT & TRAINING FACILITIES

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the 'Rule of Two' supervision system).

## j) HARASSMENT AND BULLYING

KMHA is committed to providing a safe and respectful work environment for all employees, volunteers, players, and members. Harassment and bullying of any kind will not be tolerated. Refer to KMHA Policy Manual 2.4 Code of Conduct, section C Bullying and Harassment for guidelines.

## 7.11 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 imposed penalties and or bills are paid.

Damages to the facilities during a tournament will become the sole responsibility of the team that caused the damage. In the event that damage recovery cannot be obtained, all teams from the team's host association/organization will be banned from participation in KMHA tournaments until reparations are made.

Coaches, referees, team officials or other members of KMHA must immediately report unsafe conditions to arena attendants and KMHA Executive Director.

## 7.12 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.

## 7.13 PHOTOGRAPHERS/MEDIA

Only those individuals who are on the team roster are permitted on the bench. This includes photographers and media personnel.

## 9. PARENT/VOLUNTEER REQUIREMENTS

### 9.1 HOCKEY CANADA AND BC HOCKEY REQUIREMENTS

All KMHA volunteers working with minors must complete the following at a minimum:

#### a) CRIMINAL RECORD CHECK

All volunteers must have a current Criminal Record check (CRC) with Hockey Canada two (2) weeks after team formation.

#### 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, a copy of your certificate and the receipt must be sent to the KMHA Registrar (info@kamloopsminorhockey.com) for fee reimbursement. Register at [Respect in Sport for Activity Leaders - Getting Started](#). 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: For Bench staff and Parents/Guardians

This is a free online program that all bench staff are required to have completed. This can be found at <https://cattonline.com/>.

KMHA recommends that all parents/guardians take this free course and revisit it every season. The Parent/guardian version is approximately 30 minutes long.

#### 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 November 1st

ii. HCSP clinics are now available only as an on-line E-Learning course. Register at [BC Hockey.net/clinics](https://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. Once the clinic is completed, a copy of your certification and receipt must be emailed to KMHA Registrar (info@kamloopsminorhockey.com) for reimbursement.
- 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. Clinic training and recertification must be updated every three years.

## e) BC HOCKEY CLINICS

All clinics below must be completed by December 1st.

Delegates pay for both the e-learning modules and the face-to-face clinic in one payment. For reimbursement of clinic fees, email a copy of your letter from BC Hockey verifying completion of the course to the KMHA office.

- i. Coach 1: For coaches in the U7 & U9 divisions

This half day clinic supports new coaches to develop their coaching fundamentals.

- ii. Coach 2: All Recreation Division coaches (U11-U18)

The Coach 2 course is offered as a blended model, including E-Learning modules (approximately 4.5 hours) and once completed, a face-to-face clinic. Delegates are qualified after the successful completion of both clinic components. Head coaches for U11 or higher divisions must have completed the Coach Instructional Stream Checking Skills clinic.

- iii. Development 1: Coaches in Representative Divisions

The Development 1 course is a clinic-based program. Only those individuals on a representative team roster as a head coach or assistant coach are able to complete this course. Certification must be completed by December 1st.

- 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](http://www.bchockey.net/Clinics/clinics.aspx)

## f) ON THE ICE CAPACITY

To qualify to go on the ice in any capacity the options are:

- Become a valid qualified Coach or Assistant Coach of a team.
- Register with the team as an on ice 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) ON THE BENCH CAPACITY

- Become a valid qualified Coach, Assistant Coach or HCSP of a team.

## h) 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)
- Approval from KMHA must be received before going on the ice.

National Hockey League (NHL) and other professional players participating in an event/practice/includes NHL guest coaches.

1. Professional salaries are very high and an accident could be very costly.
2. Players would be permitted to participate in autograph sessions, awards presentations, and appearances however would not be covered under HC insurance
3. Players would not be covered for any activity on the ice. The only exception would be those Major Junior players that have played that year on a Major Junior team. If a player or coach is on ice they should produce a certificate of liability.
4. A contract or agreement with the celebrity which includes a request for a certificate of liability should be considered

## i) 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 the ice (need RIS, CRC, CATT).

## 9.2 PARENT/GUARDIAN INVOLVEMENT

All parents/guardians are required to complete any mandated parent hockey education programs, attend team meetings and volunteer where necessary.

Each team is required to have 2 delegates on the home tournament committee to organize and execute the entire tournament (gathering donations, planning score/time keepers, raffle table, apply for raffle basket/silent auction licensing, ordering awards and swag, and all other duties). Should volunteers not come forward to plan and organize the annual tournament(s), said tournament(s) will be cancelled.

## 9.3 PARENT/GUARDIAN MEETINGS AND COMMUNICATION

Parent/guardians are encouraged to attend all parent/guardian meetings. They provide an opportunity for constructive feedback, to voice concerns, and facilitate familiarity between team parent/guardians and players. Parent/guardians meetings are held at the start of the season and as needed 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 budgets and financial statements of the team
- 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 player availability due to vacation or other absence (ex. Tournament scheduled over school holidays or long weekends).
- Describe the team's medical equipment and emergency procedures
  - Return to play 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
  - Player code of conduct and Guardian code of conduct documents

## 9.4 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 \$25/position per game payable from tournament/team funds.

The home team is responsible to provide one adult volunteer for each of the timekeeper and scorekeeper positions 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, and game cancellation.

- 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 impartial officials of the game. Parents/guardians are responsible for reporting any inappropriate conduct by players, coaches, officials, volunteers, or other parents/guardians in writing or by using the incident reporting tool, with confidentiality assured, to the Conduct Director ([conduct@kamloopsminorhockey.com](mailto:conduct@kamloopsminorhockey.com)). Alternatively, concerns can be referred confidentially to the KMHA Chair of the Board. KMHA expects all members to actively contribute to ensuring the safety and well-being of its players.

## 9.5 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 timeouts in recreational hockey.

Time Slot	Warm up	1st Period	2nd Period	3rd Period	Breaks/Flood
60 Min	5 min	15 min run time	15 min run time	15 min run time	2 mins between periods, No flood
75 min	5 min	20 min run time	20 min run time	20 min run time	2 mins between periods, No flood
90 min slot	5 min	20 min run time	20 minutes, first 10 min run time, last 10 minutes stop time.	20 min, stop time	Flood halfway 2nd period
105 min slot	5 min	20 min	20 minutes, first 10 min run time, last 10 minutes stop time.	20 min stop time	Flood halfway 2nd period
120 min	5 min	20 min stop time	20 min stop time	20 min stop time	Flood halfway 2nd period
135 min	5 min	20 min stop time	20 min stop time	20 min stop time	Flood after each period
150 min	8 min	20 min stop time	20 min stop time	20 min stop time	Flood after each period

## 10 GENERAL GUIDELINES

### 10.1 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 and KMHA. They are bound by BCH Coaching Code of Conduct and 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
- VIII. 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, positive 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: KMHA may consider other factors when determining the amount of the stipend or honorarium, such as the coach's experience and qualifications.
- iv. In the instance where there are 2 non-parent coaches/assistant coaches, KMHA recommends hotel room sharing to be cost effective for player's families, while still respecting personal space.

KMHA Non-parent Coach Honorariums table can be found here:

[https://www.google.com/url?q=https://docs.google.com/spreadsheets/d/1j\\_dHfkgnYRe\\_Er2dr74m9xmA4vT0OTtU-PFadV8z5dg/edit?usp%3Dsharing&sa=D&source=docs&ust=1744932060216727&usg=AOvVa\\_w0LChji1oS\\_zqzGs0CsM1o4](https://www.google.com/url?q=https://docs.google.com/spreadsheets/d/1j_dHfkgnYRe_Er2dr74m9xmA4vT0OTtU-PFadV8z5dg/edit?usp%3Dsharing&sa=D&source=docs&ust=1744932060216727&usg=AOvVa_w0LChji1oS_zqzGs0CsM1o4)

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.

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)

National Hockey League (NHL) and other professional players participating in an event/practice/includes NHL guest coaches.

1. Professional salaries are very high and an accident could be very costly.
2. Players would be permitted to participate in autograph sessions, awards presentations, and appearances however would not be covered under HC insurance
3. Players would not be covered for any activity on the ice. The only exception would be those Major Junior players that have played that year on a Major Junior team. If a player or coach is on ice they should produce a certificate of liability.
4. A contract or agreement with the celebrity which includes a request for a certificate of liability should be considered

## 10.2 GAME SHEETS

### a) Pre-season: Exhibition Games or Tiering Tournaments

- 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. HCSPs 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.
- 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

### b) Season/League games

All games, except u7 and u9 games, are done as e-game sheets on arena provided tablets through the HiSports website.

The coach is responsible for completing all pre-game information as needed:

- III. Player names and numbers, 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. HCSPs 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.
- 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 [swakeling@omahahockey.ca](mailto:swakeling@omahahockey.ca) 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.

## 10.3 COACH DEVELOPMENT

The intent of the KMHA Coach Development Program is to provide guidance and mentorship to coaches to assist them in the development of their players. The staff Director of Coach Development will lead coach clinics, meetings and provide supporting programs throughout the season.

## 10.4 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, strength and conditioning 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>

## 10.5 STRENGTH AND CONDITIONING TRAINING

Strength and conditioning sessions can only be instructed by rostered team staff or an associate member. Special event sanctions must be obtained from BC Hockey: <https://www.bchockey.net/applications/special-event-sanction>

Associate membership for trainers outside of rostered team staff can be obtained through BC Hockey. KMHA teams are urged to support our sponsors who provide this service and only employ those individuals that have Associate Memberships with BC Hockey.

## 10.6 PERMISSION TO TRAVEL

The process for all teams wishing to travel outside Kamloops be it for exhibition, league, tournament or playoff games must submit a permission to travel form, please allow 7-10 days for the approval process. Teams must have approval prior to ANY trip.

Travel form options

- a) Travel within OMAHA does not require a permission to travel form
- b) [Inter-district Travel form](#) (Outside of OMAHA, but within BC). This typically takes 3-5 days for approval.  
Send completed form to [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)
- c) [Travel outside of Province and USA Hockey Travel form](#) This typically takes 5-7 days for approval.  
Send completed form to [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)

Steps/Process:

- I. Manager or Coach completes the travel request form and submits it to KMHA office
- II. All team staff must have required qualifications completed prior to travel application
- III. KMHA Executive Director approves the travel and the form is forwarded on to OMAHA and or BC Hockey
- IV. Approval of travel and returns the signed form to the KMHA office, and these are forwarded to respective applicants
- IV. Manager/Coach takes a copy of the signed approval on the trip.

REMINDER: If not using e-gamesheets, the Manager/Coach must email the sheets to OMAHA within 2 days upon return [swakeling@omahahockey.ca](mailto:swakeling@omahahockey.ca). 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.

## 10.7 TEAM TRAVEL

Coaches must ensure 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. If a team chooses to travel by bus with a professional driver, parents traveling with the team on the bus, who are not part of the team staff, must do so in a safe capacity. Parents must refrain from alcohol/cannabis/drugs/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. The team HCSP or another individual with first aid certification must also be available.

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.

a) TEAM TRAVEL: RECREATION AND REPRESENTATIVE

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 registered for is completed.

At the beginning of each season, parents and coaches will review all planned destinations (tournaments and league games- if applicable) and determine those requiring travel by bus and those requiring travel by parent. Teams should not commit to out-of-town tournaments without a strong commitment from parents/players. These decisions must be made prior to the team budget being approved. 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.

i) 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 travel during one of the two KMHA home tournaments in their respective division.

Teams may not travel during year-end play-offs, and may not schedule exhibition games which conflict with scheduled league games. These additional games and means of travel must be approved by the Executive Director, prior to being confirmed and organized by the team.

Permission to travel to out-of-town tournaments will be based on equal distribution of such requests between all teams within their 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.

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, that comes into effect if the team has 12 or fewer skaters.
- ii. They are applying for goalie replacement under BC Hockey policy.
- iii. There has been a formal request made under the KMHA Recreational AP process.

ii) REPRESENTATIVE TEAM TRAVEL

At the beginning of each season, parents and coaches will review all planned destinations within the league 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.

## 10.8 KMHA APPAREL 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.
- As a reminder: Recreational custom jerseys must follow the KMHA approved template.

## 10.9 LEAGUE 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 the KMHA Board of Directors.

Teams either returning ice or requesting additional ice must do so through the KMHA Ice Scheduler. 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/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 Staff who will be responsible to contact coaches/managers. The Officiating Referee in Chief, or their liaison, will contact referee assignors.