

2025/2026



KMHA RECREATION MANAGER PACKAGE

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Role

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.

Contact Information

Executive Director – Zac Carnelley – executivedirector@kamloopsminorhockey.com

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

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

Ice Scheduler – Rob Fryer – scheduling@kamloopsminorhockey.com

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

Operations Support Coordinator – Nestor Baird – nestor@kamloopsminorhockey.com

Recreation Director – Megan Provencher – recreationhockey@kamloopsminorhockey.com

Finance Director – Theresa Tourand – finance@kamloopsminorhockey.com

Social Media – socialmedia@kamloopsminorhockey.com

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

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

Important dates can be found on the KMHA website at

<https://kamloopsminorhockey.com/important-dates/>

Team Meeting

Once the team is assembled, meet with the head coach to come up with a plan for the season.

Items to discuss:

- Away tournaments
- Home tournament
- Practice schedule
- Off ice training
- Team rules
- Team apparel
- Fundraising
- Team staff
- Team specific plans
- Team budget
- Sponsorships

Once you have a plan for the season, call a team meeting with the parents to introduce the team staff, discuss the season plan and the preliminary budget. This helps to ensure that all parents understand the financial and time commitment before the season begins. In this meeting you will inform the parents of the volunteer requirements for the team. 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

It is the expectation of all teams and specifically all team staff, that every effort shall be made to act in a fiscally responsible manner. Unnecessary expenses should be avoided. Parents will be required to vote on accepting the proposed budget.

Recreation teams can have a team budget of up to a maximum of \$400 per player. The proposed budget must be submitted to the KMHA Executive Director and the KMHA Operations Support Coordinator by October 31st for approval, **prior** to being shared with parents and guardians. Upon approval from KMHA, the proposed budget shall be distributed to the parent group for discussion. Parents/guardians are to be provided seven (7) days minimum to review the budget prior to a vote. If the proposed budget changes due to parent/guardian discussion, then an updated proposed budget must be shared with the KMHA Executive Director and the KMHA Finance director. A minimum of 80% approval must be reached for the budget to be approved. The KMHA Executive Director can help support an anonymous vote, if requested by the team.

All teams must have an up to date, transparent and live financial document available for parents/guardians and the KMHA Finance Director to access throughout the season, such as a google spreadsheet. A template for this budget will be provided in an early season meeting/training led by the Finance Director.

Team Bank Accounts

It is required to have one (1) dedicated team bank account per team, opened by November 15th of each season. The team account may not be a personal account under any circumstance. It is suggested that each team have two (2) treasurers as the bank account will require two signatories. Team signatories must not be related in any manner, nor shall they reside at the same residence as any member of the team staff. A bank letter to open the account can be obtained here:

<https://www.cognitoforms.com/KamloopsMinorHockeyAssociation/BankLetterRequestForm>

This link is found on the KMHA webpage in the 'Resources' section. Team funds are the property of the players' parents/guardians. Management of team funds shall be in accordance with KMHA Policy.

Team accounts must be closed with a balance of \$0, matching the team financial records. Banking paperwork from the respective financial institution indicating the final closing balance of zero and account closure must be submitted to KMHA by May 1st for each season ending in March of that year.

Fundraising & Sponsorships

Secondary sponsors may be considered; however advertisement of sponsorship must not conflict with existing sponsors. Such sponsorship is limited to the provisions of practice or custom jerseys, team apparel, and tournaments, and must follow KMHA policies and guidelines.

Teams have the ability to fundraise 100% of their proposed budget, however teams cannot fundraise more than the team budget. Any refunds must be made using either cheques or electronic transfer for tracking purposes and reflected on the team financial sheet. After refunds have been issued any remaining monies in the team account must be donated to one of the following:

- KMHA as a legacy fund
- a specific KMHA tournament
- another kid sport charity

Teams running 50/50 raffle as a team fundraiser must apply for and obtain their own Class D Gaming License(s) under their team name. This does not apply for Home Tournament 50/50 raffles which default to the Tournament committee. Gaming licenses can be obtained here.

<http://www.gaming.gov.bc.ca/licences/classD.htm>

Safety & 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.

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.

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.

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.

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, CSA approved Helmet and CSA facial protector, in accordance with the requirements for their registered category of play.

Special Event Sanction

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 volunteers including the team manager must have a current Criminal Record check (CRC) with Hockey Canada two (2) weeks after team formation. KMHA requires all team staff must have their qualifications completed by November 1st with coach clinics completed by December 1st. All team staff requirements can be found on the KMHA website under the 'Volunteers' section.

Due to insurance purposes, all on-ice helpers must be approved by KMHA staff prior to going on the ice. This includes older siblings.

Each KMHA team must have the following on your team roster.

- Head Coach
- Assistant Coach (up to 3)
- Safety Person (HCSP)
- Team manager
- Team staff can also include on-ice helpers.

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.

Dressing Room Rules

Players must 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.

Smart Phones and Other 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.

KMHA strongly encourages coaches to have a “phone box” for players to put their phone when entering the dressing room.

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. 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.

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.

Jerseys & Team Apparel

Home team wears white, away team wears dark. In U11 the home team wears orange and the away team wears blue. It is required 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 one set of 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.

U11 Recreation Atomic Jerseys, one set is kept by the players each season. Alternating years for colors. 23/24 – Orange, 24/25 – Blue, 25/26 - Orange... and so forth

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

Recreational teams may choose to order their own custom team jerseys, provided the following:

- custom jerseys must follow the guidelines
- jerseys are approved by the KMHA Recreational Director
- parents/guardians vote to agree to the additional fees in their team budget meeting

U13-U18 Recreation teams can design and create their own jerseys as long as this fits within the team budget. To be eligible for game use, the jerseys must have a KMHA logo as the main logo or on both shoulders of the jersey. There must be a stop sign on the back. The team logo can be on the chest as the main logo or shoulders. The jersey numbers must match what is in the official team roster. Teams must get approval from the Recreation Director before ordering the jerseys. If these steps are not followed, a 5 game suspension will be given to the head coach.

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

Practice jerseys are not provided by KMHA, Practice jerseys do not require stop signs and are to be used for practices only.

If teams would like team 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. 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.

Game Sheets & Score Clock

Pre-season and exhibition games will use paper score sheets. It is the responsibility of the home team to provide the score sheet. Following the game, it is the responsibility of the home team to send the score sheet to Sherry Wakelin at swakelin@omahahockey.ca and to KMHA Ice Scheduler Rob Fryer at scheduling@kamloopsminorhockey.com. Paper score sheets must be picked up from the KMHA office.

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.

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.

Spordle – Electronic Score Sheet

For U11 to U18 electronic score sheets will be used through Spordle. Please visit the Resources section of the KMHA website for instructions on the pre-game set up as well as score clock and scorekeeping instructions.

<https://kamloopsminorhockey.com/spordle-scorekeeping/>

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. Do not list injured or suspended players on the score sheet.

Headcheck

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 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

KMHA Recreation teams (U11-U18) may go to a maximum of two (2) out of town tournaments. Special permission is required for any teams who would like to attend additional tournaments. KMHA will pay for one tournament for each team. This must be paid back by December 1st once team fees are collected.

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

Ice Schedule

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 in the 'Forms' tab.

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 22-22, 2025. 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.

Playoffs

Recreation playoffs will be a tournament format on February 27 – March 1. It will be a single elimination tournament with the top two teams in each division facing off in the Night of Champions, date TBD.

Team Roster

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

Player Name	Number
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