



**KAMLOOPS**  
**MINOR HOCKEY**  
**ASSOCIATION**

NOVICE

MANAGERS  
INFORMATION PACKAGE  
2018-2019

The team manager is a central figure in creating the flow of communication - not only within the team (players, parents and coaches), but between the team and all support systems such as the minor hockey association, division lead, ice scheduler, other teams and officials.

Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

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

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

### **KMHA CONTACT INFORMATION:**

President – Jon Pankuch – [kmhapresident@gmail.com](mailto:kmhapresident@gmail.com)

Director of Hockey Operations – Sandy Bullock – [sandybullock@kamloopsminorhockey.com](mailto:sandybullock@kamloopsminorhockey.com)

Operations Manager – Sean Pitts – [kmhaoperations@gmail.com](mailto:kmhaoperations@gmail.com)

Ice Scheduler – Shawna Wark-Johnson – [kmhaicescheduling@gmail.com](mailto:kmhaicescheduling@gmail.com)

Risk Manager – Dana Hanna – [danahanna@kamloopsminorhockey.com](mailto:danahanna@kamloopsminorhockey.com)

KMHA Office Administrator – Charmaine Walden – [kamhockey@telus.net](mailto:kamhockey@telus.net)

KMHA Office Assistant – Shawna Wark-Johnson – [kamloopsminorhockey@gmail.com](mailto:kamloopsminorhockey@gmail.com)

Referee In Chief – Doug Swaine – [kamloopsric@gmail.com](mailto:kamloopsric@gmail.com) or 250 318-0909

KMHA Office – Phone: 250-376-1788 / Fax: 250-376-1799

Novice Directors – Patricia Cameron [wedohockey@gmail.com](mailto:wedohockey@gmail.com)

All Board Members contact information can be found on the KMHA website at [www.kamloopsminorhockey.com](http://www.kamloopsminorhockey.com)

This KMHA Novice Managers information package, along with various forms and other information can be found on the FORMS page of the KMHA website - <http://kamloopsmha.ramp190.com/default.aspx?p=forms>

BC Hockey Bulletins can be found on the BC Hockey website - <http://www.bchockey.net/Administration/Bulletins.aspx>

**REVISED OCTOBER 23<sup>th</sup>, 2018**

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## **TEAM MEETINGS/BUDGET:**

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team. Inform your division lead of the 1<sup>st</sup> parent meeting and give him/her a copy of correspondence and budget information.

**Open a team bank account (personal bank accounts are NOT to be used for team funds) and arrange a Team Treasurer (2 signatures per cheque).** The two individuals that have signing authority should not have a personal relationship or connection outside of the team. Your team bank balance must be zero (0) at the end of the season and the account closed. If the bank requires a letter to open the account, please contact the KMHA office.

- **Player fees cannot exceed \$250 per player.**

The first team meeting should be to introduce the team staff and discuss the season plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments) up-front and before the season commences.

Due to the difficulty of being accepted into tournaments there may be instances where a coach (or manager) has felt it necessary to apply to tournaments prior to team approval.

The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the year with both the players and the parents.

You can only fundraise 50% of a team budget. Your team budget **must** be approved by the parents and a copy given to your division lead.

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

Ask parents to confirm their email addresses and to supply you with any other email addresses that they would like team information to be sent to.

## **TEAM APPAREL:**

The official KMHA apparel suppliers are listed on our website under apparel and below. They are the ONLY companies authorized to do KMHA apparel. We encourage teams wear KMHA colours (navy blue jackets and track suits) and have our logo on their apparel. If you are soliciting donations to help with the cost of your apparel and want to use a company's logo, approval from the Director of Hockey Operations or Operations Manager will be required.

Production Habit Printing & Apparel Inc.

LN Group Branding & Promotions

Dolson`s Source for Sports

Noran Printing

Overtime Apparel & Promotions

Terry Trophy & Awards

Canada Logo

Players Bench

Practice Jerseys do not require stop signs and are to be used for Practices ONLY – NOT Games.

## **DRESSING ROOM/ICE RULES:**

KMHA has a zero tolerance HORSEPLAY Rule. There is to be no horseplay either on the Ice or in the Dressing rooms. Please make sure all your players/parents are aware of this rule, and enforce when necessary. Mouth guards are MANDATORY in KMHA for Atom aged players and above, with the exception of goaltenders. Novice players do not need mouth guards.

Throughout the hockey season appropriate player supervision should be a priority for all minor hockey associations (MHAs) and BC Hockey member teams. As such, to protect yourself and KMHA, BC Hockey endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. It is recommended that these guidelines are followed by all MHAs. Please refer to the BC Hockey website - <http://www.bchockey.net/Administration/BulletinItem.aspx?id=217> to access this bulletin.

**Coaches are RESPONSIBLE for the supervision of their dressing room at all times. The room MUST be monitored at all times.**

## **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 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:
  - 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 team.

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

## **SOCIAL MEDIA**

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

## **CAMERAS, CAMERA PHONES, PERSONAL DIGITAL ASSISTANT**

The use of any form of camera, video camera, camera phone, or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any BC Hockey sanctioned event (practices, games, tournaments etc.).

### **KMHA:**

Parental consent for the use of photographs was given at the time of registration by way of the KMHA waiver. KMHA will advise teams if any parents have not consented to the use of their child's photograph.

Membership contact lists are not to be used outside of KMHA.

### **MEDIA REPORT:**

The Home team is to send a media report (**USE SPONSOR NAMES**) to the contacts listed on the Media Relations & Game Reports Sheet on the FORMS page of the KMHA website. **Mandatory submission of media reports Win or LOSE.**

### **TEAM ROSTERS:**

Your Hockey Canada official team roster will be available from the KMHA Office once your team has been finalized.

Jersey numbers cannot be changed once assigned

You are NOT allowed to use players/goalies that are not on your team. Playing ineligible players can result in suspensions by BC Hockey of any team official that signs verification of the team on the score sheet.

**Notify your Division Director and the KMHA Office by email of all coaches and on-ice helpers that need to be insured.** All players, coaches, managers and other team and association officials must be registered in the BCH office. Failure to do so will jeopardize insurance coverage.

It will be the responsibility of the team officials (coaches and/or managers) to ensure all players are rostered to your team and are eligible to play.

**Only Coaches and HCSP (Hockey Canada Safety Person) persons and players rostered to your team are allowed on the bench on ice helpers are not allowed on the benches during games.** Players must be in full gear at all times to be on the bench. You are not allowed to have siblings or injured players, etc. on the bench, even if they are wearing a helmet and gloves. You must obtain permission from your Division Director to allow KMHA registered older players on the ice during practices (Bantam and below MUST wear full gear; Midget MUST wear a helmet with face guard and neck guard). Everyone on the bench and on the ice must be properly registered and insured.

## TEAM QUALIFICATIONS:

All Hockey Canada teams shall have properly qualified/certified Coaches and qualified Safety People. Criminal Record checks, Respect in Sport for Team Officials, and CATT must be completed prior to coaches going on the ice. As long as a Team Official has registered for a coaching clinic, he/she will be allowed to roster to a team. However, should the Team Official NOT attend the coaching clinic, he/she must be released from the team. For non-carded teams.

Each team will be allowed to roster 5 team officials – 1 Head Coach, 2 Assistant Coaches, 1 Hockey Canada Safety Person (HCSP or HU – Safety) and 1 Manager. **A team MUST roster a Head Coach, Hockey Canada Safety Person and Team Manager.**

- **HEAD COACHES** – requires Coach 1, have completed Respect In Sport (for team officials), Criminal Record Check and CATT (Concussion Awareness Training Tool). Head Coaches at the Atom, Peewee and Bantam levels also require the “Checking” component.
- **ASSISTANT COACHES** - requires Coach 1 plus Respect In Sport, CATT and a Criminal Record Check.
- **SAFETY PERSON** – requires up to date HCSP (or HU – Safety) plus Respect In Sport (team officials version), CATT and a Criminal Record Check.
- **MANAGER** – require Respect In Sport (team officials version), CATT and a Criminal Record Check.
- **ON-ICE HELPERS** – require Respect In Sport (team officials version), CATT and a Criminal Record Check. On ice helpers must be insured through the Hockey Canada Registry. They can only participate on the ice during practices (they are not allowed on the bench) but you **MUST** let the KMHA office know who they are before they participate, otherwise our insurance is void anytime they are on the ice.
- **Respect In Sport** is an online program that replaces the previous Speak-Out program. Note: there are 2 different versions of this program, one is for team officials and is accessible through the BC Hockey website, the other program is a Parent version. Registration for Respect In Sport is done through the BC Hockey website ([www.bchockey.net](http://www.bchockey.net)) – CLINICS tab on the left-hand side of the page. **This course now has a 5 year expiry**
- **ONLY QUALIFIED TEAM OFFICIALS AND ON ICE HELPERS ARE ALLOWED IN THE DRESSING ROOM, THIS INCLUDES WHEN DROPPING OFF AND PICKING UP THE TEAM JERSEYS.**
- CRIMINAL RECORD CHECKS CAN NOW BE SUBMITTED ONLINE THROUGH THE FORMS PAGE ON THE KMHA WEBSITE.

## PLAYER HEALTH INFORMATION RECORD:

KMHA is now using the ePACT Emergency Network to collect player health information. Team officials will be given online access to their player’s information. This access will be revoked at the end of the season. Paper forms will be available for those not wanting to use ePACT.

## HOCKEY CANADA INJURY REPORT:

An injury report form needs to be completed when an injury occurs. The form is to be dropped off at the KMHA office where it will then be emailed to BC Hockey (this form must be sent to BC Hockey within 90 days). BC

Hockey will return the form to us if it is not signed by the parent and completed in full (including the HEALTH INSURANCE INFORMATION portion).

## **RETURN TO PLAY FORM:**

The Return to Play form needs to be completed for any player that wants to return to play after an injury. A copy of this form needs to be sent to the KMHA Office for the Risk Manager **(do NOT send to BC Hockey)**.

## **TRAVEL PROCEDURES:**

All teams must follow these procedures regarding travel and all exhibition games:

- A Permission to Travel form must be **completed online** and it will automatically be forwarded to the Director of Hockey Operations and KMHA Operations Manager. Once reviewed, approval or denial will be sent via email.

The Online form must be **completed in full** or it will not go through.

**All teams participating in Exhibition Games or Tournaments Out of Country, Out of Province and Out of District must complete an Inter-district & USA Hockey Tournament Travel/Exhibition Game Form and submit it to [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com) A fillable pdf version of this form is available on the PERMISSION TO TRAVEL page on our website. Must allow 7 days for this to be processed.**

If an association within PCAHA (Lower Mainland) requires a permission letter, please contact KMHA 1st Vice President – [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)

For a team to travel to the US or invite a team from the US to play in BC, permission must first be obtained from the BCH Operations Task Group Member for the District. This is done through our 1st Vice President – [kmhatravel@gmail.com](mailto:kmhatravel@gmail.com)

### CONDITIONS FOR TRAVEL:

- Local league and playoff commitments have been met.
- The tournament or exhibition game is sanctioned.
- All opposing teams are appropriately registered members of a Hockey Canada/BC Hockey recognized organization.

## **SPECIAL EVENT SANCTIONS:**

Special Event Sanction Requests must be submitted online to the BC Hockey office **at least 7 to 10 business days prior to the start of the scheduled event**. The processed form will be returned to the contact person listed on the form and the Association. A Special Event Sanction must be obtained for dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for sanctioning. Please see the Special Event Sanction Guideline, BC Hockey for more info.



## **EXTRA ICE REQUESTS AND CANCELLATIONS:**

- Notify your Division Director and the Ice Ambassador of all ice cancellations (going out of town for tournaments, etc.). **Teams failing to cancel practice ice will be billed accordingly.**
- Referees must be booked or cancelled by Wednesday of the week prior to the game, at the latest or teams will be billed accordingly.
- Where a team turns back a scheduled ice slot with less than 60 days' notice, that team will be billed for ice costs when another user cannot be scheduled into that ice slot.
- All extra ice requests are tracked. Available ice will be handed out as fairly as possible.
- Weekend Games are posted on the KMHA website by the Ice Scheduler – make a point of checking the website for your scheduled ice time and report any discrepancies to the Ice Scheduler and your Director Lead as soon as possible.

## **EXHIBITION GAMES AND TOURNAMENTS -**

- Each team is allowed to attend **2 out of town tournaments** per season.  
**Novice Blue teams can attend tournaments within OMAHA, the Lower Mainland and Cariboo Districts**  
**Novice Orange teams can attend tournaments in Kelowna and the Lower Mainland**
- APPLY TO OUT OF TOWN TOURNAMENTS ASAP AS THEY FILL UP FAST.
- **All exhibition games must be arranged through your Division Lead.**
- Referees will be booked by the Ice Scheduler as soon as games are confirmed.
- KMHA teams may ONLY attend SANCTIONED tournaments.

## **FUNDRAISING:**

- Any teams wishing to engage in 50/50 or raffle ticket draws are required to apply for a **Class D gaming license** - <http://www.gaming.gov.bc.ca/licences/classD.htm>
- No alcohol or tobacco products are to be raffled.
- Licensing from the BC Gaming Branch is the sole responsibility of the teams.
- When applying for a gaming license you MUST use your team name, **DO NOT APPLY FOR A LICENSE USING KAMLOOPS MINOR HOCKEY ASSOCIATION.**
- Teams are required to ensure that all follow up paperwork for said licenses is completed in a timely manner prior to the close of the season.

## **TEAM PHOTO'S:**

- KMHA will schedule teams for photos.
- All teams are expected to participate in the team photos.
- If your team is going to be out of town on the photo weekend you will be scheduled during retakes.

2018-19 TEAM PHOTOS – October 26<sup>th</sup> & 27<sup>th</sup> – SAHALI MALL  
2018-19 PHOTO RETAKES – January 9<sup>th</sup> Location TBD