



**KAMLOOPS MINOR HOCKEY  
ASSOCIATION  
POLICY & PROCEDURES**

REVISED: APRIL, 2017

This Policy & Procedures document is to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Kamloops Minor Hockey Association (KMHA). This Policy & Procedures is intended to be a living document that supersedes any/all prior versions and requires review and revision on a regular basis as the needs of the Association evolve. Any section(s) of this document can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. Any contradiction, dispute, or difference between the contents of this document and the Association's Constitution and Bylaws shall be resolved only by reference to the Constitution and Bylaws. The Kamloops Minor Hockey Association shall operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH), and the Okanagan Mainline Amateur Hockey Association (OMAHA). Any errors or omissions in this document referring to Hockey Canada, BC Hockey, OMAHA or the KMHA Constitution and Bylaws shall be superseded by the By-Laws, Rules and Regulations of those bodies.

#### **KMHA PHILOSOPHY**

1. To promote, govern and improve organized hockey by authority of Hockey Canada (HC), BC Hockey (BCH) and the Okanagan Mainline Amateur Hockey Association (OMAHA).
2. To foster among its members, supporters and teams a general community spirit.
3. To maintain and increase interest in the game of hockey.
4. To have and exercise the general care, supervision and direction over the playing interest of its teams and players.
5. To promote and partnership the highest level of sportsmanship, pride and community spirit while ensuring fair and safe competition to all our members. Our commitment is to foster "A Game for Life" experience.

***Proudly supporting Kamloops Youth since 1945***

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## **LIFE MEMBERS**

Caroline Bissat (May, 2007)

Sandy Bullock (May, 2007)

Marilee Hermiston (May, 2008)

## EXECUTIVE/STAFF STRUCTURE

KMHA is a volunteer driven Association. Our Executive Board Members and Elected Officers are all volunteers that work closely with our paid Staff to create a fun and safe hockey program for the youth of Kamloops.

The following are Elected Officers of the Association:

- President
- 1<sup>st</sup> Vice President (oversees the Midget and Bantam Recreational Divisions)
- 2<sup>nd</sup> Vice President (oversees the Pee wee and Atom Recreational Divisions)
- 3<sup>rd</sup> Vice President (oversees the Novice and Initiation Divisions)
- Registrar
- Treasurer
- Secretary

The following Executive positions are appointed by the President & 1<sup>st</sup> Vice President:

- Initiation Director
- Novice Director
- Atom Recreational Director
- Pee wee Recreational Director
- Bantam Recreational Director
- Midget Recreational Director
- Female Director
- Risk Manager
- Jersey/Equipment Director
- Media Relations Director
- Special Events Director
- Referee In Chief (not appointed by KMHA)

The following are paid Staff positions:

- Director of Hockey Operations
- Association Head Coach
- Office Administrator
- Ice Ambassador/Office Clerk

While OMAHA is the governing body for our Association, they too are a Volunteer Board. It is imperative that KMHA members do not contact our governing body directly. Any issues that are to be addressed with OMAHA Board Members are to be done by our President and/or Director of Hockey Operations.

## **KMHA WEBSITE/PRIVACY POLICY**

Each KMHA team has its own webpage on our association website. A signed parental consent form MUST be obtained prior to posting any photos of players.

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

## **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.).

## **MEMBERSHIP CODE OF CONDUCT**

KMHA is committed to providing a hockey environment in which all individuals are treated with respect. Members of KMHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated by KMHA.

All players, coaches, managers, officials and members, including parents/guardians, bus drivers, other team officials, volunteers and Executive members shall conduct themselves in a polite and sportsmanlike manner at all times. Obvious or persistent unacceptable conduct and/or blatant disregard of the HCR, BCH, OMAHA or the KMHA rules and regulations will result in disciplinary action.

In the interest of all of our athletes, profanity and the use of alcohol, drugs, tobacco and tobacco products are prohibited during all games and practices under the jurisdiction of the KMHA. During the course of all KMHA activities and events, members shall avoid behaviour which brings KMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

KMHA recognizes the Canadian policy on penalties for doping in sport. Members shall not use illicit drugs/narcotics or performance enhancing drugs or methods.

## **RESPECT IN SPORT (PARENT)**

The Respect in Sport Parent Program is an effective and informative online training program for parents of active children. This one hour online certification program reinforces a parents role in a child or youth's activities, encouraging positive sport behaviors, and providing insight into the various roles other individuals (such as coaches and officials) play. This program empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.

The number one reason cited for coaches, managers and officials of all ages leaving a sport is unacceptable parent behaviors. Let the Respect in Sport Parent Program help assert proper parent behaviors to create a more rewarding, safe and respectful environment for all parties involved.

All players registered with KMHA are required to have a Parent/Guardian take the Respect In Sport (Parent) course, which will link to their HC profile, prior to participation.

## **MEDIA RELATIONS**

The President shall be responsible for all news releases from the Association with the exception of individual game and tournament reports.

All comments with regards to the Association and any interaction with the news media concerning any business with the Association should be referred to the President, or their designate, for comment.

## **KMHA LOGO**

The KMHA logo (crest) is the property of the KMHA. The logo (crest) can only be used by members of the Executive in the course of carrying on the KMHA business. No other parties will be permitted to use the KMHA logo (crest) for any purpose without the consent of the Executive.

## **PRACTICE JERSEYS**

Practice jerseys are not supplied by KMHA. If a team wishes to purchase practice jerseys they are to be worn for practices ONLY. Practice jerseys do not need stop signs.

## **TEAM SPONSORS**

As part of our agreement with our Sponsors, teams are to use the Sponsor name that is on the back of their jerseys in their team name and when reporting to any media outlets.

## **REGISTRATION**

KMHA will make all reasonable efforts to ensure players wishing to register and play hockey in Kamloops shall be permitted to do so.

Returning (currently registered) player registrations begin in February using the HC online registration. The deadline for Returning players to register is April 1<sup>st</sup>, after which a late fee will be charged.

Returning players are players that were registered in the prior season. Players that did not register in the prior season are not considered as returning players for the registration deadline and late fee.

KMHA reserves the right to limit the number of Goaltenders per division. Players in Peewee and above wishing to participate as a goaltender MUST register as a goaltender. Goaltenders will be registered on a first-come, first-served basis.

New player registrations are accepted at the beginning of June and include all players transferring from other minor hockey associations. New players are not able to register online and must complete a paper registration form.

No player shall be allowed on the ice until he/she is properly registered with the Association, has Respect In Sport (Parent) showing on their HCR profile and registration fees are paid in full.

Players are required to wear full equipment including a CSA approved helmet and BNQ approved neck guard. Mouth guards are mandatory for players in Atom and above, with the exception of Goaltenders.

## **FEES/REFUNDS**

Registration, tryout and carding fees are calculated by the Executive prior to the start of returning player registrations in February. Registration fees are due in full by July 1<sup>st</sup>. KMHA will charge a \$25 fee on all returned cheques.

All new players are required to pay a \$100 jersey deposit with their registration fees. The jersey deposit is a one-time fee that stays on the players HC profile until he/she no longer registers with KMHA and provided that the jersey(s) are returned in acceptable condition at the end of each season.

Registration fee refunds are pro-rated and less a \$40 administration fee. No refunds are given after December 31<sup>st</sup>. Tryout and carding fees are non-refundable.

A player may be injured during the course of the season and be unable to return for the balance of that season. In this case, the parent/guardian may request a refund of their fees in accordance with the refund policy above. Refunds will not be given to injured players who maintain their spot on the team roster.

### **INITIATION (4 – 6 year olds)**

The objective of the Initiation program is to have fun, stimulate an interest in hockey, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, discipline, sportsmanship, leadership, encourage initiative and prepare players for further participation in Kamloops Minor Hockey programs.

Players in the Initiation program will be evaluated at the beginning of the season and divided into two groups (Blue and Orange) based on their skill and ability. Teams will then be formed in each of the two groups. Players do not need to know how to skate prior to joining the Initiation program.

### **NOVICE (7 - 8 year olds)**

The objective of the Novice program is to have fun, stimulate an interest in hockey, develop basic hockey skills, obtain a sense of achievement, promote physical fitness, introduce players to the concepts of cooperation, discipline, sportsmanship, leadership, encourage initiative and prepare players for further participation in Kamloops Minor Hockey programs.

Players in the Novice program will be evaluated at the beginning of the season and divided into two groups (Blue and Orange) based on their skill and ability. Teams will then be formed in each of the two groups.

When possible, KMHA will have a female only Novice team.

### **RECREATION (9 – 18 year olds)**

The KMHA Recreation program encompasses mixed teams in Atom (9 - 10 year olds), Pee wee (11 - 12 year olds), Bantam (13 - 14 year olds) and Midget (15 – 18 year olds). The majority of HC players play Recreational hockey.

Where players play on a mixed team, both male and female players must adhere to the Co-Ed Dressing Room policy.

The objectives of the KMHA Recreational leagues are:

- To promote a game that fits the needs of its participants
- To be open to all male or female players
- To allow players equal ice time
- To emphasize the importance of having fun while improving skills
- De-emphasize the importance of winning
- To allow enjoyable participation
- To assist in an individual's physical development
- To create a pleasant social environment



- Allow an individual to participate freely in other sports and activities

All players go through an evaluation process before any team selections are made. All players shall participate in the evaluation process in accordance with the schedules provided by KMHA. Players shall then be listed in order of their evaluations and these lists shall be used in the selection of teams.

The objective of selecting teams is to obtain evenly balanced teams. Recreational hockey is to be fun. This requires parity amongst the teams. **Absolutely no carpool requests will be accepted.** Teams shall be selected on a draft basis using the evaluations as a guide. All recreational teams are drafted on the same date after evaluations.

KMHA Recreational teams are allowed to travel to two (2) out of town tournaments per season.

Only Peewee and above recreational teams are allowed to apply C's and A's to jerseys if they are sewn on professionally and not ironed on. Any damage to a jersey from improperly applied letters will be charged back to the team. All letters must be removed prior to the return of jerseys.

Only players officially rostered to a team are allowed to participate in any on and off ice activities with that team.

Affiliate players (AP), excluding goaltenders, for recreational teams are ONLY to be used as a last resort for Tournaments and only if the team is missing a number of players due to injury or sickness. Affiliate players for recreational teams must be from the division below. Teams are NOT allowed to use affiliate players or have them attend any of their team practices unless permission has been obtained from their Division Director. If a team does not have at least one (1) Affiliate player added to their roster by December 15<sup>th</sup> none can be added after that date.

### **FEMALE ONLY**

The hockey program offered to girls registered with KMHA may vary each year depending on the following factors:

1. The actual number of female registrants within each division
2. The specific request of each female registrant regarding their placement on either a co-ed (mixed) team or a female only team
3. The skill level of each female registrant

While all attempts will be made to form an "all-female" recreational team within each division after the Initiation division, the above factors will influence whether this is possible, who is on the teams and in which division the teams will play. This decision will be made after evaluations by the Female Director and the Director of Hockey Operations.

It is KMHA's intention to have the following female only rep teams each season – (1) Female Midget A, (1) Female Bantam A and (1) Female Peewee A.

## **CO-ED DRESSING ROOM POLICY**

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:

1. Male players will not undress to less than a minimum of shorts while females are present.
2. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
3. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
4. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

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

## **ATOM DEVELOPMENT**

This is an advanced level of Atom hockey. Players have to try out at this level, by doing evaluations in both skills and game formats. The total number of players that choose to try out for development will determine the number of teams that we will have. There will be two goalies per team. Goalies can evaluate as both a goalie and any other player position, but they must declare their final position of choice by the end of evaluations. If you choose to be a goalie in development, you can only play that position and will not play another position during the season.

Players trying out for development teams are required to pay a try out fee. Players that are rostered to a development team will be required to pay an additional fee in September to cover the extra ice expenses affiliated with these teams.

## **REP PROGRAM**

The intent of the KMHA Rep program is to allow the maximum number of players to play at the highest level of competition available to them and to establish and maintain rep team opportunities for higher level, sustained competition for those players demonstrating above average levels of skill, ability and attitude. The objective being to create the player and team development necessary to meet the challenges of the highest level of competition.

Once rostered to a rep team, players are required to attend a carding date and pay the required carding fee. KMHA shall determine a carding date and location for each year, usually at the end of September. A



**Rep reassignments are not negotiable.** Coach selection decisions are final.

The purpose of affiliate players on Rep teams is to allow a team to meet its commitment for league/playoff games.

Underlying the purpose and regulations guiding AP selection, KMHA endeavors to apply the criteria as fairly as possible. KMHA representatives will ensure team officials are educated on this policy and are available to answer inquiries on this matter.

The KMHA Head Coach and Director of Hockey Operations will hold a meeting with all carded teams to coordinate completion of the AP list. The selection of affiliate players will be conducted in the following order:

*Regional team to any Midget rep player in North Okanagan/Thompson zone;*

Midget Tier 1 to Midget Tier 2 (and a few Recreation players after Tier 2 has their affiliates in place)

Midget Tier 2 to Midget Recreation

Bantam Tier 1 to Bantam Tier 2 (and a few Tier 3 players after Tier 2 has their affiliates in place)

Bantam Tier 2 to Bantam Tier 3 (and a few Recreation players after Tier 3 has their affiliates in place)

Bantam Tier 3 to Bantam Tier 4 (and a few Recreation players after Tier 4 has their affiliates in place)

Bantam Tier 4 to Bantam Recreation

Peewee Tier 1 to Peewee Tier 2 (and a few Tier 3 players after Tier 2 has their affiliates in place)

Peewee Tier 2 to Peewee Tier 3 (and a few Tier 4 players after Tier 3 has their affiliates in place)

Peewee Tier 3 to Peewee Tier 4 (and a few Recreation players after Tier 4 has their affiliates in place)

Peewee Tier 4 to Peewee Recreation

## **DRESS CODE**

The KMHA Dress Code policy applies to all Atom Development and Rep teams. The intent of the dress code is to have players looking uniform and respectable while being easily recognized as Kamloops Minor Hockey members. Both players and coaches are required to adhere to the following for off-ice/game day apparel (no hats):

- Dress Pants
- Dress Shoes
- Dress Shirt
- Tie (excluding females)
- Official KMHA Jacket

Team tracksuits are recommended for practices, pre-game dry land and travel.

## **TEAM FINANCES**

Team finances and team financial management are the sole responsibility of the team, not KMHA.

A member's registration fees cover Association assigned ice times, referee fees and uniforms. KMHA teams do not pay a fee to enter their own home tournaments.

Where a team turns back a scheduled ice slot with less than 30 days' notice, that team will be billed for ice costs when another user cannot be scheduled into that ice slot.

At the first coach/parent meeting the team budget should be discussed and approved. The team has the right to exclude players/parents that have not participated in team fundraising or paid team assessment from any activity not paid for by Association registration fees. All parents will agree to the methods used to cover team expenses (i.e. fundraising, payment plan, etc.).

No teams or persons associated to any team shall solicit funds on behalf of their team by indicating that they are doing so on behalf of the Kamloops Minor Hockey Association.

The Association accepts no responsibility whatsoever for any lack of payment which is the sole responsibility of the team.

Any equipment, ice time, tournament clothing or fundraising items purchased by a team shall be the responsibility of the team; the KMHA accepts no responsibility for non-payment of these bills. The KMHA is obliged to release the names, phone numbers and addresses of its members to companies or individuals who are owed money relating to KMHA activities. Any funds remaining in the team account at the end of the season may be disbursed equitably amongst the players and their families only to the extent that monthly dues were paid to the team, the remaining funds must be donated to the KMHA or a charity of the teams choice.

Any teams wishing to host 50/50 sales, raffle fundraising or any other "game of chance" are required to apply for a Class D gaming license from the BC Gaming Branch. Licensing from the Gaming Branch is the sole responsibility of the team. Any applications made for gaming licenses MUST be done so under the official team name and NOT under the Kamloops Minor Hockey Association name. Teams are required to ensure that all follow up paperwork for said licenses is completed in a timely manner prior to the close of the season.

## **GRIEVANCES/COMPLAINTS**

A complaint about a player, coach, manager, team official, on-ice official, parent, spectator or other related matter within scope and jurisdiction must be forwarded in writing.

### **Please note the following:**

- 24 Hour Rule applies and will be strictly enforced.

- KMHA cannot guarantee complete confidentiality. The contents of a complaint submission or document may be shared in an effort to resolve the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.

## **DISCIPLINE**

The Discipline Committee shall include the 1<sup>st</sup> Vice-President as the Chairperson and four members as appointed by the Executive Committee no later than October 1<sup>st</sup> in each year, two of the four must be present to sit on the Discipline Committee. The President will not serve on the Discipline Committee.

### **Discipline Guide for Players**

It should be noted that the best discipline can be achieved through positive reinforcement. The guide below should be used only when positive avenues have been exhausted.

#### ***OFFENSE LEVELS***

##### **First Level Offence:**

- Horseplay
- Refusing to participate
- Lateness or unexcused absence
- Dressing room damage
- Swearing
- Other minor misbehaviour

##### **Second Level Offence:**

- Fighting (off ice, practices, dressing rooms)
- Insubordination to Coaching Staff
- Harassment of Arena Staff
- Hindering others from participating
- Harassment of others
- Other major misbehaviour

##### **Third Level Offence:**

- Drugs/Alcohol: Any player while at a KMHA sponsored event is found with drugs and/or alcohol on his/her possession or is under the influence of a drug or alcohol.
- Theft: Any player proven to have engaged in theft at a KMHA sponsored activity or venue.
- Vandalism or other illegal misbehaviour: Any player proven to have engaged in vandalism or other illegal misbehaviour at a KMHA sponsored activity or venue.

A Coach can discipline a player up to one game. Any suspension of more than one game must be applied by the Discipline Committee, President or Director of Hockey Operations.

Any incident to be handled by the Discipline Committee must be in the form of a written submission or official time sheet handed in to the President or Director of Hockey Operations within seven (7) days of the alleged incident.

BCH suspensions are minimum suspensions and may be added to by the Discipline Committee as per the Discipline Guide.

All infractions during a game or when the players are under the direct control of a Referee will be dealt with as per Hockey Canada and BC Hockey rules.

All written records other than the final decision of the Discipline Committee shall be held in confidence on file. Under no circumstances will such documentation be copied or communicated in any way other than what is required to further the appeals procedure.

<u>OFFENSE LEVEL</u>	<u>NO. OF OFFENSES</u>	<u>DISCIPLINE***</u>	<u>ASSIGNED BY</u>	<u>REPORTED TO WHOM</u>
First Level	1	1 period	Coach	Parent
	2	2 periods	Coach	Parent
	3	1 game	Coach	Parent + Division Director + Director of Hockey Operations
	4	1 game	Coach	Parent + Division Director + Discipline Committee + Director of Hockey Operations
Second Level *	1	Dismissal current ice + next 3 ice times	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations
	2	Dismissal current ice + 2 weeks	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations
	3	Dismissal current ice + 4 weeks	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations
	4	Dismissal current ice + remainder of season	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations
Third Level **	1	Dismissal current ice + 2 weeks	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations
	2	Dismissal current ice + remainder of season	President or Director of Hockey Operations or Discipline Committee	Parent + Division Director + Discipline Committee + Director of Hockey Operations

\* For second level offenses that were committed against another individual, before the player must offer a personal apology.

\*\* For third level offences that involve theft, property damage or other costs, the player must offer a personal apology and where requested reimburse the costs before reinstatement.



**Note:** Each offence will be dealt with on an individual basis and if necessary suspensions if deemed necessary may be carried over from one season to the next. The discipline committee may advise the President and/or Director of Hockey Operations for discipline that differs from the guidelines.

### **Discipline Guide for Parents and Spectators**

Parents and spectators at KMHA games and functions are responsible for their own conduct. They must endeavor to NOT exhibit any disorderly conduct before, during, or after any hockey games involving Kamloops Minor Hockey Association teams. Any On-ice Official, Off-ice Official or Executive Member may eject or suspend parents or spectators from any game if they display the following conduct:

- 1) Uses obscene or profane language or abusive gestures to ANY person on or off the ice surface.
- 2) Displays un-sportsmanlike conduct, either individually or collectively at any function associated with a KMHA team or event.
- 3) Brings discredit to the Society for persistent infringement of the rules of the Society pertaining to the game of hockey.
- 4) Persists in disrupting or showing repeated disrespect for any ruling by any Official.

ANY PARENT OR SPECTATOR WHO, AFTER ONE (1) WARNING BY AN EXECUTIVE MEMBER, ON-ICE OR OFF-ICE OFFICIAL, PERSISTS IN ABUSIVE CONDUCT, THAT PERSON SHALL BE ORDERED TO LEAVE THE ARENA PREMISES. THE GAME SHALL BE HALTED UNTIL SUCH TIME AS THE PARENT OR SPECTATOR HAS COMPLETELY REMOVED HIMSELF OR HERSELF FROM THE BUILDING.

Where a parent or spectator has been ejected from a game for abusive conduct, the On-Ice or Off-Ice Official or Executive Member shall report said incident to the KMHA Executive and Discipline Committee, who may then assess further penalties to the parent or spectator.

If a referee is unable to determine or identify the person or persons responsible for the use of abusive, profane, or obscene language a bench minor penalty shall be assessed against the home team.

Offences covering the abuse of On-Ice, Off-Ice Officials, Teams, or any member of the Association by any parent or spectator of a KMHA event may result in the following recommended penalties to that person or persons as recommended by the President, Director of Hockey Operations or Discipline Committee:

- **First Offence** – Game ejection, removal or immediate suspension from the Arena with a report sent to the Executive Committee and the Discipline Committee. The Discipline Committee shall rule on the incident. Minimum one (1) game – maximum three (3) months involving ALL KMHA teams.
- **Second Offence** – Game ejection and removal from the Arena and prohibited to attend any game for a minimum of three (3) months – maximum two (2) years involving ALL KMHA teams or events.

The above rules and regulations do not preclude any rules or regulations as laid out by law or the City of Kamloops, but are meant to enhance the responsibility of all parents and spectators attending Minor Hockey events.

### **Discipline Guide for Team Officials**

Team Officials (Coaches, Assistant Coaches, Trainers and Managers) shall be responsible for supervising and controlling the conduct of their players before, during and after each game. Failure by Team Officials to control the conduct of their players before, during or after each game (i.e. dressing room vandalism, bench brawls, lobby and parking lot altercations, etc.) may result in suspension and/or other disciplinary action to the player(s) and Team Official(s) responsible. In addition, the cost of any damages shall be paid by those involved.

***Refer to KMHA Constitution for Discipline Bylaws***

### **APPEALS**

The Appeals Committee shall include the 2<sup>nd</sup> Vice-President as the Chairperson and four members as appointed by the Executive Committee no later than October 1<sup>st</sup> in each year, two of the four must be present to sit on the Appeals Committee. The President will not serve on the Appeals Committee.

Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Conduct /Discipline Committee's decision reviewed, the following will be followed:

A written request for review shall be delivered to the KMHA Appeals Committee within seven (7) days of the notification of the decision of the Conduct/ Discipline Committee.

Notice of the Appeal shall be in writing and delivered to the Society in the mandatory time period for appeal referred to in paragraph KMHA Constitution 1004 (a) and shall be accompanied by a non-refundable cash fee or certified cheque of \$100.00.

The request for review shall specify the basis on which the Conduct/Discipline Committee's decision is believed to be incorrect.

The President shall place the matter on the agenda of the next regularly scheduled Executive meeting

The Executive shall notify the member concerned of a date and time whereby he may present the appeal.

The President may suspend the effect of any penalty imposed by the Conduct / Discipline Committee pending the review.

The original written complaint, the Conduct/Discipline Committee's written decision and the request for review shall be attached to the agenda and forwarded to the Appeal Committee.

The Appeal Committee shall provide up to thirty minutes of meeting time for either party requesting the review to present his or her case.

The attendance of a member at a hearing before the Appeals Committee is encouraged but not mandatory. The case may be presented in written form orally, provided the time limitations aforesaid are subscribed to.

The Appeal Committee shall render its decision by motion; a majority vote of the Appeal Committee members present will be sufficient to uphold the decision or alternative motion.

The decision of the Appeal Committee shall be final and binding on all parties.

***Refer to KMHA Constitution for Appeals Bylaws***

## **COACHING**

Coaches are selected based on their ability and experience and should have the following attributes:

- A strong hockey background in playing, coaching and evaluating
- A strong interest and commitment to child athlete development
- The ability to work with fellow coaching personnel
- The ability to communicate on-ice and off-ice requirements to players and parent/ guardians
- Availability as to time requirements
- NCCP certified at level indicated by Hockey Canada, BC Hockey, and KMHA policy
- Respect in Sport (Speak Out) certification
- Do RCMP Criminal Records Check

Initiation and Recreation/House team coach selections will be made and approved by Division Directors with assistance of one Vice President and the Association Head Coach.

## **COACH SELECTION PROCESS – REP TEAMS**

### **Invite Applications -**

- KMHA posts all available coaching positions on the KMHA Website and also emails the current membership with posting announcements.
- Applications for rep coaches must be submitted by the announced deadline for the following season.

### **Committee Selection -**

- The KMHA President in consult with the Director of Hockey Operations and KMHA Head Coach will form a Committee, which must include the President and KMHA Head Coach to ensure fairness in

the screening, interview and final selection of candidates.

- This committee should consist of no more than five (5) people and should include those directly involved with the coaches as well as neutral or impartial individuals so as to avoid matters of conflict of interest.
- The appointed selection committee must be provided with the philosophy and objectives of association and any other relevant information (e.g., number of teams, association rules and regulations, etc.).

#### **Review Applications -**

- The applications and resumes will be reviewed by the committee.
- If a large number of applications are received, it may be necessary to establish a short list of applicants to be interviewed.

#### **The Interview Process -**

- Interviews will be conducted by Committee members subject to the qualifications required.
- For an interview, the committee will prepare a list of important questions to be asked.
- All committee members must be aware of procedures to be followed in the interviews e.g., who will ask questions?
- A maximum of six interviews should be scheduled on any one evening
- These interviews should be scheduled for 30 - 45 minutes in length. Some time should also be provided for the applicant to ask any questions.
- If at all possible, all interviews should be completed within one week's time in order to maintain consistency in the rating of applicants.

#### **Final Selections -**

- The committee would then meet to discuss their final selections.

#### **Contacting Candidates -**

- All applicants whether successful or not will be contacted.

#### **Orientation and Follow Up -**

Successful applicants will be contacted by the KMHA Head Coach and provided with the expectations of the KMHA and their role as coach; this is usually accomplished at a coaches meeting:

- Philosophy and objectives of association
- Guidelines to coaches and code of conduct
- Special association rules and regulations
- Notification of organizational meeting for all coaches prior to start of season

#### **Other Considerations -**

- Encourage and promote coaches to participate in available coaching and leadership clinics
- Inform coaches of the supervision/liaison procedures of the association
- Establish end of season procedures for recognizing the contributions of association coaches