



# **MINOR HOCKEY ASSOCIATION**

ATOM / PEEWEE/ BANTAM / MIDGET  
RECREATIONAL MANAGERS  
INFORMATION PACKAGE  
2018-2019

**PLEASE REFER TO THIS PACKAGE FOR ANSWERS TO QUESTIONS BEFORE CONTACTING THE ASSOCIATION. IF YOU CANNOT FIND THE INFORMATION YOU ARE LOOKING FOR THEN PLEASE CONTACT THE APPROPRIATE PERSON LISTED IN THIS INFORMATION PACKAGE.**

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, 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 – [directorofhockeyoperations@gmail.com](mailto:directorofhockeyoperations@gmail.com)

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

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

KMHA 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

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

This KMHA Recreational Managers information package, along with various forms and other information can be found on the FORMS page of the KMHA website - <http://www.kamloopsminorhockey.com/>

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

**REVISED October 5, 2018**

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### Attached Documents:

2018-2019 AP Process

Tablet- Hockey Management Platform

Hockey Canada Bulletin – Important Message Regarding Hazing

Inter-district & USA Hockey Tournament Travel/Exhibition Game Form

BC Hockey Bulletin – Insurance Coverage – Out of Country Competitions

BC Hockey Bulletin – Special Events Process

BC Hockey Bulletin – Participant Injury Reports

2018-19 Minimum Suspension Guidelines

## 1. 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. **All bank accounts must have a zero balance at the end of the season and the account is to be closed. A financial statement must be sent to the Director Lead by April 15<sup>th</sup>.** Failure to comply could result in the loss of the teams jersey deposits. 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. 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).
- 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.
- Inform parents of mandatory duties in the score clock. **For Games** – the Home team runs the clock and the Away team does the game sheet (tablet).
- 2 parents from your team will be required to be part of the tournament organizing committee for your home tournament (you do not pay an entry fee for your home tournament).
- 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.

## 2. JERSEYS:

- Home team wears White. Away team wears Dark. Practice jerseys do not require stop signs and are to be used for Practices ONLY – NOT Games.
- Each team **MUST** 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, with the exception of an approved sanctioned event (i.e. fundraising). Socks are supplied for each team and are to be kept by the players and are not to be returned. 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.

- Jersey and Equipment return dates will be sent to teams via email and will also be posted on the KMHA website at the end of the season.

### **3. 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

### **4. 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 or hallways. Please make sure all your players/parents are aware of this rule, and enforce when necessary.
- Please read the attached Hockey Canada Information Bulletin – “Important Message Regarding Hazing”.
- **Mouth guards are MANDATORY in KMHA for Atom aged players and above, with the exception of goaltenders.**
- 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.**

### **5. 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.**

## **6. 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.

## **7. 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.).

## **8. KMHA INFORMATION:**

- 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.

## **9. 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. Bantam and Midget teams MUST have at least 1 designated Goaltender. A designated Goaltender can only play that position and cannot play out as a player. Peewee and below and Female teams do not have to designate a Goaltender.

- You are NOT allowed to use players/goalies that are not on your team unless they are from a division below and are affiliated to your team. Permission must be given by the Director of Hockey Operations for any AP players.
- 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 Lead 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.
- If your team has Overage players (i.e. – player’s playing down a division):
  1. An “OA” must be indicated beside the player’s name on all game sheets.
  2. All teams attending a tournament hosted by KMHA that includes your team must be advised of the overage player.
  3. The organizers of any tournaments your team attends must be advised that your team has an overage player.
- **Only Coaches and HCSP (Hockey Canada Safety Person) persons and players rostered to your team are allowed on the bench.** 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 Lead 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.

## 10. 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, **the Team Official has until December 15<sup>th</sup> of the current year to attend an applicable clinic.**

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 Hockey Canada Safety Person and Team Manager.**

- **HEAD COACHES** – requires Hybrid (or Coach 2) or Coach Stream or Coach, 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 Hybrid (or Coach 2), 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 AND HAVE AN EXPIRY OF 3 YEARS.**

## 11. GAME REPORTS (SCORE SHEETS):

- KMHA will be using an electronic score sheet system this season as per OMAHA and BC Hockey.
- The electronic score sheet system will be effective as of the beginning of league play. There will be new website information coming for the new "BYOD" (bring your own device) and scorekeeping.

Please go to [www.bchockey.net/HMP](http://www.bchockey.net/HMP) (HMP for Hockey Management Platform) for more information.

**Any exhibition and tournament games played out of the Province or Country** – Game Reports are to be sent to BC Hockey Task Group Member – Mrs. Nonie Miyazaki, 1822 Pineridge Drive, Merritt BC V1K 1J6 – [okmho@bchockey.net](mailto:okmho@bchockey.net) **The Director of Hockey Operations shall also be provided with an emailed copy of out of Province or Country Game Reports.**

- Home teams will be required to have 2 people in the timekeepers box, one for the clock and one for the electronic score sheet.
- Only the team official verifying the eligibility of each player shall be allowed to sign the Game Report. All team members on the player's bench must be listed on the Game Report. **Players not in uniform are not permitted on the players' bench. A maximum of 5 officials are allowed on the score sheet/bench. Managers are not allowed on the bench, therefore should not be listed on a game report or sign the game report.**
- Once the players' jersey numbers are assigned they **cannot** be changed.
- Denote on the score sheet any "AP"s.
- Do not list injured players on the score sheet.
- Suspended players must not be listed on a score sheet.

**Any exhibition and tournament games played out of the Province or Country** – Game Reports are to be sent to BC Hockey Task Group Member – Mrs. Nonie Miyazaki, 1822 Pineridge Drive, Merritt BC V1K 1J6 – [okmho@bchockey.net](mailto:okmho@bchockey.net) **The Director of Hockey Operations shall also be provided with an emailed copy of out of Province or Country Game Reports.**

## 12. 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.

## 13. 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).

#### **14. 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 or serious illness. A copy of this form needs to be sent to the KMHA Office for the Director of Hockey Operations (**do NOT send to BC Hockey**).

#### **15. MEDIA REPORT:**

- The Home team is to send a media report to the contacts listed on the Media Relations & Game Reports Sheet on the FORMS page of the KMHA website.

#### **16. 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 email – [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. For this please email – [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.

#### **17. 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.

## 18. EXTRA ICE REQUESTS AND CANCELLATIONS:

- Please note that due to the ice restrictions some game times may vary between 1 and 2 hours in length.
- Notify your Division Lead and the Ice Scheduler 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 Division Director as soon as possible.

## 19. EXHIBITION GAMES AND TOURNAMENTS:

- Each team is allowed to attend **2 out of town tournaments** per season.
- APPLY TO OUT OF TOWN TOURNAMENTS ASAP AS THEY FILL UP FAST. All sanctioned tournaments are listed on the BC Hockey website, under tournaments.
- **All exhibition games must be arranged through your Division Lead.**
- Referees will be booked by the Ice Scheduler as soon as games are confirmed.
- Ensure that the tournaments you are attending are SANCTIONED.
- **No Atom or PeeWee teams will be permitted to attend a tournament during the semi-final weekend of playoffs, March 9th. Any team in violation of this will forfeit playoffs.**

## 20. HOME TOURNAMENT:

- Each KMHA Recreational Team participates in a Home Tournament (there is no entry fee for Kamloops Teams).
- Each team will be required to designate 2 people for the Tournament Committee.
- Organizing packages are available online under the Tournament tab on the KMHA website.

## 21. FUNDRAISING (Gaming License):

- 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>
- Licensing from the BC Gaming Branch is the sole responsibility of the teams.
- When applying for a gaming license you MUST use your team name, **DO NOT APPLY FOR A LICENSE USING KAMLOOPS MINOR HOCKEY ASSOCIATION NAME.**
- Teams are required to ensure that all follow up paperwork for said licenses is completed in a timely manner prior to the close of the season.

## 22. TEAM PHOTO'S: Oct 26 & 27, 2018 Sahali Mall

- 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.