



KAMLOOPS
MINOR HOCKEY
ASSOCIATION

ATOM DEVELOPMENT
& REP MANAGERS
INFORMATION PACKAGE
2018-19

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.

KMHA CONTACT INFORMATION:

President – Jon Pankuch – kmhapresident@gmail.com

Director of Hockey Operations – Sandy Bullock – directorofhockeyoperations@gmail.com

KMHA Operations Manager – Sean Pitts – kmhaoperations@gmail.com

Ice Scheduler – Shawna Wark-Johnson – kmhaicescheduling@gmail.com

KMHA Risk Manager – Dana Hanna – danahanna@kamloopsminorhockey.com

KMHA Office Administrator – Charmaine Walden – kamhockey@telus.net

KMHA Office Assistant – Shawna Wark-Johnson – kamloopsminorhockey@gmail.com

Referee In Chief – Doug Swaine – kamloopsric@gmail.com or 250-318-0909

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

This KMHA Rep 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 September 24th, 2018

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Attached Documents:

2018-2019 AP Process for Rep

Tablet – Hockey Management Platform

Hockey Canada Bulletin – Important Message Regarding Hazing

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

Out of Province & 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:

- 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. The KMHA Director of Hockey Operations will attend your meetings if her schedule allows – please send her your meeting schedule for the season.
- 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. Other topics to be discussed at the first parent meeting: team schedule, tournaments, dress code, parent committees, jersey person, scheduler for time clock, etc., home tournament coordinator.
- **Open a team bank account and arrange a Team Treasurer (2 signatures per cheque). No personal bank accounts are to be used.** The two individuals that have signing authority should not have a personal relationship or connection outside of the team. Please notify office of 2 signing authorities and the name of the bank account. If the bank requires a letter to open the account, please send an email to kamhockey@telus.net, include the name on the account, and the names of the people who will have signing authority.
- Inform parents of mandatory duties in time clock, etc. Failure to comply may result in disciplinary actions.
- The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the season with both the players and the parents.

2) BUDGET:

- All teams must submit their parent approved budget after their first parent meeting to the Director of Hockey Operations. **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 of Hockey Operations, by April 15th.** The team budget is to be presented to the parents of the players at a team meeting at the start of the season for approval of the parents. Voting on the team budget is to be conducted by secret ballot if requested by the parents. Failure to comply could result in loss of the teams jersey deposits.
- You are only allowed to fundraise 50% of a team budget.
- You are not allowed to solicit any KMHA sponsors for fundraising (list available on website).

3) JERSEYS:

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). C's and A's are to be sewn on, NOT ironed on and will be the responsibility of the team. Player names on jerseys need permission from the Sandy Bullock – Director of Hockey Operations. All name bars must be professionally installed and removed at the expense of the team.

4) TEAM APPAREL:

The official KMHA apparel suppliers are listed on our website under apparel. They are the ONLY companies authorized to use the KMHA logo. Teams are required to 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 will be required. Team jackets must have the KMHA logo on the left chest. Blazers B must be on the sleeve or collar.

Official KMHA Suppliers

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

5) 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 Association 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. This must be in KMHA colors.

6) CARDING:

- Atom Development & Rep Teams will be carded on September 26th. A schedule has been sent out with times for teams to come to the KMHA Office to be carded. All players and coaches must attend at the carding time so that they can sign the official team roster as per Hockey Canada Regulation F14. **Each rep team player must pay the \$400 carding fee at the time of carding.** Cheques, dated no later than September 30th, or debit or credit cards (2% fee applies) or cash (exact amount please), will be

accepted. Cheques payable to Kamloops Minor Hockey Association or KMHA please. E-transfers can be sent to kamhockey@telus.net.

- Atom Development players are required to pay **\$225** for extra ice, etc. for the season.
- 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. **ALL TEAMS MUST ROSTER A HOCKEY CANADA SAFETY PERSON AND MANAGER. Team officials cannot be added to a roster unless they are fully qualified.**
- Notify 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 forfeit insurance coverage for those participating.
- It will be the responsibility of the team officials (coaches and/or managers) to ensure all rostered players are eligible during league and playoff games.
- Your Hockey Canada official team roster will be available from the KMHA Office once your team has been finalized. Teams are required to carry an up to date official team roster at all times. If any additions/deletions are made to your roster it is the team's responsibility to request an updated version.
- Membership contact lists are not to be used outside of KMHA.

7) TEAM QUALIFICATIONS:

- All Hockey Canada teams shall have properly qualified/certified Coaches and qualified Safety People prior to OMAHA league participation. CATT, Respect in Sport and Criminal Records Checks must all be completed prior to going on the ice.
- **COACHES** – all Rep coaches, Head and Assistants MUST be certified at the Developmental 1 Level and have completed Respect In Sport (for team officials), the CATT (Concussion Awareness Training Tool) and have a current Criminal Record Check on file. Head Coaches at the Atom, Peewee and Bantam levels also require the “Checking” component.
- **SAFETY PERSON** – requires up to date HCSP (or HU – Safety) plus Respect In Sport (team officials version), CATT and a Criminal Record Check.
- **MANAGER** – requires 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.
- CRIMINAL RECORD CHECKS CAN NOW BE SUBMITTED ONLINE THROUGH THE FORMS PAGE ON THE KMHA WEBSITE AND ARE VALID FOR 3 YEARS.

Please note: the Respect In Sport (team officials version) now has an expiry date of 5 years. The HCSP course has an expiry date of 3 years.

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.

8) 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.

9) 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).

10) 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**).

11) DRESSING ROOM/ICE RULES:

- KMHA has a zero tolerance HORSEPLAY Rule. There is to be no horseplay either on the Ice, in the hallways or in the Dressing rooms. 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. NO Player must enter the ice surface without a Mouth guard or Helmet. Mouth guards are not mandatory for goalies.
- 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 or KMHA sanctioned event (practices, games, tournaments, etc.). Any failure to comply will result in disciplinary action.
- 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 mandatory 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.**

12) 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.

13) 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.).

14) 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 (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 **The Director of Hockey Operations shall also be provided with an emailed copy of out of Province or Country Game Reports.**
- 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 "C" and "A".
 - 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.

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 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 you are travelling to the coast PCAHA (Lower Mainland), you will need a Permission to travel form submitted to – kmhatravel@gmail.com. The form can be found on the KMHA website under forms.

- 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

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) EXHIBITION GAMES AND TOURNAMENTS:

- KMHA Midget, Bantam and Pee wee Rep teams may go to a maximum of six (6) out of town tournaments. Atom Development teams may go to a maximum of three (3) out of town tournaments.
- Submit requests for an exhibition game by email to the Director of Hockey Operations and Ice Ambassador if it is for a home game. The Ice Ambassador will check for ice availability.
- Referees will be booked by the Ice Ambassador as soon as games are confirmed (coaches will be copied so they know officials have been assigned).
- Exhibition games prior to the start of the season require a game number from OMAHA. Please submit your game sheets to OMAHA with this game number. Exhibition games and tournaments need Director of Hockey Operations approval (a Permission to Travel form must be completed online – see previous page).
- Ensure that the tournaments you are attending are SANCTIONED.
- Game Reports must be submitted as per previous information.

19) HOME TOURNAMENT:

- Coaches are responsible for notifying teams of acceptance and non-acceptance for rep tournaments.
- Organizing package will be distributed to all team managers at pre-season Managers meeting (also available online under Tournament tab on KMHA website).

20) EXTRA ICE REQUESTS AND CANCELLATIONS:

- Teams are responsible for informing the Director of Hockey Operations and the Ice Scheduler of **cancellation of exhibition games by Wednesday at 3:00 pm preceding the weekend game or**

games; or the team will be responsible for the referee costs, as well as ice costs (if the ice is not used).

- Referees must be booked or cancelled by Wednesday at the latest.
- All extra ice requests are tracked. Available ice will be handed out as fairly as possible.
- The City of Kamloops requires us to cancel ice 60 days prior or we are charged for that ice. If you know you will not be using an ice time please inform the Ice Scheduler at least 65 days in advance. **Any unused ice that has not been returned will be billed to the team.**
- **Any OMAHA regular season games that have to be rescheduled will be done at a cost of \$100 per game. This cost will be assessed to the team responsible for the game being rescheduled.**
- Failure to appear for a scheduled league game: Refer to OMAHA Regulation 4000 in the OMAHA Constitution and By-Laws found on the OMAHA website. If there is a travel advisory in place an AM game can be cancelled after 900pm on the night previous. A game can be cancelled at 900am for a pm game due to travel advisory. It is up to the local teams to still utilize the ice time that was assigned to them for the game.

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 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.

22) 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 & 27th, 2018 – SAHALI MALL, schedule available in October

2018-19 PHOTO RETAKES – JANUARY 8th in the evening – MacIsland

23) AWARDS

There is the Margie Moss Award that may be presented to the most valuable **Midget Female A or Midget Female Recreation** player. Female Midget A and Female Midget Recreation teams shall submit the name of one player for their team as a nominee for the trophy to OMAHA Central Office by March 15th.

- The Jack Koteles Memorial Award may be presented to **one player or team in each division of PeeWee, Bantam, Midget and Female.** Rep or Recreation participants or teams inclusive. The award will go to deserving individuals or teams who show a strong commitment to community service. Nominations outline the player's or team's community service contributions will be forwarded to OMAHA Central Office no later than March 15th for consideration.