

Kerry Park Minor Hockey Association

POLICY AND PROCEDURES

Update 12 May 2017

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Kerry Park Minor Hockey Association is governed by Hockey Canada, BC Hockey and Vancouver Island Amateur Hockey Association (VIAHA) and will at all times, abide by the Rules and Regulations of Minor Hockey set forth by these governing bodies.

Sanctioned Hockey Events

Members of the BC Hockey are advised that the Society will not be responsible for actions emanating from participation of non-sanctioned events at any time. Such non-sanctioned activity shall automatically cancel all medical and liability insurance offered as part of the membership. The responsibility for determining whether or not an event is sanctioned rests solely with the participant.

1.0 Registration of Players

KPMHA players must reside within Electoral Areas A, B, C and D of the Cowichan Valley. All transfers between Associations must be approved by the releasing and receiving Associations and BCAHA.

1.1 The division of the players is determined by their age as of the 31st day of December of the current year as per Hockey Canada rules.

Level	Age
Initiation	5-6 years
Novice	7-8 years
Atom	9-10 years
Pee Wee	11-12 years
Bantam	13-14 years
Midget	15-17 years
Juvenile	18-19 years

1.2 Registration fees are set by the KPMHA Executive Committee on an annual basis.

1.3 KPMHA will hold a registration beginning in March or April for the following September season start up. Registrations received after these dates may be charged a *late registration fee*, as determined by the KPMHA Executive. New members registering late are exempt.

- a) All cheques must be payable to KPMHA.
- b) All NSF cheques shall result in the following:
 - I. Payment of a \$25.00 surcharge.
 - II. Ten (10) business days to replace the payment with cash, money order or certified cheque.
- c) Failure to comply will result in the following:
 - I. Suspension of ice privileges until payment is received.
 - II. Member will not be "in good standing".

1.4 Registration fees do not include the cost of tournaments, extra ice or other team related expenses. Competitive fees may not include the costs of game officials.

1.5 The registration fee is due on dates determined by KPMHA Executive.

1.6 Players trying out for rep will be charged a non-refundable try-out fee set annually by KPMHA Executive and any additional Competitive fees will be charged after player placement has been confirmed. Final Competitive fees are due and payable on a date set by the Executive.

1.7 All players and team officials must be covered by BCAHA liability insurance, with a mutual aid number before going on the ice or the player's bench. KPMHA Registrar will notify Divisional Directors with lists of players and team officials who are covered prior to any ice usage.

1.8 Prior to September 1, refunds will be provided for the full registration amount, less the cost of mutual aid (if applicable), and an administration fee of \$20 (except for players making a junior or major midget team). After September 1, refunds will be pro-rated based on a 7 month season (September-March), under the following guidelines:

- a) Fees will not be pro-rated to less than 1 month (i.e. if notice received Sept 2, there will be no refund for the month of September).
- b) The date the request is received in writing by the KPMHA Registrar is the date from which the refund will be adjusted. Times actually on the ice will not be considered.
- c) No refunds will be provided after November 1st (except for injury related circumstances).
- d) Refunds due to injury after November 1st will be considered by the KPMHA Executive, provided the request is supported by a doctor's letter noting the date and extent of the injury. Refunds will then be pro-rated (less insurance costs) from the date of injury.

1.9 Dual Rostering: Players rostered for more than one team (i.e. female) will be charged an additional fee; such fee to be determined by the Executive Committee.

1.10 Registration to the Association will be accepted at any time, subject to KPMHA capping policy or applicable late fee. Registrations accepted after October 30 will be charged a pro-rated registration fee less \$50 to cover mutual aid and league fees. For example, if fees are \$350 and a player registers on November 10, the fee to charge would be \$300 (\$350 less \$50 mutual aid and league fees) times the number of months left to play divided by 6. In this example the fee would be \$50 plus $\$300 \times 5/6 = \300 . Registrations received in December would be charged \$250, and so on.

1.11 The following documents are required for registration:

- a) Completed registration form
- b) Copy of the player's birth certificate.
- c) Applicable registration fees.
- d) *Declaration of Residence* for those transferring from another association, including proof of residence (e.g. telephone or hydro bill in parents' name, copy of parent's driver's license showing new address, etc).
- e) No player is permitted onto the ice until the Registrar has given such approval.

1.12 All players must register in a division based upon their age. Any player wishing to play in a higher or lower division must apply in writing to the KPMHA President, with reasons supporting the request. The KPMHA Executive will approve or deny the request. VIAHA must also approve all underage/overage exemptions, from atom age and up.

2.0 Finances

2.1 Objectives:

- a) Ensure the KPMHA financial activities are properly planned, controlled and reported.
- b) Produce financial information in accordance with Generally Accepted Accounting Principles (GAAP) that is meaningful and useful in decision making to the Board of Directors and to the membership.
- c) Ensure the integrity of the KPMHA accounting system.

2.2 Budget:

- a) A Budget Committee will be organized in January of the current fiscal year. The Budget Committee will prepare an itemized annual operating budget for the subsequent fiscal period. The Treasurer will present the Operating Budget for approval by the Board of Directors prior to the registration period.
- b) The budget will be presented to the membership at the AGM, for approval.
- c) It shall be the duty of the Treasurer to oversee financial management of the Association, establish financial policies and report financial results of the association.

2.3 Chart of Accounts:

- a) The Treasurer establishes a Chart of Accounts that is revised as needed.
- b) The Treasurer ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger.

2.4 Reporting:

- a) The Treasurer shall present financial statements at the Board of Director meetings which shall include:
 - I. Statement of Financial Position that includes the following:
 - Profit & Loss
 - Current Receivables
 - Current Payables
 - Bank Reconciliation from the previous month
 - II. Statement of Operations (actual vs. budget).
 - III. Forecast to year end.
- b) If these reports are not provided to the Board of Directors then a current copy of the association accounting system may be requested from the Board of Directors and must be provided within 15 calendar days.
- c) The annual financial statements of KPMHA may be subject to an annual Notice to Reader engagement as per approval by the Board of Directors or unless otherwise specified in the Society Act.
- d) The "reviewed" annual financial statements shall be presented to the membership at the AGM.
- e) The Treasurer is responsible for any legislated reporting requirements (i.e. gaming).

2.5 Disbursements:

- a) The following four positions shall have cheque signing authority for the Society (each cheque shall require 2 separate signatures): President, Treasurer, Secretary and one other as determined by the Board of Directors, subject to 2.5(c).
- b) Before signing, these authorities should ensure the transaction is:
 - I. Properly approved.
 - II. Consistent with the terms of the initiating purchase document.
 - III. Coded correctly
 - IV. Legally chargeable to KPMHA
- c) Cheque signing authorities shall be at arms' length (independent) of each other.

d) KPMHA bank accounts shall be reconciled monthly.

2.6 Deposits and Receipts:

- a) The Treasurer is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
- b) The Treasurer is responsible for segregating revenue control duties among volunteers to separate authorization, custody, record-keeping and control functions; taking into account the KPMHA organizational structure, volunteer availability, amount of revenue and acceptable levels of risk when doing so.
- c) A listing of credit notes should be prepared by the Treasurer.
- d) *KPMHA discourages the remittance of cash through the mail, preferring:*
 - I. Cheque.
 - II. Money Order.
 - III. e-Transfer
- e) Cheques and money orders should be stamped immediately upon receipt: "For deposit only to the credit of KPMHA".
- f) All monies received by KPMHA must be promptly deposited (at least once a week).
- g) All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited.
- h) A receipt must be issued when payment has been made by cheque or money order.
- i) A receipt must be issued for a cash payment at the time of the exchange.
- j) Gaming funds shall be kept in a separate bank account unless otherwise legislated.

2.7 Acquiring Goods and Services:

- a) The Treasurer and President may initiate the purchase of goods and/or services, provided the goods and/or services are included in the approved operating budget. Other **Board members** may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods and/or services being received or performed. The following qualify as initiating documents:
 - I. Purchase Order.
 - II. General Service Contract.
 - III. An email approval from the Treasurer and President.
- b) If a budget will be exceeded through initiating a purchase, pre- approval is required by a majority vote of the **Board of Directors** and must be in the meeting minutes.
- c) If an expense is initiated by the payee, a cheque signing authority must verify the goods or services received.
- d) All purchases over the amount of \$500 shall be approved by the Board of Directors. Additionally, three (3) quotes must be obtained and presented to the **Board of Directors** for consideration.
- e) It is recommended that all items to be purchased through grant and/or fundraising monies should not be purchased until documentation guaranteeing funds have been received by the Treasurer and President.

2.8 Paying for Goods and Services:

- a) Invoices, claims for payment and statements of account must be date stamped Immediately upon receipt by KPMHA. Before processing an invoice for payment, the Treasurer must ensure:
 - I. Goods and services have been received.
 - II. The invoice is supported by an approved initiating document.
 - III. Any additions/extensions are correct.
 - IV. The invoice is properly coded.
- b) KPMHA pays only current charges on invoices. Any interest or late charges should be removed.

- c) KPMHA shall strive to pay all invoices within 30 days of invoice date.
- d) KPMHA Risk Manager is to produce a list before January 31st of the given season to the Treasurer, of all team staff that will need to be reimbursed for clinics (any clinics that fall under the direct coordination of Risk Management)
- e) KPMHA Head Coach/Development is to produce a list before January 31st of the given season to the Treasurer, of all coaches that will need to be reimbursed for coaching clinics (any clinics that fall under the direct coordination of Head Coach/Development)
- f) All Coaching reimbursements must be accompanied by BC Hockey completion and original clinic receipt.
- g) All reimbursements deadline will be October 31 the following season.

2.9 Accounts Receivable:

- a) All amounts due to KPMHA must be entered promptly as an accounts receivable and maintained in the accounts until collected or forgiven.
- b) Amounts due (work performed, goods supplied and services rendered) must be recorded as revenue in the period they occur.
- c) Teams have thirty (30) days to pay association invoices. If invoices are not paid after thirty (30) days, the Treasurer will provide the team with written notice for outstanding amounts. If team accounts remain outstanding for more than sixty (60) days, further action will be determined at the discretion of the **Board of Directors**.
- d) Account receivables may be written off only with Treasurer and President approval.
- e) KPMHA Secretary/Registrar is to produce a list before January 31st to the Treasurer, of any extra team officials on any given team (The Association will pay mutual aid insurance for five (5) properly certified team officials on all teams: a Head Coach, two Assistant Coaches, a HCSP Trainer, and a team manager. Teams can add additional certified team officials for a fee of \$50 per person.)

2.10 Capital Assets:

- a) An itemized capital budget shall be prepared annually by the Treasurer and recommended by the Budget Committee for approval by the **Board of Directors**.
- b) The capital budget should support any purchase and/or acquisition of capital assets, otherwise, approval from the **Board of Directors** is required.
- c) The Board of Directors shall approve capital purchases in advance.
- d) Capital assets are recorded and controlled in the Association's financial system:
 - I. By location and major category of asset.
 - II. At cost. Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset.
- e) Moveable capital assets such as hockey equipment should be clearly identified as property of KPMHA.
- f) Capital assets are amortized over their estimated useful lives at a rate established by the Treasurer (following GAAP).
- g) Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial system.

2.11 Board of Directors Travel:

- a) Volunteers travelling on KPMHA business must present, in writing, a summary of travel expenses to be incurred in order to obtain approval from the **Board of Directors**, unless the travel has been included in the Board approved budget. Travel expenses must be in accordance with KPMHA's Travel Policy
- b) The Treasurer must verify and approve travel claims prior to reimbursement. All travel claims must include a summary of expenses as per KPMHA's expense claim form and original receipts. The expense claim form can be obtained from the Treasurer.

c) KPMHA reimburses **Board** member travel expenses when conducting Association business outside of KPMHA electoral areas.

d) Unless otherwise reimbursed by VIAHA or BCHockey, KPMHA reimburses reasonable travel expenses as per 2.12 a) and 2.12 c) as follows: Travel Expense

Type

Vehicle

\$0.52/km from point of departure.

Per Diem

\$10.00 Breakfast*, \$15.00 lunch, \$25.00 Dinner**

Accommodation

As per receipt

Other Transportation

As per receipt

3. Fundraising and Gaming

3.1 The KPMHA Treasurer must ensure the association has an approved gaming license from the Provincial Government prior to approving any gaming activities (ie 50/50, raffles, etc).

3.2 All teams wishing to fundraise require prior authorization from both the President and BCAHA. A form is available on the BCAHA website.

3.3 All teams will open an account as per KPMHA Board recommendation to manage their team funds and any tournaments they oversee.

3.4 All teams must keep an accurate accounting of money fundraised (e.g. bottle drives, car wash, etc.) and a statement of these monies must be submitted in October, December and March to the KPMHA Treasurer. The statement will show the team budget, expenses and refunds provided to members.

3.5 All teams must keep an accurate account of gaming money (anything requiring a gaming license e.g. 50/50 proceeds, raffles, etc.). The team will be responsible for the administration and tracking of all fundraising monies. Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting. All team when filing their final reports to BC Gaming must also provide copies to the KPMHA administrator. These funds may only be applied against eligible hockey related expenses, in accordance with Provincial gaming policy. The percentage returned to the teams is at the discretion of the KPMHA Executive. Team managers will be required to sign a written agreement to adhere to these rules.

3.6 All year-end team functions must be in accordance with the guidelines set out by the Executive Committee.

3.7 Teams may only refund seed money to families. Seed money may be defined as money paid by families throughout the season, prior to any fundraising or gaming activities. Seed money is to be used for ice, official fees and tournament fees. a) Refunds may not exceed a family's original fees paid. b) Money raised through fundraising or gaming cannot be refunded.

Competitive Only

3.8 Competitive team parents may be required to submit to their Team a minimum of \$200 each, to contribute to travel and other team related expenses.

4. Equipment and Apparel

4.1 The Association requires a jersey deposit and must receive a post-dated cheque for March 31st of the following year. Jerseys must be returned no later than April 1, otherwise the jersey deposit cheques will be cashed.

4.2 Stop Signs must be visible on the back of all jerseys as per Hockey Canada. Name bars may not be attached to any jerseys. Letters for Captains and Alternates may be sewn onto the jersey; they must be hand stitched - tape letters, adhesive or iron-on letters are not permitted.

4.3 All required equipment and team jerseys shall be inventoried and assigned by the Equipment Coordinator. Purchases of same require Executive approval.

4.4 Jerseys are to be worn to games only, unless approved by the Executive Committee. Any player wearing a game jersey to practice is subject to a \$25 fine. This does not apply to Initiation.

4.5 Recreational Team Goal Sticks and Equipment:

- a) Initiation to peewee: KPMHA shall try to provide goal pads and sticks.
- b) Bantam and older divisions shall be responsible for the purchase of their own goal equipment and sticks. The parents of goalies should contact the Equipment Coordinator to sign out appropriate gear. For teams where multiple goalies will be sharing the equipment it may be signed out by a coach. Association goalie gear is may only be used on ice. Any goalie found to have mis-used Association goalie gear may lose the privilege of borrowing gear and/or be charged replacement cost.

4.6 Families wishing to use the Association's equipment during the off season, for ice hockey purposes only, will make arrangements with the Equipment Coordinator and Treasurer to re-issue the equipment upon payment of a \$500.00 deposit.

4.7 All head coaches will be issued a key to the coaches' locker room. Each team will be provided with a bucket of pucks (approx. 40) and a first aid kit. Cones and other coaching equipment will be left in the coaches' locker room to be used by all teams. All keys and equipment must be returned to the Equipment Coordinator at the end of each season. The locker room keys are the property of the CVRD; failure by a coach to return their locker room key may result in the cashing of their player's jersey deposit cheque.

4.8 All team apparel, e.g. jackets, vests, or tracksuits must be approved by the Equipment Coordinator. Clothing must be consistent and not changing from season to season.

5. Statistics

5.1 KPMHA score sheets shall be provided to all Divisions at the start of the season.

5.2 Team statistics shall be kept at the discretion of the team officials. It is not the mandate of KPMHA to keep statistics.

5.3 Each Team's head coach or manager will ensure that score sheets are completed and turned in to the appropriate league commissioner after home games.

5.4 Game sheet distribution:

- a) White → top copy to the commissioner within 72 hours (24 hours for competitive teams).*

- b) Yellow → 2nd copy to the home team c) Pink
 → 3rd copy to the visiting team d) Goldenrod →
 4th copy to Statistician

*Note: If the referee needs to write a report, the white copy is theirs. The yellow copy will go to the commissioner and so on. The statistician will require a photocopy.

6. Sponsorship and Promotion

It is essential that KPMHA maintains a high profile and supports a healthy environment for the players, locally, provincially and nationally.

6.1 The Sponsorship Coordinator of the Executive Committee is responsible for sponsorship and promotion.

6.2 All sponsorship money that is solicited by the Sponsorship Coordinator will go directly to the association and money that is solicited by the team or given to the association for a specific team goes 50% to the team and 50 % to the association. Exceptions to this can be granted, with prior approval of the KPMHA Executive. The Divisional Coordinator must bring these exceptions to the KPMHA Executive to be discussed and voted on.

6.3 Sponsorships that consist of team clothing must be brought to the Executive to be discussed and voted on prior to being accepted.

6.4 KPMHA team sponsorship fees will be assessed and set by the KPMHA Executive on an annual basis. Potential new sponsors should be referred to the Sponsorship Coordinator. An annual letter will be supplied by the Sponsorship Coordinator detailing the year's sponsorship program to be authorized by the Executive Committee.

6.5 Team members, officials and parents are strictly forbidden to solicit local businesses for donations without prior approval from the Sponsorship Coordinator or KPMHA Executive. KPMHA will provide a list of current sponsors already supporting minor hockey teams in our organization.

6.6 The Sponsorship Coordinator will present a plan regarding annual sponsorship for approval by the Executive Committee.

6.7 Every media coverage must include *sponsor names*, where applicable. The sponsor for the visiting team should be included where possible. The Association name needs to be included in all media coverage. All teams within KPMHA are to include their sponsor name,
 e.g. Kerry Park Islanders Shawnigan Garage Atom C1

6.8 All information released to the media shall be *positive* in nature. Any derogatory or inflammatory comment concerning KPMHA that is released to the media by any member shall result in immediate action of the KPMHA Discipline committee towards the offending member.

7. Composing and Declaration of Teams

7.1 The number of teams and the maximum number of players per team in each of the divisions (competitive and recreational) will be determined by the Executive Committee, within Hockey Canada guidelines. The decision will be based on a number of factors, including but not limited to: an analysis of available ice; the amount of ice each player should be entitled (as per Section 9), feedback from membership surveys and registration fees from prior years.

7.2 The number of teams will be proposed as part of the Associations annual budget approval process at the Annual General Meeting. Depending on final registration numbers, the number of teams may be changed by the Executive Committee.

7.3 All players competing in the VIAHA league must be rostered with a team in accordance with the declaration requirements of the VIAHA and BCAHA policy and deadlines. This is the responsibility of the respective Competitive and Divisional Coordinators and Secretary/Registrar. No roster changes, including team officials and affiliate players, will be made to any team without the approval of the corresponding Competitive and Divisional Coordinators.

Recreational Teams

7.4 The composition of recreational teams in each division will be in accordance with VIAHA regulation. Where team balancing is required by VIAHA, the Divisional Coordinators and team head coaches are charged with the responsibility of using all reasonable efforts to ensure that teams are balanced and competitive.

7.5 Divisional Coordinators will ensure sufficient player evaluations are conducted (drill and game play) to determine team composition with the approval of the 1st Vice President, Operations. Once evaluations are completed, the Divisional Coordinator will work with the head coaches to compose the teams from the evaluations. The 1st Vice President will be presented with the teams for approval prior to rosters being submitted to Secretary/Registrar for BC Hockey.

7.6 Players may be moved after rosters have been submitted to BC Hockey has taken place. While it is expected that such movement will be kept at a minimum, the Divisional Coordinator's and 1st Vice President's authority on team composition is final.

Competitive Teams

7.7 Competitive teams in each division will be in accordance with VIAHA regulation. The Competitive Coordinator will have the responsibility for evaluation processes and composition of the competitive teams. The 1st Vice President will ensure the evaluation process and final team composition is conducted in a fair and reasonable manner and free from conflict of interest.

7.8 Fees for Competitive Team tryouts will be proposed as part of the Association's annual budget approval process at the Annual General Meeting. Players having initial interest in trying-out for Competitive Teams will do so as part of annual registration. The Competitive Coordinator must be notified no later than three (3) days prior to the start of tryouts of a player wanting to tryout for a competitive team. It is expected that players who participate in tryouts will play for the competitive team, if selected. Tryout fees must be paid prior to the commencement of tryouts.

7.9 Any player unable to attend the tryout sessions for the competitive teams, or registers part way through the season, are not eligible to be part of the competitive teams, except under special consideration which must be approved by the 1st Vice President. Special considerations include, but are not limited to: any player who is injured (doctors note required) and cannot attend the tryout sessions; the history and capabilities of a player who registers part way through the season; a player released from a (major or junior team); etc.. These players may be able to tryout for their division after paying the tryout fee.

7.10 Tryouts guarantee all players at least three (3) ice sessions. During tryout sessions, player evaluations will be done by evaluators chosen by the Competitive Coordinator and the 1st Vice President. Evaluation sessions will have a minimum of two (2) evaluators for each Division. Player evaluations will establish a ranking of all players involved in tryouts. Other than the evaluators, only the Competitive Coordinator and the 1st Vice President will have access to player rankings. During tryouts, players must wear hockey gear which is free of insignia, emblems, markings etc. from unaffiliated 3rd party hockey organizations.

7.11 From the player rankings, the Competitive Coordinator will add the top evaluated goalies and the top 90% ranked skaters to a preliminary roster. If there are two competitive teams in a division, the Competitive Coordinator will create the preliminary roster for the higher tiered team first.

7.12 The head coach for the competitive team, with oversight of the Competitive Coordinator, will establish the final 10% of skaters for the competitive team roster. While the head coach for the team has the discretion to make a recommendation on the final 10% of skaters, the Competitive Coordinator will provide the head coach with the eligible players for their consideration. The eligible players will consist of the 'cusp' players identified in the evaluations. The head coach may bring forward other players for consideration, which may be approved by the Competitive Coordinator and 1st Vice President. In some cases, the head coach may not be assigned until after the final roster is complete (as per Section 7.18). In this case, the final 10% skaters will be decided upon by the Competitive Coordinator, KPMHA Head Coach/Development Coordinator and the 1st Vice President.

7.13 If a second competitive team is required, the lower tiered team will be selected in the same manner prescribed in sections 7.10 and 7.11 with the remaining players.

7.14 Ensuring that dignity and self respect of the player will be protected at all times, the 1st Vice President will establish the process on how players are notified to the outcome of player selection. Notification to players released from the competitive teams will be made in a constructive manner.

Team Officials

7.15 The Competitive Coordinator (for competitive teams) and Divisional Coordinators (for recreational teams) are responsible to ensure there are Team Officials for teams. Selection for coaches for teams will be the responsibility of a Coach Selection Committee which is typically comprised of the KPMHA Head Coach/Development Coordinator, respective Divisional and/or Competitive Coordinator, 1st Vice President. The Executive Committee will designate who will be on the Coach Selection Committee for each hockey season. Team Officials for competitive teams will be decided first, given competitive team rosters must be established prior to the recreational teams. The Coach Selection Committee will recommend team head coaches and Team Managers, for each team, to the Executive Committee, given

the vital responsibilities these officials have for the team. The Executive Committee may give the Coach Selection Committee the authority to designate head coaches and Team Managers, without Executive Committee approvals, if deemed necessary.

7.16 Member interest in coaching will be initially obtained through annual registration. The Competitive/Divisional Coordinators will provide the KPMHA Head Coach/Development Coordinator with a preliminary list of members interested in coaching duties. The KPMHA Head Coach/Development Coordinator will review the list to assess whether or not preliminary interest in coaching will meet the needs of the teams and Association.

Competitive Team Coaches

7.17 Head coaching candidates for the competitive teams will be interviewed by the Coach Selection Committee, before evaluations begin, and will be shortlisted. Head coach candidates for competitive teams will also be required to attend tryouts for the division they are interested in coaching, given they may be responsible to finalize the team roster.

7.18 It is recognized that there are no guarantees that a parent head coach's child will make the competitive team. The Coach Selection Committee, may withhold making the recommendation of the team head coach until the full roster has been finalized (as per Section 7.12).

Recreational Team Coaches

7.19 Head coaches for the recreational teams will be decided upon by the Coach Selection Committee once the final roster(s) for the competitive team(s) have been set. For fairness, the KPMHA Head Coach/Development Coordinator will determine if interviews are required based on potential candidates and interest, in which case the interviews are conducted by the Coach Selection Committee.

Team Managers

7.20 Once team rosters have been finalized, the team head coach will solicit interest for potential Team Manager and make a recommendation to the Coach Selection Committee.

Assistant Coaches

7.21 Assistant Coaches will be recommended to the Coach Selection Committee, for their approval, by the team's head coach.

Team Safety

7.22 The Team Manager and the team's head coach will obtain a Team Safety, and provide the name of the Team Safety to the Competitive/Divisional Coordinators and Risk Manager.

8. Tournaments

8.1 All tournaments hosted by KPMHA MUST be sanctioned by BC Hockey and receive prior approval by the KPMHA Board of Directors.

8.2 KPMHA teams wishing to attend tournaments outside of BC or host international or inter-provincial teams must receive approval through the KPMHA Executive as per BC Hockey Guidelines

8.3 All teams hosting tournaments must receive their tournament fees from the Association or Team attending.

8.4 Written requests for hosting tournaments shall be submitted no later than 1 month prior to the tournament to the Board of Director meeting to the Tournament Coordinator and President. The Tournament's proposed budget and the name of a Tournament Director appointed by the team must be submitted at this time.

8.5 The Tournament's final budget and list of team attendees must be submitted to the Tournament Coordinator and Treasurer 10 days prior to the tournament date.

8.6 The Association will cover initial payment for the basic Tournament sanctioning with the expectation that the Association will be repaid.

8.7 An accurate accounting of all tournament proceeds and expenses is required of all host teams in the form of an income statement. This statement should reconcile with cash/cheques on hand, and be presented to the Treasurer within 14 days of the tournament's close.

8.8 Once the Treasurer is satisfied with the tournament income statement, tournament proceeds will be returned to the host Team(s) based on a percentage determined annually by the Board of Directors.

8.9 KPMHA teams attending tournaments must obtain Association cheques from the Treasurer. The treasurer will invoice the team at the time of the monthly reconciliation of accounts for the association.

8.10 KPMHA teams may only attend tournaments sanctioned by BCHockey.

8.11 The Tournament Coordinator shall, recommend for Executive approval, teams or divisions that will host tournaments for the upcoming season.

9. Ice Allocation

9.1 The KPMHA ice contract generally covers a twenty-four (24) week period, from early September to the beginning of Spring Break, with two weeks set aside for tournaments at Christmas, and one week at Spring Break.

Recreational Teams: will receive approximately 24 practices and 12 home games.

Competitive Teams: will receive approximately 36 practices and 22 home games.

9.2 All ice bookings must be made through the Ice Coordinator (2nd Vice President).

9.3 The Ice Coordinator is empowered to re-assign any previously allocated ice time for playoff or league obligations. Returned ice will be allocated on an equitable basis.

9.4 Each team is responsible to use their allocated ice or notify the Ice Coordinator with a minimum

three (3) days notice, The offending team may be assessed a fine of ice costs by the Executive for any unused ice slots not returned in time.

9.5 If any ice is not needed for the regular season schedule it shall be used by teams on a user pay system. This extra ice will first be offered to recreational teams and then to competitive team until the middle of January. At this time the ice will first be offered to those teams qualifying for playoffs. If a team does not show up for the additional ice time they purchased, they will miss their next week's ice rotation and still be invoiced for the cost of the ice.

Note: Competitive team previous section is now included in section 7

10. Rules of Play

10.1 All KPMHA members shall abide by the playing rules set out by:

- a) Hockey Canada
- b) British Columbia Hockey (BC Hockey).
- c) Vancouver Island Amateur Hockey Association (VIAHA).
- d) Association rules adopted by Kerry Park Minor Hockey Association as per our Constitution and Bylaws and the KPMHA Policy and Procedure Manual.

10.2 *A suspended player is NOT permitted to play games or act as a game official until the period of suspension has been served.* A suspended player may attend practices. See BC Hockey Regulations.

10.3 Any suspended player or team official must explain their actions as required by the Executive Committee.

10.4 All team officials are responsible to know and follow the current playing rules as set out by Hockey Canada and BC Hockey.

10.5 Teams will be provided all current and relevant information regarding rules of play prior to the start of the season.

11. Risk Management

11.1 Risk Management is everyone's responsibility, therefore, all members of the Team/Association shall "assist, identify, assess, control and minimize" the risk of bodily injury.

11.2 Each team will roster and certify a Hockey Certified Safety Person (HCSP). The HCSP to the best of their ability will attend all games and practices.

11.3 The HCSP will be the liaison between the Team and the Association via the Risk Management Coordinator.

11.4 In accordance with the Hockey Canada Safety Program, each HCSP will implement and administer all policies and responsibilities.

11.5 Return to Play:

- a) In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, it is mandatory that a doctor's note be provided to and retained by the Team Manager.
- b) If a player has a cast or splint, they cannot play until the cast or splint is removed and they have a doctor's note stating they can return to the ice.
- c) The safety of the player is the priority. It is imperative that immediate and constant communication between player, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention.
- d) The HCSP will ensure the parent receives a BC Hockey Injury Report and it is properly completed and forwarded to the appropriate bodies.
- e) The HCSP will follow the KPMHA Injury Report Protocol as follows:
 - I. The Team HCSP will be responsible for providing the Injury Report to the parent/guardian(s) of the injured player.
 - II. The Team HCSP will be responsible for reporting and filing the completed Injury Report with the Risk Manager within the prescribed time limit.
 - III. The Risk Manager will ensure Injury Report completion and forward to BC Hockey.
 - IV. The Risk Manager will be responsible for all administration regarding the Injury Report within the prescribed time limit.

11.6 All players and team officials must have approval from the Registrar to go on the ice or player's bench. Mutual aid and liability documents MUST be registered prior to the start of the season. *Any non-compliance will be subject to discipline.*

11.7 No cell phones or cameras are to be used in any dressing rooms or public washrooms.

12. Referees

12.1 Any person wishing to be an on-ice official for KPMHA must register with the Referee-in-Chief (RIC) of the Association.

12.2 KPMHA on-ice officials will be reimbursed their certification fees annually provided that a minimum of 5 games have been completed.

12.3 If games are cancelled and the Referee Assignor is not notified a minimum 72 hours prior to the scheduled game, the home team will be responsible to pay officials' fees and any required travel time.

12.4 To book on-ice officials for a game, 72 hours notice is required.

12.5 Any on-ice official that does not show up is to be reported to the Referee-in-Chief.

12.6 Where the number of officials present is less than the number scheduled (1 or more officials do not attend the game), the total fee assessed for the full complement shall be evenly split between those officials who attended the game.

12.7 Competitive team fees may not include referees. If so, Competitive teams are responsible to pay referees directly from their team accounts.

13. Coach Responsibilities

13.1

a) Recreational coaches must hold the following certification:

1. For Initiation Program coaches must hold a Respect in Sport certification and an Instructors Program level.
2. For Novice level coaches must hold a Respect in Sport certification, Instructors Program level, together with either the Hybrid Coach certification or a Coach Stream level.
3. All coaches from Atom to Juvenile divisions must hold a Respect in Sport certification and a minimum of Coach Stream level.

b) Competitive coaches must hold a Respect in Sport certification, a Developmental 1 (Intermediate) level and must meet any and all requirements of BCAHA.

c) Competitive Head Coaches in the Bantam and Midget divisions must complete a checking skills clinic.

d) Each coach is required to register and pay for each individual clinic required. The Association will reimburse these fees upon official notification from BC Hockey that the coach successfully completed the required post task workbook. This workbook must be reviewed and signed by the Head Coach and President, and returned to the coach must to submit the workbook to on or before March 31st

e) Apart from the above noted certification requirements, coaches must also ensure they complete a Criminal Record Check, a Concussion Awareness Training Tool certificate, and any other certifications as required by Hockey Canada and BC Hockey.

13.2 Coaches must ensure the development of all players, yet be reasonable with their demands of the players. Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by KPMHA.

13.3 All coaches will be monitored throughout the season by the KPMHA Head Coach and Division or Competitive Coordinators. Should a coaching problem or complaint arise, the Team manager will notify the KPMHA Head Coach and respective Division or Competitive coordinator to review the complaint. If the issues surrounding the complaint cannot be resolved by the above noted individuals, the 1st Vice-President and President shall be notified to assist with a resolution and shall ensure that Section 19 (Complaint Handling) of the Policy and Procedure Manual is adhered to.

13.4 Coaches will ensure that all players are properly dressed for on-ice and off-ice activities.

13.5 The team Head Coach shall have the authority to suspend any player on the team, with just cause, for 1 game. Just cause may include, but not limited to, players taking excessive amounts of penalties, harassment of or abusive behaviour toward their coaches, players, officials or spectators, or violating written Team and Association Rules. The player and his/her parents or guardians must be notified, in writing, of the offense and the rationale for the suspension to ensure all parties are properly informed and understand the infraction. If the head coach feels further action is necessary beyond the one game suspension, the President must be notified by the team manager and division coordinator. Consultation with the above noted individuals, will proceed as deemed appropriate. A documented progressive systematic approach to reaching the level of suspension will need to be presented by the coach to the above mentioned parties.

13.6

- a) All coaches, both Recreational and Competitive, are to hold a mandatory Team meeting on or before September 30th of the current year. It is recommended that they hold regular Team meetings throughout the season.
- b) Development and Representative coaches are required to attend mandatory meeting set by VIAHA

13.7 The Head Coach and President must be informed of any coach suspensions within 24 hours of the notification of the suspension.

13.8 All coaches in both Competitive and Recreational Division shall ensure that all players are given equal ice time throughout the year and must follow Association or Governing Bodies' 'Fair Play' guidelines. Competitive coaches may wish to "shorten the bench" near the end of a key game. This is acceptable provided the players sitting out are given equal or extra opportunities to play in games of lesser importance. Competitive teams include Atom Peewee, Bantam and Midget Divisions

13.9 KPMHA requires that all potential coaches read and sign a statement to agree to abide by the rules in the Policies Manual and the Constitution and Bylaws of Hockey Canada, BC Hockey, VIAHA and KPMHA.

13.10 All KPMHA coaches (Recreational and Competitive) shall support /Affiliate Player (AP) movement to further develop a player's abilities. See Appendix 1

13.11 Player Participation Guidelines:

a) Initiation - H1 H2

Players will play equally in all games and shall rotate position throughout each game. Goaltenders may be assigned game by game if they are used at all but every player must be given an equal opportunity to participate at all times. The Wayne Gretzky Rule will be in effect in this division

b) Novice - H3 H4

Players will play equally at all times. Players may have set positions for a period of up to three games in a row but must be rotated through on an equal basis. All those interested in the goaltender position will be given an equal opportunity to play the position. Players will be encouraged to try this position. There will be no power plays, penalty killing or special units of players. Lines will be juggled throughout the year so as many players as possible get to play with as many others. The Wayne Gretzky Rule will be encouraged in this division.

c) Rec. Hockey Atom to Midget

Players will be given equal opportunities to participate in terms of ice time and positions. The coach, in consultation with the players, will determine which position the player prefers and will make all efforts to play that player in the desired position. Some rotation based on numbers may be necessary. All players will play equally when specialty unit are utilized.

d) Development

Players are selected to these teams by position. The coach has some freedom throughout the year to rotate players through positions where it may best suit the team. Players should be kept in the loop on the desires of the coach in this area. The principles of equal and equitable ice time should be followed throughout the year. Coaches may be guided by the situation in any given game or the play of certain players on any given day but if players have made teams at that level, they are there to play, not sit on the bench for extended periods of time within a game. Power play and penalty killing units may be used but coaches should to the best of their ability ensure for development purposes that each player is given the opportunity throughout the year to play on these units.

e) Representative

Players are selected to these teams by position. The head coach has some freedom throughout the year to rotate players through positions where it may best suit the team. Players must be aware and continually informed about the desires of the head coach. The principles of Fair Play and equal and equitable ice time must be followed throughout the year. Coaches may be guided by the situation in any given game or the play of certain players on any given day but if players have made teams at that level, they are there to play, not sit on the bench for extended periods of time within a game. Power play and penalty killing units may be used but coaches must ensure that each player is given the opportunity throughout the year to play on these units.

13.12 All above policies and procedures regarding coaching responsibilities will refer to Hockey Canada, BC Hockey and VIAHA regarding updated changes as mandated.

14. Team Manager Responsibilities

14.1 Team scheduling of practices and games, liaison with the team's head coach and the Divisional Director and counterparts in other arenas.

14.2 Maintains regular communications with Divisional Director.

14.3 Attempts to mediate any complaints; those that he/she cannot successfully mediate will be forwarded to the Divisional Director for further mediation and consultation, finally in written form to the President. Any complaints of a serious nature shall go directly to the President at which time they will be handled strictly as per the procedures in KPMHA Complaint Handling Policy or the Harassment and Abuse Policy.

14.4 Tracking and collection of team jerseys.

14.5 Ensure all injury report forms are completed by the Team HCSP and filed with the KPMHA Risk Manager.

14.6 Ensure that all game sheets are forwarded to the League Commissioner within 72 hours of the game and that sheets are properly filled out and legible.

14.7 Ensure Head Coach is advised of any changes to the schedule.

14.8 The Team Manager is key to a successful year and will:

- a.) Be available to parents that need to talk, be a good listener and an effective liaison between parents and coaches.
- b.) Be diplomatic and fair at all times.
- c.) Direct problems to the Divisional Director.
- d.) Be intolerant of any abuse of officials, players or opponents by parents and/or other spectators.
- e.) Maintain good Sponsor relations. This means establishing and maintaining an appreciative relationship. A game schedule, personal invitation to games /playoffs, team photo, Christmas card, a thank-you at year end, and an invitation to the year-end banquet or wind up shall be given to the Team Sponsor.

14.9 Notify the RIC of all home games.

14.10 Ensure that the League Commissioner is kept informed of all tournament and exhibition games that are outside of regular league play.

14.11 Coordinates tournaments, or delegates to other team parents.

15. Player and Team Officials Conduct

15.1 The Association will pay mutual aid insurance for five (5) properly certified team officials on all teams: a Head Coach, two Assistant Coaches, a HCSP Trainer, and a team manager. Teams can add additional certified team officials for a fee of \$50 per person.

15.2 There will be strict adherence to BCAHA policy concerning hazing, as follows:

- I. Any player or team member found to be involved in the practice of hazing or “initiation” of players on a team will be suspended for one (1) year.
- II. Any manager, coach or team executive member, who knowingly allows hazing or initiation to take place will be suspended for one (1) year.
KPMHA has adopted a Harassment and Abuse Policy that must be adhered to by all members.

15.3 Drugs, alcohol and tobacco products and any illegal actions are not allowed during team functions. Zero tolerance with immediate suspension shall result. All incidents of the above noted infractions must be reported to the President of KPMHA. Parents or guardians of players that contravene rules or allow their children to disregard the rules shall be held responsible. KPMHA and its team officials will not be held responsible for any resulting incidents. When teams are playing away at tournaments or provincial championships, the parent or guardian is responsible for their child’s adherence to the rules and policies of this Association, if present. If the parent or guardian is not present then it becomes the team officials’ duty to see that players adhere to the rules and policies. All KPMHA team officials are obligated to report any infractions of the rules and policies that they become aware of, to the President to avoid Association liability and to mitigate possible liability in the future.

15.4 It is recommended that all KPMHA teams that travel have adequate adult supervision at all times. It is recommended that Midget players not drive themselves to out-of-town games.

15.5 All KPMHA teams must shake hands with opponents with their gloves removed at the end of the game, unless otherwise directed by the Referee.

15.6 Notify the Coach or Team Manager if a player cannot attend a game or practice.

16. Parent/Guardian Role and Responsibility

16.1 All parents/guardians are encouraged and expected to participate in the team’s activities, e.g. score keeping, fundraising, tournaments, etc. Parental cooperation is essential for a successful year.

- 16.2** Every effort must be made to have players at the arena on time to minimize disruption for the rest of the team.
- 16.3** Any parent/guardian or member exhibiting inappropriate conduct will be dealt with by Complaints Investigation and may be suspended or expelled depending on the severity and nature of the conduct.
- 16.4** Cheering, yelling and applauding are all encouraged, when positive in nature. It is inappropriate to ridicule players and/or officials during a game.
- 16.5** Parent/guardians are not permitted near the players' bench, dressing room or penalty box during a game unless requested by the coach or if an injury has occurred.
- 16.6** Parents/guardians should familiarize themselves Section 12 Risk Management, which outlines the KPMHA protocol for injured players returning to regular play.

17. Volunteer Certification Requirements

Kerry Park Minor Hockey Association is a volunteer-based organization that relies on approximately 100 individuals per year to fill various positions. These people donate countless hours of their time and expertise to assist our hockey programs and to ensure our players are safe and their experience is as positive as possible. BC Hockey and Hockey Canada have set minimum certification requirements. Kerry Park Minor Hockey has either matched or exceeded these requirements to make them tighter to suit the specific needs of the Association. Volunteers are necessary at every level, our programs and teams would not be able to function without them. Proper training of these volunteers is paramount in order to achieve the goals of the Association. Please see the outline below which outlines the minimum requirements for each position.

*Note that changes have been made to the coaching certification program. The old "Coach Stream" has been replaced by "Coach Hybrid". The old "Intermediate Level" has been replaced by "Developmental Level 1". The new programs have some different components to them however there will be a direct transfer of accreditation. If you had a Coach Stream, you now automatically have a Coach Hybrid accreditation. If you had an Intermediate Level you now have a Developmental 1 accreditation. Volunteer Requirements will be updated as directed by BC Hockey. More information is available through the BCHockey website: bchockey.net

Minimum certification levels are listed. Certification must be attained by December 1 of the current playing season. Exceptions will be made depending on clinic schedules but require the approval of the Executive Committee.

DIVISION	COACH HYBRID One time certification	DEVELOPMENT 1 One time certification	RESPECT IN SPORT One time certification	CRIMINAL RECORD CHECK Valid for 3 seasons
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	By Dec. 1	By Dec. 1	By Dec.1	By Dec. 1
NOVICE	YES		YES	YES
ATOM	YES		YES	YES
PEE WEE REC	YES		YES	YES
PEE WEE B		YES	YES	YES
PEE WEE A		YES	YES	YES
BANTAM REC	YES		YES	YES
BANTAM B		YES	YES	YES
BANTAM A		YES	YES	YES
MIDGET REC	YES		YES	YES
MIDGET B		YES	YES	YES
MIDGET A		YES	YES	YES
JUVENILE	YES		YES	YES
FEMALE	YES		YES	YES
FEMALE A/B		YES	YES	YES

VOLUNTEERS FOR ALL DIVISIONS	RESPECT IN SPORT One time certification By Dec. 1	HOCKEY CANADA SAFETY PROGRAM (HCSP) Valid for 6 seasons By Dec. 1	CRIMINAL RECORD CHECK Valid for 3 seasons By Dec. 1
EXECUTIVE	YES		YES
DIVISIONAL DIRECTORS	YES		YES
TEAM MANAGERS	YES		YES
ON ICE ASSISTANTS	YES		YES
SAFETY PERSON	YES	YES	YES

18. Complaint Handling Policy and Procedure

Policy

It is the policy of KPMHA that the Society must follow Procedural Fairness when a complaint is received. Incidents must be reported by procedure to ensure handling in a professional, unbiased, respectful and timely manner and to be resolved at the earliest appropriate level. Resolution cannot offer complete confidentiality but KPMHA assures its members that complaints will be handled discreetly, respectfully and in the confidence of the parties involved. KPMHA strives to ensure the rights and well being of all its members - players, parents/guardians, and volunteers. The following Complaint Handling Procedure must be followed to ensure fair and timely resolution for all parties involved:

Complainant (complaint in writing) → Team Manager → Divisional Coordinator → President → VIAHA → BCHockey /Hockey Canada /and or appropriate Local Police/Child Protection Agency

Complaint Handling Procedure – 1st Response

It is desired that, whenever possible, incidents be resolved at the earliest appropriate level. The Complaint Handling Procedure allows for respect and protection of the rights of all KPMHA members. To ensure the well being of all members, complaints must be handled by procedure. KPMHA does not support direct complaint to coaches and discourages “parent team meetings” for the purpose of voicing complaint as a group. Procedure requires that complaints are first directed to the Team Manager (not the coach). Using discretion as to the nature of the complaint, the Team Manager has the right to ask for the complaint in writing and is encouraged to keep notes in case further review is required. The Team Manager will undertake the Complaint Handling Procedure in the following manner:

- a) Any incident of “unacceptable behaviour” as defined in the Team First Program must be formalized in writing to the President immediately.
- b) Upon receipt of any complaint, the Team Manager will endeavour to clarify and confirm the main issue.
- c) The Team Manager can at this point request the complaint in writing. If possible the complaint should make reference to the applicable policies of the organization. This is only meant to help clarify the core issue of the complaint, and complaints will not be seen as any less valid if they don’t reference the applicable governing document. In a fair, impartial, and timely manner the Team Manager will discern the course of mediation necessary for fair resolution.
- d) If the complaint is minor in nature, the Team Manager will mediate a resolution satisfactory to all parties involved. The Divisional Director must be notified of the resolution.
- e) If a timely and agreeable resolution between parties is not met, the Team Manager/Complainant will submit the written complaint to the Divisional Director.
- f) If the Divisional Director cannot mediate the complaint, it must be formalized and forwarded to the President for investigation.

Complaint Handling Procedure – Formalizing

In order to make a formal complaint to KPMHA for investigation and required discipline, the complainant must put the complaint in writing and forward to the President for investigation. If possible the complaint should make reference to the applicable policies of the organization. This is only meant to help clarify the core issue of the complaint and complaints will not be seen as any less valid if they don't reference the applicable governing documents. Receipt of the complaint by the President is the triggering event of the Complaint Investigation Process.

Mediation - Complaints – Investigations

1. Complaints by members concerning other members must fall under the jurisdiction of the Society.
2. The complaint should be resolved fairly by mediation between the parties, where possible, depending on the nature and seriousness of the complaint, this is always the first procedure to be followed to eliminate the time and cost to the Society(s) members and volunteers. Personal issues between members do not fall under the jurisdiction of the Society.
3. If mediation cannot resolve the complaint, the President will initiate an investigation or hearing to seek relevant information from the party(s) to the complaint, depending on the severity of the complaint.
4. The President, or his delegate, may seek all pertinent information from each party by interviewing the party(s) and their witnesses either individually or by a committee hearing. This is the time that all information must be disclosed to each party to the complaint. The respondent to the complaint must have the opportunity to respond to the complaint, preferably in writing outlining their actions, prior to the completion of the investigation. This enables the Discipline Committee to evaluate both sides of the complaint before making a decision.
5. The Society must follow Procedural Fairness when a complaint is received. The issues of disclosure, confidentiality and neutrality will be explained initially to the Complainant:
 - a) Disclosure – person being complained about is entitled to know the factual details of the complaint before a decision is made.
 - b) Confidentiality – the complainant/respondent must understand that the Society cannot promise complete confidentiality, only that it will be handled discreetly, professionally as possible and in confidence to the party(s) involved.
 - c) Neutrality – the Society representative must remain neutral and cannot take sides on the issue.
6. Members must take great care in making complaints against other members and understand the complaint must be disclosed to the other party. If any member knows of a serious offence by another member that does not fall under the jurisdiction of the Society, reporting it to the appropriate government agency is the responsibility of the individual not the Society, i.e. – abuse.
7. Members making complaints verbally will be asked to put their complaint in writing for documentation purposes. The Complainant can express their complaint in any format, handwritten, printed or typed, and in any manner they manage keeping in mind to relate

to facts, rule or policy infractions, not personal opinions, as this information is disclosed to the Respondent (the party being complained about).

8. Once the complaint is received the President and/or the Discipline Committee will follow the procedures outlined above and when complete prepare a written report for the parties involved.

9. The initial complaint will be handled as promptly and efficiently as is reasonable, taking into account all of the circumstances.

10. The principles of natural justice shall apply and both the Complainant and the Respondent shall be heard following these principles:

- a) Fair, non-biased, no conflict of interest.
- b) Respondent informed of all details of complaint.
- c) Respondent has the right to representation.
- d) Written decision will be provided to all party(s).
- e) Relevant information shall be disclosed.
- f) Respondent has the right to appeal if sufficient grounds for appeal are found by the Appeals Committee.

19. Harassment and Abuse Policy

The following Policy, adapted from the BCAHA Harassment and Abuse Policy and Procedures, outlines the commitment Kerry Park Minor Hockey Association has to the prevention of harassment and abuse. It is expected that every member of KPMHA will take action to prevent any type of harassment and/or abuse within the confines of the organization. The following will be the course of action taken by KPMHA, should any incidents covered under the description of harassment and/or abuse occur within the confines of its authority.

Description of Incident Responsibility

Playing Rules KPMHA, SVIMHA, BCAHA, CHA Harassment and Verbal Abuse KPMHA, SVIMHA, BCAHA Hazing BCAHA Harassment Advisor

Neglect Local Police/Child Protection Agency

Physical Abuse Local Police/Child Protection Agency

Chronic Emotional Abuse Local Police/Child Protection Agency

Sexual Abuse Local Police/Child Protection Agency

KPMHA Recognition and Prevention of Abuse Policy and Relationship to Harassment Policy

Some behaviours that are defined as abuse when directed towards a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. Kerry Park Minor Hockey Association's Harassment Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

Kerry Park Minor Hockey Association's Mission

The mission of KPMHA in this regard is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike manner. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well being of all participants. Kerry Park Minor Hockey Association's primary interest is the well being of its

participants.

Statement of Purpose

KPMHA is part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. KPMHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the KPMHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. KPMHA is committed to the highest possible standards of care for its participants.

Policy

It is the policy of KPMHA that there shall be no abuse or neglect, whether physical, emotional or sexual of any participant in any of its programs. KPMHA expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

Definitions:

Child Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

Emotional Abuse

Emotional abuse is a chronic attack on a child's self esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise. Neglect

Neglect is chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

Sexual Abuse

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

Contact

1. touched or fondled in sexual areas
2. forced to touch another person's sexual areas
3. kissed or held in a sexual manner
4. forced to perform oral sex
5. vaginal or anal intercourse

6. vaginal or anal penetration with an object or finger
7. sexually oriented hazing

Non-Contact

1. obscene remarks on phone, computer or in notes
2. voyeurism
3. shown pornography
4. forced to watch sexual acts
5. sexually intrusive questions and comments
6. forced to pose for sexual photographs or videos
7. forced to self masturbate or forced to watch others masturbate

Duty To Report

Abuse and neglect are community problems requiring urgent attention. KPMHA is committed to help reduce and prevent the abuse and neglect of participants. KPMHA realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required. The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of the Kerry Park Minor Hockey Association that any KPMHA personnel (part-time and full time staff, volunteer, participant, team official, on ice official) or KPMHA partner (parent, guardian) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. In British Columbia a person is considered to be a child until he/she has reached the age of nineteen. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reported. Those involved with KPMHA in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby failure to provide safety for participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts. By educating all personnel, KPMHA is weaving a tighter safety web around our most precious resources - our players.

Harassment and Abuse

Types - Emotional, physical, sexual, lack of care; may be motivated by racial or other forms of prejudice.

Victim - Any person, male or female, under the age of majority as determined by the Provincial Child Protection Acts. Any person, male or female, of any age.

Offender - Any person who has power or authority over victim and/or breeches trust; male or female. May be a peer or person with power or authority over any person of any age.

Investigation becomes external to the organization when referred to child welfare or police who may in some instances refer back to organization. Most often internal unless referred to police in cases of suspected physical or sexual assault or criminal harassment (stalking).

Follow-up Actions Determined by Provincial Child Protection Acts and Criminal Code - Civil suits may also occur. Determined by organizations Harassment Policies. Criminal Code, labour tribunals, civil action and/or Provincial Human Rights Tribunals may be used concurrently or alone

Philosophy - The victim is not to blame; offenders are responsible for their behaviour.

KPMHA Recognition and Prevention of Harassment Policy

This policy sets out the principles and practices of the Kerry Park Minor Hockey Association regarding harassment.

Statement Of Purpose

Kerry Park Minor Hockey Association is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. KPMHA supports the right of all its members, whether athletes, volunteers or employees to participate in all KPMHA activities free from any form of harassment. Further, KPMHA emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of young participants. A sports environment that actively discourages harassment and builds relationships based on trust and mutual respect is an environment that discourages the abuse of children and youth and encourages the overall development of the individual. In order to further these aims, KPMHA will make every reasonable effort to promote awareness of the problem of harassment among all its members and to respond swiftly and efficiently to complaints or disclosures of harassment.

Policy

It is the policy of Kerry Park Minor Hockey Association that harassment in all its forms will not be tolerated during the course of any KPMHA activity or program. Accordingly, all KPMHA personnel (staff, volunteers, team and on ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

Definition

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sport activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (e.g. - player to player in the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g. - coach to player, sports administrator to employee). The following is a non-exhaustive list of examples of harassment:

1. Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.
2. Condescending, patronizing, threatening or punishing actions which undermine self esteem.
3. Practical jokes that cause awkwardness or embarrassment or may endanger a person's safety.
4. Any form of hazing.
5. Unwanted or unnecessary physical contact including touching, patting, pinching.
6. Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement.

7. Sexual assault or physical assault.

It is important to note that the behaviours described in items 5 to 7, when directed toward a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the RECOGNITION AND PREVENTION OF ABUSE POLICY comes into effect.

Response And Remedies

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of Kerry Park Minor Hockey Association that harassment can be tolerated no longer. Harassment is unacceptable and harmful. KPMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety. At the same time KPMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defence to the charges. Minor incidents of harassment, (e.g. - inappropriate jokes) should be corrected promptly and informally, taking a constructive approach with the aim of bringing about a change in negative attitudes and behaviour. More serious incidents (e.g. - a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the relevant policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There is to be no tolerance for reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Anyone making a complaint, which is found to be clearly unfounded, false, malicious or frivolous, will be subject to discipline. Procedures for handling of complaints brought against KPMHA appointed volunteers or employees are detailed in the document entitled "KPMHA HARASSMENT COMPLAINT PROCEDURES."

KPMHA Harassment Complaint Procedures

1. Any KPMHA member, volunteer or employee (hereafter referred to as the concerned person) who believes he or she is being harassed by another KPMHA member, volunteer or employee (hereafter referred to as the concerned respondent) should, if practical, immediately inform the harassing individual that the behaviour is not welcome.
2. Any concerned person or concerned respondent may, at any time, seek confidential advice or assistance from a designated BCAHA Harassment Advisor (male or female) on how to deal with a situation of harassment.
3. A Harassment Advisor will be the primary contact for all formal complaints of harassment. At the outset the Harassment Advisor will explain the BCAHA Harassment Complaint Procedure and the alternative options for action by the concerned person. Possible outcomes of that primary contact between the concerned person and an advisor may be:
 - a. Both parties agree that the conduct does not constitute harassment. The conduct may be inappropriate and the concerned person should address their concerns with their association in writing utilizing "KPMHA Complaint Handling Policy and Procedure".
 - b. The concerned person is not able or willing to confront the harassing individual and chooses to pursue an informal resolution of the complaint.

- 1) The Harassment Advisor will direct the concerned person to their hockey association, which shall attempt to mediate a resolution acceptable to both parties.
- 2) If the resolution fails to satisfy the concerned person, he or she may lay a formal written complaint.
 - c. The concerned person decides to lay a formal written complaint.
 - 1) The concerned person shall forward the formal complaint to the concerned respondent's hockey association with a copy forwarded to the BCAHA Harassment Advisor. The hockey association will forward a copy of the written complaint to the concerned respondent(s) for response within seven (7) days.
 - 2) Immediately upon receiving a written response from the concerned respondent the hockey association will begin a formal investigation. The investigation will take place within seven (7) days of the receipt of said documentation by the association.
- 3) If the decision fails to satisfy either the concerned person or the concerned respondent they may appeal the decision within 48 hours and the association should hear the appeal within seven (7) days of receiving the written appeal.
- 4) If the decision of the appeal committee fails to satisfy, the concerned person or the concerned respondent either may request through the BCAHA Harassment Advisor, a review by the District Director. The District Director will within ten (10) days conduct a review of the procedural process applied by the association in both the initial investigation and the appeal. The District Director will not review the decision only the validity of the process used to reach it. The District Director will report back to the Advisor with the recommendation that either the resolution process was sound and no further action should be taken or that due process was not followed and a new investigation should take place.
- 5) If the District Director recommends that a new investigation is to take place the Harassment Advisor will immediately notify the Harassment Officer and forward all pertinent documentation for review. The Harassment Officer will appoint a three (3) member "free from bias" review panel and initiate proceedings for a formal investigation to take place within fourteen (14) days. The Harassment Officer may detail the District Director and the Harassment Advisor(s) to assist with the administrative requirements of convening the event however, neither will have a formal role in the investigative panel.
- 6) The review panel will report its findings directly to the Harassment Officer who shall within seven (7) days inform the concerned person and the concerned respondent of the decision. Both the concerned person and the concerned respondent have the right to appeal the decision of the review panel. Notice of intention to appeal, along with grounds for that appeal, must be forwarded to the BCAHA Executive Director within 21 days of written receipt of the decision. The Appeal Procedure is outlined in the BCAHA Constitution, By-law Ten.
- 7) The concerned person brings evidence of harassment but does not wish to make attempts to resolve it or to lay a formal complaint.
 - a) If the Harassment Advisor determines that there is reasonable evidence and surrounding circumstances to warrant laying a formal complaint even if it is against the wishes of the concerned person, the Harassment Advisor will inform the Harassment Officer who will make the final discussion in regards to issuing a formal complaint and proceed as outlined above. The Harassment Advisor will inform the concerned person of his obligation to respond in this manner.
 - 8) Where a person believes that a member, employee, or volunteer within KPMHA has experienced or is experiencing harassment and reports this belief to the Harassment Advisor, the Advisor shall make contact with that individual who is believed to have experienced harassment and proceed in accordance with established complaint procedures.

PLEASE NOTE THAT TIME LINES HAVE BEEN ESTABLISHED TO PROMOTE TIMELY RESOLUTION OF ALL COMPLAINTS BUT THAT THEY MAY BE ADJUSTED AT THE DISCRETION OF THE HARASSMENT OFFICER.

STRICT ADHERENCE TO ALL THE ABOVE IS REQUIRED OR DISCIPLINE MAY RESULT

Appendix I Team First

Contracts

Players Contract

Parent Contract

Team Officials Contract

Sports Administrator's Contract

On -Ice Officials Contract

Team First Contracts must be signed before league play starts.

APPENDIX 2

2016/2017 KERRY PARK MINOR HOCKEY Affiliation Player Guidelines

The following affiliation rules are to be in addition to the Hockey Canada, BC Hockey and VIAHA affiliation regulations;

- 1st –Competitive team Head Coach generates a list of players they feel are capable of being possible APs
 - This HC is to attend practices/games in order to compile a list of capable players.
 - AP list should be generated by the first week in October so that the coaching team has time to view all AP's before the Deadline in January.
 - It is very important that all possible AP players are physically capable of playing at that higher level. (player's safety needs to be a priority)
 - AP players requested should be the top skilled players on their original team. REMEMBER it is important NOT to water down the team where the other players are stuck standing around cause an AP is not able to keep up!
 - Development for the AP **and** for the players on the competitive team must be considered.
 - If an AP player is dragging down a team practice, this will slow down the development of the rostered players.
 - The HC has the right to change his or her mind if the AP is not able to keep up during practices and or games.
- 2nd - This list is discussed with the HC on the original team to make sure nothing is over looked.
- 3rd - KPMHA HC and appropriate Coordinator approves list before the player is asked to AP.
- 4th – Once the player is asked and their parents agree, the permission form on page 3 must be filled out completely.
 - The manager of the Competitive team is to hold onto this original permission form.
 - Initiation/ Novice players are not allowed to AP to full ice!
 - All original team practices and games MUST be 1st priority unless given in writing from the original team HC.
 - This must also be sent to KPMHA Head Coach and appropriate Coordinators.
- 5th – Once the permission form is completed the manager of the higher team must notify the KPMHA Registrar (Louise Tompson) so that she can update the roster with the said 'AP's'. No less than 72 hours notice.
 - Affiliate players should be rotated into the higher team's roster equally (i.e. the same affiliate player should not be called up by the higher category team every time an affiliate player is needed, unless there are not any other capable AP's.)
 - APs are not to attend more than one higher up team practice per week unless they are set to be playing in an upcoming game on the weekend or tournament.

VIAHA 2016/2017 AP rules;

VIAHA strongly encourage all teams to make use of affiliation to ensure that they always have sufficient players available to safely participate in games.

Hockey Canada Regulation E, BC Hockey Regulations 2.24 and 2.25 and VIAHA Regulations 5.23-5.27 inclusive outline the processes and restrictions on affiliation. In no particular order of importance those applicable to "minor" are:

- Players who are registered on a recreational or carded team may affiliate with a higher division or category team. The player must be listed on the HCR of the team to which he is affiliated before playing as an affiliate and a copy of the updated HCR roster must be sent to the league commissioner/Managing Director. Otherwise the player is considered ineligible.

- A team may have a total of seventeen (17) skaters and, two (2) goaltenders as specially affiliated players. A player may not be affiliated to more than one team at any time and must be released from one affiliated team before being added as an affiliate on any other team.
- A carded player may not affiliate to a recreational team.
- Novice/Initiation players may not affiliate unless approved by the VIAHA Officers.
- A player may not participate as an affiliate in more than ten (10) placement, league or playoff games in a season. The player is considered ineligible after the tenth game.
- Except for goaltenders, appearance on a game sheet is considered participation. For goaltenders taking part in the game will be considered participation while appearing as a back-up, on the bench, will not.
- Exhibition and tournament games are excluded from the restriction of ten (10) games.
- Players remain registered with their lower Division/Category team.
- Affiliate players will have the designation "AP" beside their name on the game sheet.
- An affiliate player must have the approval of his/her registered team.
- Affiliate players may be used to replace a player or players absent due to injury, suspension or family vacations. An available and eligible rostered player cannot be a "healthy scratch" to make a spot available for an affiliate.
- A carded team may not use affiliates to bring the numbers of players in a game to a number greater than the number of players on their roster. A recreational team, including Atom Development, may use affiliates if they have fourteen (14) or fewer skaters available for a game and may only use affiliates to bring the number of skaters up to fourteen (14)
- Recreational players may not participate as affiliates until after the player has participated in one league game with their registered team or until the first Wednesday following Thanksgiving. There is no such restriction on carded players.
- MHAs may have additional policies/regulations which further restrict the use of affiliate players within their own Association.

- Affiliated players must be registered with KPMHA.
- Affiliated players first commitment is to their regular season team in both games and practice situations.
- Affiliated players MUST return to their regular season team once assignment is completed.
- Affiliated players must actually play regular shifts in a game that they have been called up for. (Other than goalies)
- The Affiliated Player Permission form must be completely filled out before a player is allowed to attend an AP practice.
- The KPMHA registrar must be given a minimum of 72 hour notice to update the team roster with the Affiliated Player.

AFFILIATION PLAYER PERMISSION FORM

TEAM AFFILIATING TO: _____

PLAYERS NAME: _____ BIRTHDATE: _____

HOME PHONE: _____ ALTERNATE PHONE #: _____

EMAIL ADDRESS: _____

REGULAR SEASON TEAM: _____

REGULAR SEASON HEAD COACH: _____

REGULAR SEASON HEAD COACH'S SIGNATURE: _____

AFFILIATING HEAD COACH'S SIGNATURE: _____

I fully understand that my child has been asked to become an affiliate player for the above mentioned team. I agree to abide by the rules and regulations as set by the HC, BC Hockey, VIAHA as well as KPMHA. As the parent of the above mentioned player I agree to inform Kerry Park Minor Hockey Association when the above mentioned player is used as an affiliate in a game, by emailing the Registrar at kpmhareg@telus.net. I understand that failure to provide this notification may result in affiliate player privileges being suspended for my child. I understand my child can only be an affiliate with one team. I understand that my child can only attend a maximum of one rep practice time per week unless he/she is replacing an injured, absent or suspended player. I understand that my child's regular team coach requires my child to attend all of the regular team practices. Each time my child is used as an affiliate player he/she must return to his/her regular season team. Once he/she plays the fifth game after January 10 he/she may not return to the lower team. Under no circumstances shall a fifth game be played without the express written permission of the President of KPMHA, permission may not be granted and is at the absolute discretion of the President. I hereby grant permission for my child to become an affiliate player upon the above conditions.

Parent/Guardian signature _____ Date _____

Parent/Guardian signature _____ Date _____

I understand that I have been asked to participate as an affiliate player on the _____ team. I understand that my primary commitment remains with my regular season team and that I will be returning to that team. I understand that my regular team coach requires that I attend all my regular team practices in addition to any practices that I participate in with the affiliating team. I know that my contribution to the affiliating team will be recognised and that I will have the opportunity to play regular shifts during any game I am called up for. I also understand that the affiliated Team Head Coach may change his mind at any point if I am unable to keep up with the team during practices.

Player's signature _____ Date _____