KERRY PARK MINOR HOCKEY ASSOCIATION

Policies and Procedures

Kerry Park Minor Hockey Association ("KPMHA") - KPMHA is governed by Hockey Canada, BC Hockey and the 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 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.

KPMHA has zero tolerance for abuse or intimidation of volunteers.

Updated as of April 9, 2023

Table of Contents

1 Registration of Players 1
2 Finances 3
3 Fundraising, Gaming and Team Accounts 9
4 Equipment and Apparel 12
5 E-Game Sheet Tablets 13
6 Sponsorship and Promotion 14
7 Composing and Declaration of Teams 14
8 Tournaments 18
9 Ice Allocation 18
10 Rules of Play 19
11 Risk Management 19
12 Referees 22
13 Coach Responsibilities 23
14 Team Manager Responsibilities 25
15 Player and Team Officials Conduct 26
16 Parent/Guardian Role and Responsibility 27
17 Volunteer Certification Requirements 27
18 Complaint Handling Policy and Procedure Policy 29
19 Harassment and Abuse Policy 32
20 Privacy Policy 39
Appendix 1 – Affiliation Player Guidelines 44
KPMHA Affiliation Player Guidelines 44
VIAHA AP 2019/2020 RULES 45
AP PERMISSION FORM 47
Appendix 2 – KPMHA Yearend Award Guidelines 48

1 Registration of Players

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	Divisional Director
U7	5-6 years	Junior/Female Divisions Director
U9	7-8 years	
U11	9-10 years	Intermediate Divisions Director
U13	11-12 years	
U15	13-14 years	Senior Divisions Director
U18	15-17 years	
Juvenile	18-19 years	

Table 1: Division Level by Age/Divisional Director

1.2 Registration fees are set by the Board of Directors on an annual basis.

1.3 A "Returning Player" is defined as a player that has played the majority of the immediate past season. Exception will be made for any player that ended the previous season early due to injury or illness. All other players will be considered a "New Player".

Returning Player registration will begin in February for the following September season start up. Each year the Board of Directors will determine an "Early Bird" discount and registration period. New Players are not eligible for a registration discount. New Player registrations will begin after the "Early Bird" period expires.

a) Incomplete registrations will not be held longer than 7 days
b) Complete registration includes payment in full and jersey deposit postdated cheque for $150 dated Mar 31 of next year, with child's name and division in memo line.
c) All cheques must be payable to KPMHA
d) 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 e-transfer, money order or certified cheque
e) 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 do not include the costs of game officials.

1.5 The registration fee is due on dates determined by the Board of Directors.

1.6 Players trying out for competitive teams will be charged a non-refundable try-out fee set annually by the Board of Directors. After July 1 there will be a $50.00 increase to the rep tryout fee.

1.7 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 Board of Directors. No player is allowed on the ice if their competitive fee has not been paid on time. The following late fees will apply on all competitive fees not paid on time:

One to seven days late there will be a $25 late fee
Day eight to fourteen there will be a $50 late fee
Day fifteen thru thirty there will be a $75 late fee
After day 30 the player will be removed from the team roster.

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

1.9 Prior to July 1st refunds will be provided for the full registration amount, less the cost of mutual aid (if applicable), and an administration fee of $50.

After July 1st registration refunds will be given:

a) For injured players that have a full doctor's note for injury and cannot complete the rest of the season due to the injury. Refunds due to injury will be considered by the Board of Directors provided the request is supported by a doctor's letter noting the date and extent of the injury. Refunds will then be adjusted (less insurance costs) from the date of injury.
b) For players that have notified the Registrar Director by July 1st that they are trying out for another BC Hockey sanctioned program and become successfully rostered with this other team.
c) All BC Hockey insurance fees will not be refunded.

1.10 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 Board of Directors.

1.11 Registration to the Association will be accepted at any time, subject to KPMHA capping policy or applicable late fee. Registrations accepted after October 30th 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 10th, 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 six (6). In this example the fee would be $50 plus $300x5/6 = $300. Registrations received in December would be charged $250, and so on.

1.12 The following documents are required for registration:

a) Completed online registration;
b) Copy of the player's birth certificate (new players only);
c) Applicable registration fees;
d) Declaration of Residence for new players and 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.); and,

e) Parents Respect in Sport (RIS) Certificate: For new players, parents must complete the RIS prior to registration.

No player is permitted onto the ice until the Registrar Director has given such approval.

1.13 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 President with the reasons for the request. The Board of Directors will approve or deny the request. VIAHA must approve all underage/overage exemptions from U11 age and up.

1.14 The following rules apply to players who wish to try out for a Tier 1, Junior B, Zone Teams, BC Hockey U15AAA, U16AAA, U18AAA or a Female Team:

a) All players must register first with KPMHA before April 30th. This is important to maintain a space with KPMHA in the event that the player does not make the team they are trying out for.
b) The registration fee will be collected at the time of registration.
c) The Registrar Director must be informed prior to the start of pre ice sessions for their division in an email of the player's intent to tryout at another level to registrar@islanderhockey.ca.
d) The player will be put on the pre-registration list for the appropriate division and must keep in contact with the Registrar and Divisional Director regarding ongoing status with the prospective team.
e) If that player is released, they must immediately inform the Registrar Director and Divisional Director to determine where there is an available spot for that player at KPMHA. The player can participate in tryouts at KPMHA if released in time and if they paid the rep tryout fee at time of registration, once the KPMHA Registrar approves them back.
f) All players that have made the Junior or representative team must immediately inform the KPMHA Registrar in an email.

2 Finances

2.1 Objectives:

a) Ensure 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 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 VP-Admin and Finance Director will present the budget for approval by the Board of Directors prior to the registration period.
b) The budget will be presented to the membership at the Annual General Meeting (AGM), for approval.

c) It shall be the duty of the VP Admin to oversee financial management of the Association, establish financial policies and report financial results.

2.3 Chart of Accounts:

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

2.4 Reporting:

a) The VP Admin Director shall present financial statements at the Board of Director meetings which shall include:
    1. Statement of Financial Position that includes the following:
        i. Profit & Loss
        ii. Current Receivables
        iii. Current Payables
        iv. Bank Reconciliation from the previous month
    2. Statement of Operations (actual vs. budget)
    3. 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 of BC.
d) The "reviewed" annual financial statements shall be presented to the membership at the AGM.
e) The VP Admin Director 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 two [2] separate signatures): President, VP Admin Director, Registrar Director 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:
    1. Properly approved
    2. Consistent with the terms of the initiating purchase document
    3. Coded correctly
    4. 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 VP Admin Director is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.
b) The VP Admin Director 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 VP Admin Director.
d) KPMHA discourages the remittance of cash through the mail, preferring:
    1. Cheque
    2. Money Order
    3. E-Transfer
e) All monies received by KPMHA must be promptly deposited (at least once a week).
f) 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
g) A copy of all registration deposits must be emailed to the registrar for input into HCR.
h) A receipt must be issued for a cash payment at the time of the exchange and signed by two (2) Directors.
i) All e-transfers are to be sent for auto deposit using the registrar@islanderhockey.ca email.
j) Once the registrar receives the e-transfer receipt, he/she is to email it to the Treasurer.
k) Gaming funds shall be kept in a separate bank account unless otherwise legislated.

2.7 Acquiring Goods and Services:

a) The VP Admin Director 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 Directors may be delegated authority for specific and approved transactions.
b) Initiating documents must be issued prior to the goods and/or services being received or performed. The following qualify as initiating documents:
    1. Purchase Order
    2. General Service Contract
    3. An email approval from the VP Amin Director and President
c) 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.
d) If an expense is initiated by the payee, a cheque signing authority must verify the goods or services received.
e) All purchases over the amount of $500 shall be approved by the Board of Directors. Additionally, three (3) quotes may be obtained and presented to the Board of Directors for consideration.

f) 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 VP Admin Director and President.

2.8 Paying for Goods and Services:

a) Invoices, claims for payment and statements of account must be signed by the Executive Member in charge of the budgetary expense before the invoice is processed for payment. The VP Admin Director must ensure:
    1. Goods and services have been received
    2. The invoice is supported by an approved initiating document
    3. Any addition/extensions are correct
    4. 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 Registrar is to produce a list, before January 31st of the given season, to the VP Admin Director:
    i. of all team staff that will need to be reimbursed for clinics (any clinics that fall under the direct coordination of The Risk/Equipment Management Director)
    ii. of all coaches that will need to be reimbursed for coaching clinics (any clinics that fall under the direct coordination of the Head Coach/Competitive Director)
e) All coaching reimbursements must be accompanied by BC Hockey completion and original clinic receipt.
f) The deadline for all reimbursements will be October 31st of the following season.

2.9 Accounts Receivable:

a) All amounts due to KPMHA must be entered promptly as an account 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 Director 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 VP Admin Director and President approval.

e) KPMHA Registrar Director is to produce a list, before January 31st, to the VP Admin Director 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 team safety, and a team manager. The exception is U7, U8 and U9 teams which are allowed to have up to five (5) properly trained coaches, a team safety and a team manager. Teams can add additional certified team officials for a fee of $50 per official.

Due to COVID the association will cover mutual aid for three (3) extra team safety people.

- There must be a Safety person at every ice session qualified and approved by KPMHA Registrar.
- All volunteers must be properly certified when speaking to any participant.
    - Manager =CRC, RIS, CATT and any new BC Hockey clinic required.
    - Safety person = CRC, RIS, CATT, HSCP course and any new BC Hockey clinic required.
    - Coach= CRC, RIS, CATT, Coaches course and any new BC Hockey clinic required.
- Every team must maintain the 2 deep rule whenever dealing with ALL minors. For example, 2 team officials dealing with ill or injured and 2 team officials monitoring players in the dressing room.
- If a team wishes to have more team officials then they will be billed the extra mutual aid for each extra at the rate of $50 per for mutual aid.

2.10 Capital Assets:

a) An itemized capital budget shall be prepared annually by the VP Admin Director 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:
    1. By location and major category of asset
    2. At cost. Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset
    3. Moveable capital assets such as hockey equipment should be clearly identified as property of KPMHA
e) Capital assets are amortized over their estimated useful lives at a rate established by the VP Admin Director (following GAAP).
f) 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 VP Admin Director 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 VP Admin Director.

c) KPMHA reimburses Director's travel expenses when conducting Association business outside of KPMHA electoral areas.
d) For all league games North of Duncan, non-parent head coaches may be reimbursed for travel expenses through the association at a rate of $0.52/km from point of departure.
e) For any exhibition games and or tournaments, non-parent coaches may be reimbursed by the team through fundraising monies, accordingly: - Accommodation - 100% Covered - Vehicle - at a rate of $0.52/km from point of departure. If the coach travels with another parent, vehicle costs will be reduced by half. Only one vehicle per trip will be reimbursed. The team will pay a maximum of one room with a maximum of two coaches per room. The coach must submit a detailed statement of expenditures with receipts. These expenditures will be paid through the Rep team budget
f) Unless otherwise reimbursed by VIAHA or BC Hockey, KPMHA reimburses reasonable travel expenses as per 2.11 a) and 2.11 c) as follows:

Expense Type	Remuneration
Vehicle Use	$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

Table 2: Expense Remuneration

2.12 Scholarships:

Kerry Park Minor Hockey Association's Scholarship Policy

Description: The KPMHA's scholarship is financial support awarded to a student athlete, based on academic achievement, community service, and the identification of financial need, for the purpose of schooling. The funds are used to defray the costs of tuition and or books, directly tied to a student's educational cost through the educational institution.

Amount: Up to two scholarships valued at $750.00 each can be awarded each year.

Eligibility:

a) The KPMHA Scholarship is open to registered members and officials of KPMHA who are in their graduating year from a BC high school (public, private, or correspondence).
b) Scholarship will be given to players/ officials who have participated up to the U18 level with a minimum of four years of minor hockey experience with the KPMHA.
c) Applicants must have been registered with KPMHA within the last two years.
d) Applicants must demonstrate positive sportsmanship/ leadership in hockey.
e) Applicants must demonstrate a positive and constant track record with community involvement.

f) Applicant must attend a post-secondary institution within 18 months of graduation from high school.
g) The successful applicant(s) must submit proof of paid tuition fees to obtain the scholarship funds within 18 months of graduation from high school.
h) If the recipient chooses not to continue with their education, the scholarship must be returned.

Selection Process:

a) The selection committee will work with the KPMHA's Gaming and Fundraising Director to ensure the scholarship information has been posted and advertised on the association's various media platforms.
b) The selection committee will work with the KPMHA's treasurer to ensure the required funds are allocated within the association's yearly budget or overage funds.
c) The recipients of the scholarship will be selected by a committee acting on behalf of the KPMHA that will be struck annually. The selection committee will consist of three members, one of which must be a KPMHA Board Member.
d) The selection committee will meet based on their schedule to review, rate, and select the recipients for the KPMHA scholarships.
e) Once the selection committee has agreed on the awarding of the scholarships, the names of the recipients will be brought forward to the next KPMHA's board meeting for discussion and approval.
f) The committee may decide not to award scholarships if candidates cannot demonstrate the required criteria.

3 Fundraising, Gaming and Team Accounts

3.1 The Gaming and Fundraising Director must ensure the association has an approved gaming license from the Provincial Government prior to approving any gaming activities (i.e. 50/50, raffles, etc.).

3.2 Team Bank Accounts

a) All team bank accounts will be opened and held by the association with three (3) Board of Directors as sponsor members (President, VP Director, Treasurer and Registrar Director).
b) The three (3) Board of Directors (sponsor members) will add/remove delegates to each team account as needed. This will allow for better control and transparency of the team funds. Delegates will have access to view all team account bank transactions and instruct team expenses be paid (with copy of receipt) to the KPMHA Bookkeeper.
c) A secondary account will be set up to hold all team gaming monies as per Gaming License regulations.
d) All team funds will only be run through the above team account. Teams are not allowed to set up a different team account or use a personal account to run any team funds through.

e) All E-transfers pertaining to fundraisers or any other team funds must be run through the auto deposit team email address assigned by the VP Admin or Treasurer Director for each team. For example; U13C2@islanderhockey.ca
f) Teams will have until July 1st to use their funds in accordance with KPMHA guidelines.
g) All remaining balances in the team accounts will be transferred to the KPMHA operating account on July 1st of every year.

3.3 All teams must keep an accurate accounting of all incoming and outgoing team money (e.g. bottle drives, car washes, Pizza fundraisers, raffles, seed money paid by each member, team expenses, etc.)

a) Teams are not to pay any team expenses, seed money refunds/returns by cash.
b) All fundraising coupons can only be purchased by the Association and sold to teams at cost. Team Managers are to request the number of coupons from the KPMHA Gaming and Fundraising Director and the team will be billed for this expense within 30 days.
c) All money earned through gaming licenses must be deposited in full to the Team Gaming account set up as per policy 3.2.
d) In September Teams are to submit a draft Team budget to the VP Admin Director. This budget will be submitted to the Budget Committee for approval or edits/changes.
e) Once the Team's budget is approved, the Team Manager or Team Treasurer will present their budget to the remaining Members on the team and each Member will be required to sign the bottom of the budget. The signed budget must be sent to the VP Admin Director before Oct 31st.
f) If a team raises more money than expected, the Members do not have to resign a new budget if these funds are off-set by: purchasing ice, on ice officials for extra games, attending an extra tournament or paying for a KPMHA Development Coach. Any other purchases for this income will be required to have 2/3 of the Parent group sign off on an updated budget and sent to the VP Admin Director.
g) Teams are required to submit all receipts with a listing of incoming and outgoing funds and list of who paid seed money and how much, to the VP Admin Director no later than by the following three (3) dates:
    1. Dec 31st
    2. Jan 30th
    3. March 31st

    ***Ice times will be suspended for those Teams that are not in compliance with any part of policy 3.3.**
h) By March 31st, each Team Manager or Team Treasurer must provide a final total of incoming and outgoing funds to the VP Admin Director.
i) **Before any Seed money returns are paid to Parents** the Team's yearend financials must be verified and approved by the VP Admin Director.
j) No later than 45 days after the end of the season the Team Manager or Team Treasurer is to send out the final report listing of all finalized incoming and outgoing totals of the Team account to all Members on the Team.
k) All seed money carry over funds must be detailed and sent to VP Admin Director by April 15th.

l) All Team Managers and Treasurers will be required to sign an agreement regarding team finances.

3.4 Gaming Funds

a) 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 and providing that information to the Gaming and Fundraising Director for submission of post event reports.
b) As per Policy 3.3 teams will need to provide money earned and spent through their general account and their gaming account to the VP Admin Director as per schedule.
c) Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting.
d) Teams must inform the Gaming and Fundraising Director through the online form (found on the KPMHA website) when they need a license and provide the needed data to apply for licenses and file post event reports.
e) When filing final reports to BC Gaming the Gaming and Fundraising Director must also provide copies to the VP Admin Director. These funds may only be applied against eligible hockey related expenses in accordance with Provincial gaming policy.
f) The percentage of money earned through gaming activities returned to the teams is at the discretion of the Board of Directors.
g) Team managers will be required to sign a written agreement to adhere to these rules.

3.5 All year-end team functions MUST:

a. Be sanctioned through BC Hockey
b. Approved by the VP Admin Director
VP-admin@islanderhockey.ca please allow a min of seven (7) days for feedback.

3.6 Teams may only refund seed money to Members. Seed money may be defined as money paid by Members throughout the season, prior to any fundraising or gaming activities. Seed money is to be used for ice, official fees, and tournament fees and:

a) Receipts must be issued to parents upon collection of seed money.
b) Money raised through fundraising or gaming cannot be distributed to Members.
c) Refunds are to be equally refunded amongst families that paid equal seed money.
d) Refunds may not exceed individual families' original seed money contribution.
e) Refunds are to be given only by cheque or E-transfer to the Member who wrote the cheque or paid cash.
f) Seed money is not to be returned to Members where the player was sponsored. Please speak directly to the VP Admin Director for directions on this.

3.7 For Competitive teams – Members will be asked to contribute up to $350 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments, referee bills and other KPMHA approved team related expenses. Anything over $350 seed money must be approved by the Board of Directors.

For Recreational teams – Members will be asked to contribute up to $200 per player of seed money. Such said seed money will be paid to the team bank account at the beginning of the season to contribute to tournaments and other KPMHA approved team related expenses. Anything over $200 seed money must be approved by the Board of Directors.

Competitive or Recreational

a) Team related expenses can be offset by sponsorships/donations (approved by the Gaming and Fundraising Director).
b) All Team apparel not currently for offer on KPMHA website **MUST** be approved by the Risk/Equipment Management Director before orders are placed in accordance with section 4 of our P&P.
c) Any Parent who has not paid their seed money may be excluded from extra activities paid by the said seed money and/or contributed to any fundraising.
d) All Competitive and recreation team approved expenses are to be covered by one of the following;
    i. 100% player paid seed money.
    ii. A combination of player paid seed money and player's family participation in fundraising and or donations.
    iii. Participation by every player/player's family in each fundraiser and or collection of donation(s). There will be no dollar value applied to each player through this option.

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 1st, 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 alternate captains are to be purchased from the Risk/Equipment Management Director and 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 Risk/Equipment Management Director. Purchases of same require Board of Directors' approval.

4.4 Jerseys are to be worn to games only unless approved by the Board of Directors. 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) U7 to U13: KPMHA shall try to provide goal pads and sticks.
b) U15 and older divisions shall be responsible for the purchase of their own goal equipment and sticks.

c) The Head Coaches of goalies in U7 to U13 should contact the Risk/Equipment Director to let him or her know of their goalie situation. For teams where multiple goalies will be sharing the equipment it may be signed out by a coach, and returned to the equipment room at KP in good condition for other goalies to use. Association goalie gear 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 Risk/Equipment Management Director and VP Admin. Director to re-issue the equipment upon payment of a $500 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 Risk/Equipment Management Director at the end of each season. The locker room keys are the property of the Cowichan Valley Regional District (CVRD); failure by a coach to return their locker room key may result in the cashing of their player's jersey deposit cheque. Non-parent coaches will be invoiced for the same amount. Failure to pay will affect next season's status.

4.8 Third Jersey - KPHMA Board of Directors will review any requests for a third jersey on an annual basis to be approved. Only one third jersey will be approved for the season and available to any team who wishes to use it. This will be at the team's cost. Jerseys must comply with all KPMHA, VIAHA, BC Hockey and Hockey Canada regulations.

4.9 All team apparel, e.g. jackets, vests, or tracksuits, etc. that is not available through our KPMHA website must have special permission before ordering from the KPMHA Risk/Equipment Management Director. Logo on apparel must be consistent and not changing from season to season. Only KPMHA current main logo will be approved for team apparel. Any team that does not follow this policy may be assessed with a fine.

4.10 Competitive Only - In order to represent KPMHA in a proud and consistent fashion, the head coach for competitive teams will make the decision as to what the team players and coaches are to wear prior to games, within reason. Examples of pre-game team apparel could include dress shirts/pants and dress shoes, team track suits etc. KPMHA track suits, facilitated through the Risk/Equipment Management Director, must be approved by the Board of Directors.

5 E-Game Sheet Tablets

5.1 KPMHA tablets for e-game sheets shall be provided to all teams at the start of the season.

5.2 Tablets assigned to the teams are the responsibility of the Head Coach/Team Manager. If a tablet is damaged after being assigned to a team, the team is responsible to pay for its replacement or repair (if deemed repairable).

5.3 Tablets are only to be used for e-game sheets. No additional functions or applications are to be downloaded onto the team tablets unless authorized to do so by KPMHA.

5.4 Each team's head coach and/or manager will ensure that e-game sheets are completed and submitted after games.

6 Sponsorship and Promotion

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

6.2 All sponsorship funds solicited by the Gaming and Fundraising Director will go directly to the association. All sponsorship funds that are solicited by teams or given to the association for a specific team will be transferred to the respective team. Team level sponsorships must be approved by the Gaming and Fundraising Director.

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

6.4 KPMHA team sponsorship fees will be assessed and set by the Board of Directors on an annual basis. Potential new sponsors should be referred to the Gaming and Fundraising Director. An annual letter, approved by the Board of Directors, will be supplied by the Gaming and Fundraising Director detailing the year's sponsorship program.

6.5 Team members, officials and parents are strictly forbidden to solicit local businesses for donations without providing notification to the Gaming and Fundraising Director or the Board of Directors. KPMHA will provide a list of current sponsors already supporting minor hockey teams in the Association.

6.6 The Gaming and Fundraising Director will present a plan regarding annual sponsorship for approval by the Board of Directors.

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; U11 C1).

6.8 All information released to the media shall be positive in nature. Any derogatory or inflammatory comments concerning KPMHA that are released to the media by any member shall result in immediate action of the 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 Board of Directors, 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 Association's annual budget approval process at the AGM. Depending on final registration numbers, the number of teams may be changed by the Board of Directors.

7.3 All players competing in the VIAHA Island league must be rostered with a team in accordance with the declaration requirements of the VIAHA and BC Hockey policy and deadlines. This is the responsibility of the respective Divisional Directors and the Registrar Director.

Recreational Teams

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

7.5 Divisional Directors, with the approval of the Vice President, will ensure sufficient player evaluations are conducted (drill and game play) to determine team composition. Once evaluations are completed, the Divisional Director will work with the Head Coach/Competitive Director to compose the teams from the evaluations. The Vice President will be presented with the teams for approval prior to rosters being submitted to the Registrar/Administration Director 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 Director's and Vice President's authority on team composition is final.

Competitive Teams

7.7 Competitive teams in each division will be in accordance with VIAHA regulations. The Head Coach/Competitive Director will have the responsibility for evaluation processes and composition of the competitive teams. The 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 AGM. Players having initial interest in trying-out for competitive teams will do so as part of annual registration. The KPMHA Registrar must be notified no later than 72 hours prior to the start of the first Association Pre-season session of a player wanting to try out for a competitive team. It is expected that players who participate in tryouts will play for the competitive team if selected.

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 Vice President. Special considerations include, but are not limited to: any player who is injured (doctor's note required) and cannot attend the tryout sessions; the history and capabilities of a player who registers part way through the season are not known; a player released from a (major or junior team) etc. These players may be able to try out 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 Head Coach/Competitive Director, and the 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, the Head Coach/Competitive Director , Vice President , President and any other Director filling in due to conflicts regarding any of the above three (3) positions, 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 Head Coach/Competitive Director will add the top evaluated goalie/goalies and the top 18 ranked skaters to a preliminary roster. If there are two competitive teams in a division, the Head Coach/Competitive Director will create the preliminary roster for the higher tiered team first. All competitive team evaluation scores for all skaters will be composed of 30% skills and 70% games. After the competitive team rosters have been reduced to 18 skaters and the top evaluated goalie/goalies, all competitive teams at KPMHA will have a minimum of one (1) and up to a maximum of five (5) exhibition games..

7.12 After the exhibition games are completed, the head coach of each respective team will finalize their rosters using their "coach's picks" from the bottom eight ranked (11th-18th) skaters as per the evaluation scores from the first three ice sessions, with oversight of the Head Coach/Competitive Director. The head coach may bring forward other players for consideration, which may be approved by the Head Coach/Competitive Director and 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 skaters will be decided upon by the Head Coach/Competitive Director and the 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 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 Head Coach/Competitive Director and Divisional Directors are responsible for ensuring that there are team officials for teams. Selection for coaches for teams will be the responsibility of a Coach Selection Committee which includes the Head Coach/Competitive Director and a minimum of two other parties. The Board of Directors will designate who will be on the Coach Selection Committee for each hockey season. The Competitive teams head coaches will be decided first, given that competitive team rosters must be established prior to the recreational teams. The Coach Selection Committee will recommend head coaches, for each team, to the Board of Directors, given the vital responsibilities these officials have for the team. The Board of Directors may give the Coach Selection Committee the authority to designate head coaches and team managers, without Board of Directors approvals, if deemed necessary.

7.16 Members interested in coaching need to fill out the online application, found under the "Coaches" tab on the KPMHA website and a new electronic CRC by May 25th.

a) The member applying will provide support of CRC submission.
b) The Registrar director will provide the divisional directors and the Head Coach/ Competitive director with a preliminary list of members interested in coaching duties.
c) The Head Coach/ Competitive director will review the list to assess whether or not preliminary interest in coaching will meet the needs of the teams and the association.

Competitive Team Coaches

7.17 Head coach 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).

7.19 Recreational Team Coaches - Head coaches for the recreational teams will be brought to the Board of Directors for final approval, by the Head Coach/Competitive Director or Divisional Director. For fairness, the Head Coach/Competitive Director will determine if interviews are required based on potential candidates and interest, in which case the interviews are conducted by the Coach Selection Committee. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

7.20 Team Managers - Once team rosters have been finalized, the team Head Coach will solicit interest for a potential team manager and make a recommendation to the Divisional Director or Registrar Director. The Director, Registrar, or VP will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

7.21 Assistant Coaches - will be recommended to the Head Coach/Competitive Director or the Divisional Director by the team's Head Coach. The Director, Registrar, or VP will present to the Board of Directors for approval. The Registrar Director will be unable to roster this individual until the Board of Directors has approved the individual.

7.22 Team Safety - The Team Manager and the team's head coach will obtain a team safety, and provide the name of the team safety recommendation to the Divisional Director and Risk/Equipment Management Director. The Director, Registrar, or VP will present to the Board of Directors for approval. The Registrar will be unable to roster this individual until the Board of Directors has approved the individual.

7.23 Team Treasurers - Each team will be required to provide the name of a team Treasurer for approval by the KPMHA Registrar and VP of Admin.

7.24 All volunteers must be in good standing with KPMHA and sign a volunteer agreement prior to mid-November. Team volunteers that are found to be supporting a non-sanctioned program in any capacity (coaching, managing, officiating and/or their child playing) in parallel with the Association's season will not be considered for assignment with KPMHA teams or programs.

8 Tournaments

8.1 All tournaments hosted by KPMHA must be sanctioned by BC Hockey and receive prior approval by the 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 Board of Directors as per BC Hockey Guidelines.

8.3 All teams hosting tournaments must receive their tournament fees from the Association or team attending. Personal cheques are not allowed for tournament entry fees.

8.4 Written requests for hosting tournaments shall be submitted no later than one (1) month prior to the tournament to the Board of Directors. Prior to approval the Tournament's proposed budget and the name of a tournament director appointed by the team must be submitted to the VP of Admin Director.

8.5 The Tournament's final budget and list of team attendees must be submitted to the Divisional Director and VP Amin Director 10 (ten) 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 VP Amin Director within 14 days of the tournament's close.

8.8 KPMHA teams attending tournaments must obtain Association cheques from the VP Amin Director. The Bookkeeper will invoice the team at the time of the monthly reconciliation of accounts for the association.

8.9 KPMHA teams may only attend tournaments sanctioned by BC Hockey.

8.10 The Divisional Directors shall recommend to the Board of Directors, for approval, teams or divisions that will host tournaments for the upcoming season.

9 Ice Allocation

9.1 The KPMHA ice contract generally covers the first week of September to the beginning of Spring Break, with two weeks set aside for tournaments at Christmas. The annual KPMHA budget voted on at the AGM will set out how much ice is allocated to each division.

9.2 All ice bookings must be made through the Ice Management Coordinator. Only team managers or head coaches are to request ice times from the Ice Management Coordinator. If a member has a question about ice times they are to go through their team manager who will then contact the Ice Management Coordinator.

9.3 The Ice Management 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 Management Coordinator with a minimum three (3) days' notice. The offending team may be assessed a fine of ice costs by the Board of Directors for any unused ice slots.

10 Rules of Play

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

a) Hockey Canada;
b) BC Hockey;
c) Vancouver Island Amateur Hockey Association (VIAHA); and
d) Association rules adopted by KPMHA as per its Constitution and Bylaws and this KPMHA Policy and Procedures 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 Board of Directors.

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 must roster a team safety that holds a current Hockey Certified Safety Person (HCSP) certificate. The team safety, to the best of their ability, will attend all games and practices.

11.3 The team safety will be the liaison between the team and the Association via the Risk/Equipment Management Director.

11.4 In accordance with the Hockey Canada Safety Program, each team safety 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 start and/or finish a practice or game and/or is unable to participate in a scheduled practice or game, it is mandatory that a doctor's note be provided to, and retained by, the team manager and the KPMHA Risk Management Director. This also includes injuries and or illness that have occurred during unsanctioned activities.

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. This must be handed in to the KPMHA Risk Management Director 24 hours prior to ice slot.

c) The safety of the player is the priority. It is imperative that immediate and constant communication between player, parents, coaching and Executive 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 team safety will ensure that the parent receives a BC Hockey Injury Report and it is properly completed and forwarded to the KPMHA Risk Management Director.

e) The team safety will follow the KPMHA Injury Report Protocol as follows:

1. The team safety will be responsible for providing the Injury Report to the parent/guardian(s) of the injured player.
2. The team safety will be responsible for informing the Risk/Equipment Management Director within 24 hours of being notified and reporting/ filing the completed Injury Report with the Risk/Equipment Management Director within the prescribed time limit.
3. The Risk/Equipment Management will ensure Injury Report completion and forward to BC Hockey.
4. The Risk/Equipment Management 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 Director 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 SMART PHONES AND OTHER MOBILE RECORDING DEVICES

The ability to take photos without others knowing has raised significant concerns. The potential exists for inappropriate/deviant use of camera phones by their operators photographing others undressing and showering in change rooms.

The potential danger of violating an individual's privacy will not be tolerated by KPMHA. Therefore, the use of any electronic device with a camera and/or microphone is prohibited in any recreational facility change rooms during any BCAHA/Hockey Canada or VIAHA sanctioned event.

There will be zero tolerance for violations and suspensions may follow.

11.8 All Board of Directors will be assigned an islanderhockey.ca email address. All Executive business must be done through the assigned email address. No personal email addresses are permitted.

11.9 LOCKER ROOM MONITORING

DRESSING ROOM

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "**Minimum Two Rostered Adults"** rule of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

INJURY TREATMENT

The team safety person should avoid treating injuries out of sight of others. Use the "**Minimum Two Adult Rule**" of supervision system.

11.10 CO-ED DRESSING ROOM POLICY

a) In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
   i. Male players will not undress to less than a minimum of shorts while females are present.
   ii. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

b) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above *(Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room for the coach Pre-game/Post game talk only).*

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

11.11 PARENTS IN LOCKER ROOMS

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary;

I. If a player needs assistance with his or her uniform or gear,
II. if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Team parent meetings at the beginning of the year will establish guidelines for this, as teams and coaches may vary.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently.

In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

11.12 ROAD TRIPS

Ideally, non-parent personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "**Minimum Two Adult Rule**" of supervision is observed at all times.

11.13 TRAVEL TO/FROM GAMES

As per VIAHA Policy, "no player with an `N` Drivers Licence shall drive teammates to an out of town game. It is recommended that players with an `N` Driver Licence be accompanied by a person with a valid Driver Licence when attending an out of town game."

11.14 PHYSICAL CONTACT

Team personnel should avoid touching a player. Use the "**Minimum Two Adult Rule**" of supervision system. The comfort level and dignity of the player should always be the priority.

11.15 SPORT AND TRAINING FACILITIES

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the "**Minimum Two Adult Rule**" of supervision system).

12 Referees

12.1 Any person wishing to be an on-ice official for KPMHA must;

a) Complete the appropriate annual certification clinic.
b) Hold BC Hockey insurance if not already registered on a BC Hockey team.
c) Must not be supporting a non-sanction BC Hockey program in any capacity (playing, coaching, managing, officiating and or their child playing) in parallel with the Association's season.

12.2 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 on-ice official fees and any required travel time.

12.3 To book on-ice officials for a game, 48 hours' notice is required.

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

12.5 Where the number of on-ice officials present is less than the number scheduled (one or more on-ice officials do not attend the game), the fee structure will be adjusted to align with the current compensation rates.

12.6 Competitive team fees do not include the cost of on-ice officials. Competitive teams are responsible for paying on-ice officials directly from their team accounts once the KPMHA Bookkeeper has invoiced the team.

13 Coach Responsibilities

13.1 Coach certifications

a) Recreational coaches must hold the following certification:
   1. For U7, coaches must hold a Respect in Sport certification and an Instructors Program level.
   2. For U9, 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 U11 to U20 divisions must hold a Respect in Sport certification and a minimum of Coach 2.

b) Competitive coaches must hold a Respect in Sport certification, a Developmental 1 (Intermediate) level and must meet any and all requirements of BC Hockey. Competitive head coaches in the U15 and U18 divisions must complete a checking skills clinic.

c) 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 and BC Hockey has listed the coach as trained or certified in HCR (depending on the coach level).

Coach 2 workbook must be reviewed and the verification form must be signed by the KPMHA Head Coach/Competitive Director and emailed into BC Hockey before March 1st.

13.2 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.

13.3 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.

13.4 All coaches will be monitored throughout the season by the Head Coach/Competitive Director and Divisional Directors. Should a coaching problem or complaint arise, the team manager will notify the Head Coach/Competitive Director and respective Divisional Director to review the complaint. If the issues surrounding the complaint cannot be resolved by the above noted individuals, the Vice President and President shall be notified to assist with a resolution and shall ensure that Section 19 (Complaint Handling) is adhered to.

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

13.6 The team head coach shall have the authority to suspend any player on the team, with just cause, for one (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 Divisional Director. 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.

13.7 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.

13.8 Development and Representative Coaches are required to attend the mandatory meeting set by VIAHA.

13.9 The Head Coach/Competitive Director and President must be informed of any coach suspensions within 24 hours of the notification of the suspension.

13.10 All coaches in both the Competitive and Recreational Divisions 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 U11, U13, U15 and U18 Divisions.

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

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

13.13 Player Participation Guidelines:

a) U7 - 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) U9 - 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) Recreational Hockey U11 to U18 - 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 special team units 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.

13.14 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 the Divisional Director.

14.3 Attempts to mediate any complaints brought to their attention. Those that they cannot successfully mediate, will be forwarded to the Divisional Director for further mediation and consultation and 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 safety and filed with the KPMHA Risk/Equipment Management Director.

14.6 Ensure all e-game sheets are electronically submitted immediately after the game.

14.7 Ensure the team 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 Ref Assignor 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 U11, U13, U15 and U18 teams: one head coach, two assistant coaches, a team safety, and a team manager. Teams can add additional certified team officials for a fee of $50 per person. For all U7 and U9 teams, the Association will pay mutual aid insurance for up to five (5) properly certified coaches, a team safety and a team manager.

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

a) 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.
b) 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, vaping 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 U18 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 Members must 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 with Section 12 Risk Management, which outlines the KPMHA protocol for injured players returning to regular play.

17 Volunteer Certification Requirements

17.1 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 or Coach Hybrid" has been replaced by Coach2. 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 or Coach Hybrid, you now automatically have a Coach2 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 BC Hockey website: https://www.bchockey.net/coaches/be-a-coach

Minimum certification levels are listed. Certification must be attained by December 1st of the current playing season.

*Respect in Sport (Activity Leader version), CATT (Concussion Awareness Training Tool) and CRC (Criminal Record Check) must be completed prior to volunteering.

New Division (July 2020)	**Coach 1** (One-time certification)	**Coach 2** (One-time certification)	**Development 1** (One-time certification)	**Respect-in-Sport** (Valid for 5 years)	**Criminal Record Check** (valid for 1 season)	**CATT** (Concussion Awareness Training Tool (One-time certification)
U7	Yes			Yes	Yes	Yes
U8/U9	Yes			Yes	Yes	Yes
U11		Yes		Yes	Yes	Yes
U13		Yes		Yes	Yes	Yes
U13 Rep			Yes	Yes	Yes	Yes
U13 Rep			Yes	Yes	Yes	Yes
U15		Yes		Yes	Yes	Yes
U15 Rep			Yes	Yes	Yes	Yes
U15 Rep			Yes	Yes	Yes	Yes
U18		Yes		Yes	Yes	Yes
U18 Rep			Yes	Yes	Yes	Yes
U18 Rep			Yes	Yes	Yes	Yes
U20		Yes		Yes	Yes	Yes
Female		Yes		Yes	Yes	Yes

Volunteers for all Divisions		**Respect-in-Sport** (Valid for 5 years)	**HSCP - Hockey Canada Safety Program** (valid for 3 seasons)	**Criminal Record Check** (valid for 1 season)	**CATT** (Concussion Awareness Training Tool) (One-time certification)
Director		Yes			Yes
Team Manager		Yes		Yes	Yes
On ice Assistants		Yes		Yes	Yes
Team Safety		Yes	Yes	Yes	Yes
Team Treasurer				Yes	

17.2 It is recognized that volunteer youth coaches are important to assist with grassroots hockey and for supporting graduation requirements for our players.

This policy will outline the procedures that are in place to support player volunteer opportunities within KPMHA. This decision will be based on a case-by-case situation with approval by KPMHA President.

If a player under the Hockey Canada umbrella decides to volunteer with a team other than his/her regular team and is at least one division removed, the player must meet the following requirements in order to receive credits towards graduation;

a) Every player must be registered in the current season within a Hockey Canada Sanctioned team.
b) The player must be at least 15 years old. If the player is 17 years old and turning 18 in the calendar year then he/she needs to complete a Criminal Record Check.
c) The player has to take the "Respect in Sport-Activity Leader" course at his or her own expense
d) Appropriate gear must be worn including helmet with a fastened chin strap and full face mask, neck guard, and gloves.

Procedure:

a) The appropriate paperwork, found on the website http://www.islanderhockey.ca/content/forms is filled in, signed and emailed to the Registrar and VP Admin so that required pre-requisites are confirmed, 72 hours prior.
b) Approval of ability to volunteer will be sent to player and HC through email by Registrar.
c) The player volunteers and keeps track of his/her hours on the appropriate form until he/she is no longer required.
d) The volunteer hours are added and the form signed by the Head Coach of the team where the player volunteered.
e) The paperwork is copied and submitted to the following people:
    1. one copy for the player;
    2. one for the school; and
    3. one for the KPMHA VP Admin

18 Complaint Handling Policy and Procedure Policy

18.1 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 Director → President → VIAHA → BC Hockey /Hockey Canada /and or appropriate Local Police/Child Protection Agency**

18.2 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 immediately formalized in writing to the President.
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.

18.3 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.

18.4 Mediation – Complaints - Investigations

a) Complaints by members concerning other members must fall under the jurisdiction of KPMHA.

b) 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 Association's members and volunteers. Personal issues between members do not fall under the jurisdiction of the Association.

c) If mediation cannot resolve the complaint, the President will initiate an investigation or hearing to seek relevant information from the party(ies) to the complaint, depending on the severity of the complaint.

d) The President, or his delegate, may seek all pertinent information from each party by interviewing the party (ies) 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.

e) The Association must follow Procedural Fairness when a complaint is received. The issues of disclosure, confidentiality and neutrality will be explained initially to the Complainant:

    1. Disclosure – person being complained about is entitled to know the factual details of the complaint before a decision is made.
    2. 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 (ies) involved.
    3. Neutrality – the Association representative must remain neutral and cannot take sides on the issue.

f) 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 Association, reporting it to the appropriate government agency is the responsibility of the individual not the Association, i.e. – abuse.

g) 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 while 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).

h) 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.

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

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

1. Fair, non-biased, no conflict of interest.
2. Respondent informed of all details of complaint.
3. Respondent has the right to representation.
4. Written decision will be provided to all party (ies).
5. Relevant information shall be disclosed.
6. Respondent has the right to appeal if sufficient grounds for appeal are found by the Appeals Committee.

19 Harassment and Abuse Policy

19.1 The following Policy, adapted from the BC Hockey's Harassment and Abuse Policy and Procedures, outlines the commitment KPMHA 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.

19.2 Description of Incident Responsibility:

a) Playing Rules: KPMHA, VIAHA, BC Hockey, Hockey Canada Harassment and Verbal Abuse KPMHA, VIAHA, BC Hockey Hazing BC Hockey Harassment Advisor

b) Neglect: Local Police/Child Protection Agency Physical Abuse Local Police/Child Protection Agency

c) Chronic Emotional Abuse: Local Police/Child Protection Agency Sexual Abuse Local Police/Child Protection Agency

19.3 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.

19.4 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.

19.5 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.

19.6 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.

19.7 Definitions:

a) 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.
b) 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.
c) 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.
d) 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.
e) 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:
    1. Contact
        i. touched or fondled in sexual areas
        ii. forced to touch another person's sexual areas
        iii. kissed or held in a sexual manner
        iv. forced to perform oral sex
        v. vaginal or anal intercourse
        vi. vaginal or anal penetration with an object or finger
        vii. sexually oriented hazing

2. Non-Contact
    i. obscene remarks on phone, computer or in notes
    ii. voyeurism
    iii. shown pornography
    iv. forced to watch sexual acts
    v. sexually intrusive questions and comments
    vi. forced to pose for sexual photographs or videos
    vii. forced to self-masturbate or forced to watch others masturbate

19.8 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.

19.9 Harassment and Abuse

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

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

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

19.10 KPMHA Recognition and Prevention of Harassment Policy - This policy sets out the principles and practices of the Kerry Park Minor Hockey Association regarding harassment.

19.11 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.

19.12 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.

19.13 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:

a) Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, etc.

b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem.
c) A practical joke that causes awkwardness or embarrassment or may endanger a person's safety.
d) Any form of hazing.
e) Unwanted or unnecessary physical contact including touching, patting, pinching.
f) 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.
g) 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.

19.14 Responsibilities 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."

19.15 KPMHA Harassment Complaint Procedures

a) 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.

b) Any concerned person or concerned respondent may, at any time, seek confidential advice or assistance from a designated BC Hockey Harassment Advisor (male or female) on how to deal with a situation of harassment.

c) A Harassment Advisor will be the primary contact for all formal complaints of harassment. At the outset the Harassment Advisor will explain the BC Hockey 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:

1. 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".
2. The concerned person is not able or willing to confront the harassing individual and chooses to pursue an informal resolution of the complaint.
    i. The Harassment Advisor will direct the concerned person to their hockey association, which shall attempt to mediate a resolution acceptable to both parties.
    ii. If the resolution fails to satisfy the concerned person, he or she may lay a formal written complaint.
3. The concerned person decides to lay a formal written complaint.
    i. The concerned person shall forward the formal complaint to the concerned respondent's hockey association with a copy forwarded to the BC Hockey Harassment Advisor. The hockey association will forward a copy of the written complaint to the concerned respondent(s) for response within seven (7) days.

    ii. 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.

    iii. 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.

    iv. If the decision of the appeal committee fails to satisfy, the concerned person or the concerned respondent either may request through the BC Hockey 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.

v. 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.

vi. 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 BC Hockey Executive Director within 21 days of written receipt of the decision. The Appeal Procedure is outlined in the BC Hockey Constitution, By-law ten.

vii. The concerned person brings evidence of harassment but does not wish to make attempts to resolve it or to lay a formal complaint. 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.

viii. 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.

20 Privacy Policy

20.1 Purpose of this policy - This Policy describes the method in which KPMHA will collect, use, retain, safeguard, disclose and dispose of the personal information of members, prospective members, and others including players, coaches, referees, managers and volunteers.
This Policy describes the way KPMHA will, subject to applicable legal requirements, adhere to all relevant legislative privacy requirements. The Policy describes each principle and the method of implementing each. KPMHA will strive to meet or exceed legislative requirements and will ensure that it remains current with changing technologies and laws. Any and all changes will immediately be posted to KPMHA's web site.

20.2 Accountability - KPMHA will manage all personal information in its possession in accordance with this Policy including that which may be transferred to a third party. Third party organizations who handle information on behalf of KPMHA shall be contractually obligated to adhere to the standards of KPMHA.

KPMHA will implement internal policies, which will facilitate adherence to this Privacy Policy including, inter alia:

a) Security measures at all levels designed to protect personal information in our possession.
b) Implementing procedures designed to respond to complaints and/or inquiries.
c) Training in all facets of information management, including awareness of KPMHA's Privacy Policy and policies and procedures developed in accordance with the Policy.

20.3 Identifying purpose, Type of information collected and Website - KPMHA shall only collect the information reasonably necessary to conduct hockey programming. Access to the Privacy policies and procedures will be readily available. Similarly, the process by which challenges may be made to KPMHA compliance and/or adherence to the legislation in question shall be readily available and transparent.

a) KPMHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

Specifically:

1. A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada and BC Hockey regulations.
2. Historical information concerning past teams played for is collected in order to determine if any of KPMHA transfer regulations may apply.
3. Information concerning an individual's skill level and development and feedback on programs is collected to measure the success of our programs in order that we may better plan future programs.
4. Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with KPMHA's residency regulations.
5. Educational information may be collected in order to ensure the entire residency regulations have been adhered to.
6. E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
7. Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
8. Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
9. Affiliates. KPMHA has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to, Hockey Canada, BC Hockey and provincial and local, associations, and leagues. Hockey Canada, its Branches and/or KPMHA may disclose the personal information described above to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

b) KPMHA will endeavor through associations/leagues to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at www.islanderhockey.ca. We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data.

c) KPMHA will request individually permission for the use of any personal data collected which is extraneous to that which has been identified above, unless said usage is authorized by-law.

d) KPMHA may also use information about an individual who accesses secure areas of www.islanderhockey.ca. Information members are asked to provide during use of the web site may include member's name, address, e-mail address, age, sex (and the other types of personal information listed above). All such personal

information will be treated within the same parameters as other personal information collected by KPMHA through other means. It is always the member's choice to provide information in certain fields although failure to complete certain sections may inhibit the ability to fully access all areas of the web site. The web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. KPMHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

20.4 Consent - KPMHA will use the personal information for the uses specified above in this document. By consenting to provide information to KPMHA, it is deemed to be a consent of KPMHA use of the information for the purposes of Hockey Programming listed in this Privacy Policy and to disclosure of the information to other associated organizations for the same purpose.

a) In addition to using personal information for Hockey Programming purposes, KPMHA may from time to time wish to use the member's name, address and contact information for the purposes of providing promotional opportunities, including by providing the information to the other association and to other third parties who KPMHA believes provide services or goods that may be of interest to the member. KPMHA and any such third parties may contact members with promotions (or to provide further hockey specific communications and information updates). KPMHA will provide an opportunity for the member to consent to these opportunities during the registration process. If a member consents but later wishes to opt out of this use of information later, they may do so by contacting KPMHA.
b) KPMHA recognizes that hockey by its nature is a contact sport and injuries are, to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and therefore they may be requested. While members and prospective members are under no obligation whatsoever to supply this information and may refuse to do so without penalty. KPMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
c) If at any time a member wishes to withdraw consent to the use of their information for any purposes, they may do so by contacting the Board of Directors. KPMHA will do its best to accommodate requests in a timely fashion. KPMHA will let members know the impact of their withdrawal.
d) KPMHA may collect personal information without consent where reasonable to do so and where permitted by its Bylaws.

20.5 Limiting Collection - All information shall be collected fairly and lawfully within the criteria as set forth in our Privacy Policy.

a) KPMHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our identified purposes.
b) KPMHA will not use any form of deception in gaining personal information from its members.

20.6 Limiting use, Disclosure and Retention - Subject to applicable legislation, KPMHA shall limit use of personal information it collects to purposes that we have disclosed in Sections 10.04 (Identifying Purposes) and 10.05 (Consent).

a) KPMHA shall maintain documents for certain periods of time dependent upon necessity. More specifically:
    1. Maintain registration data for a three-year period after an individual has left KPMHA programs in the event that an individual chooses to return to the programs after leaving.
    2. Parental/family information will be normally maintained for a similar three-year period after a member has left KPMHA programs.
    3. Affiliates - KPMHA has numerous organizations that offer hockey programs under the auspices of KPMHA. As explained above, KPMHA may from time to time share information with these organizations, associations, and leagues in order to facilitate Hockey Programming and ensure compliance with rules and regulations.
    4. KPMHA may from time to time enlist the services of third party vendors in order to provide hockey programs, technical and support services. Prior to enlisting the services of these firms we will contractually commit them to treat member personal information consistent with the Privacy Policy of KPMHA.
    5. KPMHA may at some point be involved in the sale, merger, transfer or reorganization of its activities. KPMHA may disclose personal information to the other party in such a transaction.
    6. KPMHA will ensure that third parties are contractually obligated to treat this information in a manner consistent with this policy.
    7. KPMHA may disclose member personal information to a government authority that has asserted its lawful authority to obtain the information or where KPMHA has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as permitted by applicable law.
    8. KPMHA may at its discretion release personal information for the purposes of collecting debts that may be owed to KPMHA.
b) Certain documents may be subject to legislated retention periods and these will be respected at all times by KPMHA.

20.7 Accuracy - KPMHA shall strive to ensure to the extent it can that the information entrusted is maintained in an accurate manner. KPMHA shall try to maintain the interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that is flawed.

KPMHA shall only update information in the event of a renewal, registration and/or an update.

20.8 Safeguards - Security safeguards have been implemented to ensure personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof.

a) The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed.
b) Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

20.9 Openness - KPMHA publicly discloses the methods by which it handles personal information. This information is readily available through the policy on the KPMHA website or upon request by contacting the Board of Directors.

The information available includes:

a) The name, address, email and phone number of KPMHA's Board of Directors.
b) A description of the type of personal information held by KPMHA and general uses thereof. This includes:
    1. registration information, including name, date of birth, address, past teams played on, medical information and e-mail addresses.
    2. information used for scouting, potential sponsorship opportunities, donors, alumni and information retained for the purposes of KPMHA's business contacts.
    3. information that may be made available to related organizations, KPMHA, its member associations, leagues and/or third party service providers, in accordance with the provisions of this Privacy Policy.

20.10 Individual Access - Subject to applicable legislation, upon request by the individual concerned KPMHA shall disclose whether or not it actually holds personal information on an individual. KPMHA shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

a) KPMHA may request sufficient information to confirm member identity before releasing personal information to the member.
b) Subject to applicable legislation, KPMHA shall endeavor to provide this information within 30 days of receipt of the information requested and only charge nominal fees for the purpose of offsetting its expenses incurred in supplying the requested

information. This information shall be provided in an understandable format at the time of the request.

c) Any inaccurate information that is brought to the attention of KPMHA shall be corrected as quickly as possible and any pertinent third parties shall be apprised of the corrections in due course.

20.11 Challenging Compliance - KPMHA has in place procedures for the resolution of grievances in the administration of its Privacy Policy.

a) Upon receipt of a complaint KPMHA shall make available the complaint procedures that will be simple and easy to access.
b) KPMHA shall investigate all complaints. If the complaint is deemed justified KPMHA shall take the appropriate steps to ensure that compliance is achieved and will make changes to its policies to allow for compliance in the future.
c) All complaints shall be addressed to KPMHA's Board of Directors.

Appendix 1 – Affiliation Player Guidelines

KPMHA Affiliation Player Guidelines

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

a) Competitive team head coaches generate a list of players they feel are capable of being possible Affiliate Players (AP):
    1. This HC is to attend practices/games in order to compile a list of capable players.
    2. The AP list should be generated by the first week in October so that the coaching team has time to view all of the AP's before the deadline of January 15th.
    3. It is very important that all possible AP players are physically capable of playing at that higher level (the player's safety needs to be a priority).
    4. 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 because an AP is not able to keep up!
    5. Development for the AP and for the players on the competitive team must be considered.
    6. If an AP player is dragging down a team practice this will slow down the development of the rostered players.
    7. 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.

b) The AP list is discussed with the head coach on the original team to make sure nothing is over looked.

c) KPMHA HC and appropriate Coordinator approve the list before the players are asked to AP.

d) Once the player is asked to be an AP, and their parents agree, the permission form at the end of this section, must be filled out completely.
    1. The manager of the Competitive team retains the permission form.
    2. U7/U9 players are not allowed to AP to full ice!
    3. All original team practices and games MUST be first priority unless written notice is obtained from the original team HC.
    4. This notice must also be sent to the Head Coach/Competitive Director and appropriate Divisional Director.
    5. The APs are registered with KPMHA.

e) Once the permission form is completed, the manager of the higher team must notify the KPMHA Registrar/Administrator Director so that he or she can update the roster with the said "AP's". No less than 72 hours' notice to update the roster is required.
    1. 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.)
    2. 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.
    3. Affiliated players MUST return to their regular season team once assignment is completed.
    4. Affiliated players must actually play regular shifts in a game that they have been called up for (other than goalies)

VIAHA AP 2019/2020 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" hockey are:

a) 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.

b) 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.

c) A carded player may not affiliate to a recreational team.

d) U7, U8/U9 players may not affiliate unless approved by the VIAHA Officers.

e) 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.

f) Except for goaltenders, appearance on an e- 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.

g) Exhibition and tournament games are excluded from the restriction of ten (10) games.

h) Players remain registered with their lower Division/Category team.

i) Affiliate players will have the designation “AP” beside their name on the ELECTRONIC game sheet.

j) An affiliate player must have the approval of his/her registered team.

k) 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.

l) 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).

m) 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.

n) MHAs may have additional policies/regulations which further restrict the use of affiliate players within their own Association.

AP 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 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 Hockey Canada, BC Hockey, VIAHA as well as KPMHA. 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 and each time my child is used as an affiliate player he/she must return to his/her regular season team. I also understand that affiliate players are limited to ten (10) games maximum over the course of a season. Affiliate players may not play an eleventh game until their carded team has completed their season. An affiliate player who does participate in more than ten games will be deemed to be an ineligible player.

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/Competitive Director may change his mind at any point if I am unable to keep up with the team during practices.

Player's signature _____ Date _____

Appendix 2 – KPMHA Yearend Award Guidelines

Kerry Park Minor Hockey Association will present the following annual awards to players in **U11, U13, U15 and U18 divisions**:

One Nomination for each Award should be submitted by each of the following: Head Coach, Team Manager and Assistant Coaches via the Google nomination form- by the **DEADLINE: Friday Mar. 24th at 5pm**.

The Awards Committee will review submitted nominations and select recipients in time to have the awards engraved and ready for team year end parties or AGM.

Players receiving VIAHA suspensions or offences requiring discipline may affect a player's nomination during the selection process.

Any player receiving offences under section 11 of the Hockey Canada playing rules- maltreatment will not be considered.

KPMHA Year End Awards 2023 Google Nomination Form

A. DIVISIONAL REP/REC AWARDS U11-U18 Divisions:

1. MOST VALUABLE PLAYER AWARD
This is a player who demonstrates a high level of personal achievement, as well as team leadership and flashes of brilliance; the player who contributes the most to his or her team's success.

2. UNSUNG HERO AWARD
The Unsung Hero award recognizes a player who has made an outstanding contribution to team success both on and off the ice. These contributions are not always seen on the score sheet but include leadership, sportsmanship, hard work, skill / personal development, team / systems play and an ability to come through in a difficult situation always with a positive attitude, a willingness to help in whatever capacity necessary, and a commitment to excellence.

One Nomination for each Award should be submitted by each of the following: Head Coach, Team Manager and Assistant Coaches.

B. ASSOCIATION AWARDS:

1. M.V. P. for REP Program **U11 to U18 AWARD**

2. M.V.P. for REC Program **U11 to U18 AWARD**

This award is presented to the player who on a consistent basis leads with a positive example of commitment, respect and dedication throughout the season. They take responsibility seriously and are sportsmanlike in the game, support their teammates, go above and beyond to be appreciative of the coaches, parents, arena staff etc. with regular interactions; a strong ambassador of our hockey program and association.

The recipient is selected by the Awards committee from the number of team awards recipients. Team managers or head coaches are invited to offer a statement of support for their player(s) to be considered and selected. This can be done through the Google nomination form.

Kerry Park Minor Hockey also recognizes the contribution of our volunteers and referees with the following annual awards:

3. VOLUNTEER OF THE YEAR

This award is given to a very dedicated person, excluding coaches, who worked hard over the year to provide great programming and service to our members and to make things better for the organization. Their impact was notable to many and appreciated. They were dedicated to KPMHA's success.

Coaches and Team Managers can nominate a person via the Google nomination form. The Awards committee in conjunction with the VP Admin and Registrar will review nominations and select the most deserving volunteer for the season. The recipient to receive award at the AGM.

4. COACH OF THE YEAR

This award is presented to a coach who has made an outstanding contribution to amateur hockey during the current season. The recipient will have obtained all necessary certifications, operated his/her team over and above the minimum guidelines and standards set out by KPMHA, provided a fun and safe learning environment for the players, and made an outstanding contribution to the development of each of the players and the team. They fostered a positive environment for the team to play hockey and be respectful and responsible while striving to reach their potential.

Coaches and Team Managers can nominate a coach via the Google nomination form. The Awards committee and Head Coach Director will review and select the most deserving coach for this season. The recipient to receive award at the AGM.

5. OFFICIAL OF THE YEAR

One award presented annually to an official who has made an outstanding contribution to amateur hockey during the current season. The recipient will have obtained all necessary certifications, is looked upon as a "leading" official within his/her community and is dedicated to the development of officiating by assisting with supervision, mentoring and/or training of other officials.

Award recipient to be selected by the Referee in Chief and awarded at the AGM.